

**\*\*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, September 8, 2025, 4:45 pm**  
Location: City Hall (407 Grant Street) – Council Chambers – 1<sup>st</sup> Floor  
Members: Becky McElhaney (C), Terry Kilian (VC), Michael Martens, Vicki Tierney

### **AGENDA ITEMS FOR CONSIDERATION**

- 1) Human Resources Report for August 2025.
- 2) Discussion and possible action approving 2026 and 2027 Health, Dental, and Supplemental Insurance Plan inclusion of CCIT.
- 3) Discussion and possible action approving 2026 benefit design for City and CCIT employees.
- 4) Discussion and possible action amending the Employee Handbook Section 5.15 – Clothing and Equipment.
- 5) Discussion and possible action approving the Reasonable Accommodations for Pregnant Workers Policy.

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](mailto: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 9/03/2025

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](mailto: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.



## 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
City Assessor, Grade 10	City Assessor, Grade 5	City Assessor, Grade 5	6/09/25	7/08/25
Deputy City Assessor, Grade 15	Deputy City Assessor, Grade 12	Deputy City Assessor, Grade 12	6/09/25	7/08/25
Senior Property Appraiser, Grade 17	Property Appraiser II, Grade 16	Property Appraiser II, Grade 16	6/09/25	7/08/25
Property Appraiser, Grade 18	Property Appraiser I, Grade 17	Property Appraiser I, Grade 17	6/09/25	7/08/25

#### Employee Benefits

##### Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
75	53	9	13

##### FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
7	1	3	2



## HR PERFORMANCE REPORT

### Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
14	2	12

### 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
DPW	Eye	Medical	Closed	02/06/25
Police	Privacy	Medical	Open	02/28/25
DPW	Shoulder	Medical	Closed	03/04/25
Police	Hand	Medical	Closed	04/26/25
DPW	Eye	Medical	Closed	05/06/25
Assessment	Ankle	Indemnity	Open	05/06/25
DPW	Knee	Medical	Open	04/04/25
DPW	Heat Exhaustion	Medical	Closed	06/13/25
DPW	Ankle	Medical	Open	06/30/25
Fire	Back	Medical	Open	07/20/25
Fire	Elbow	Medical	Open	07/22/25
Police	Head	Medical	Open	08/26/25

### Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
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	Non-Represented Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances



## 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	8/09
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	7/25
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	
Carrie Edmondson	Community Development	Assistant City Planner	4/28	
Cory Hanson	Fire	Firefighter/Paramedic	5/12	
Thomas Schumacher	Mayor's Office	Executive Assistant	5/12	
Anne Bares	Fire	Firefighter/Paramedic	6/09	
Zachary Harris	Fire	Firefighter/Paramedic	6/09	
Zachary Hernandez	Public Works	Street Maintainer	6/23	
Tonya Morris	Finance	Administrative Assistant III	7/07	7/22
Kong Lao	Public Works	Municipal Fleet Technician	7/21	
Isaac Wolfgram	Metro Ride	Facilities Maintenance Worker	7/21	
Cody Friedenfels	Police	Police Officer	8/13	



## HR PERFORMANCE REPORT

Employee Name	Department	Job Title	Hire Date	Separation Date
Dakota Heidmann	Police	Police Officer	8/13	
Eric Valadez	Police	Police Officer	8/13	
Tanner Duwe	Police	Police Officer	8/13	
Michelle Van Krey	Police	Police Officer	8/13	

### Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
32	25	3	4

### Separations by Department for 2024 YTD

Assessment - 1	Engineering - 1	Maintenance - 2	Water - 3	Sewer - 1
Clerk/Finance – 3	Human Resources - 1	Mayor’s Office - 1	Metro Ride - 3	
Police -5	Fire - 2	Public Works - 6	CD/CDA - 2	

### 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
Kevin Marulli	Street Maintainer	Equipment Operator	Nicholas Bradfish	5/15
Frank Ortegon-Ramirez	Bus Operator I	Bus Operator II	Jacob Will	5/25
Brad Ludwig	Firefighter/Paramedic Inspector	Fire Lieutenant Prevention	Shahn Kariger	5/25
Thomas Bauer	Transit Operations Supervisor	Transit Maintenance Supervisor	Ronald Schuenke	5/25
Ross Austin	Police Officer	Detective	Anthony Reince	6/23
Chase Paul	Water Plant Operations Tech	Water Plant Operator	Samuel Mingo	6/29
Tracy Pagryzinski	Bus Operator II	Transit Operations Supervisor	Thomas Bauer	7/20



## HR PERFORMANCE REPORT

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Kamryn Batt	Street Maintainer	Equipment Operator	Timothy Wensel	7/20
Kristeen Quale	Property Appraiser	Property Appraiser II	New	7/20
Ethan Bares	Community Communications Specialist	Police Officer	Payton Wright	8/13

### Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Administrative Assistant III – Finance	1	7/22	In process
Bus Operator I	2	7/25	Open until filled.
City Surveyor	1	1/07	Recruitment Closed 5/31 (extended from 3/31; no qualified applicants). Repost until filled.
Firefighter/Paramedic Inspector	1	5/25	In process
Public Works Supervisor	1	7/11	In process
Street Maintainer	2	(7/14 Equipment Operator), 7/20	In process
Water Plant Operations Technician	1	6/29	In process

### 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.
Fire Training Division Chief	1	1/20	Chief is revising position.
Senior Collection System Technician	1	New Position '24	Waiting for hiring manager for approval to post.
Water Distribution Maintainer	1	4/25	Waiting for hiring manager for approval to post.
Water Treatment Operations Supervisor	1	New Position '24	Waiting for hiring manager for approval to post.



## 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
4.03	Added Community Development Maintenance Division to part C	7/14
3.04	Added language to carve-out for independent authority review for items that may concern any relative of HR Director	7/14



## HR PERFORMANCE REPORT

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### *Employee Recognitions – Discretionary Performance Incentives*

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

# Human Resource Committee Packet

September 8, 2025

<b>Agenda Item</b>
Discussion and possible action approving 2026 & 2027 Health, Dental, and Supplemental Insurance Plan inclusion of CCIT.
<b>Background</b>
Since 2012 the City of Wausau has approved CCIT staff to be included in the City's insurance plan.  USI Insurance Services evaluated the impact of CCIT inclusion and determined that including CCIT employees had no impact on the City's renewal rates. The staff recommends a two-year inclusion of CCIT for 2026 and 2027.
<b>Fiscal Impact</b>
None.
<b>Staff Recommendation</b>
Approve CCIT inclusion in the City of Wausau insurance plans for two years (2026 and 2027).
Staff contact: Anne Keenan (715-261-6632)

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

<b>RESOLUTION OF THE HUMAN RESOURCES AND FINANCE COMMITTEE</b>	
Authorizing CCIT Inclusion on the City’s health, dental, vision and supplemental insurance plan design for 2026 and 2027.	
Committee Action:	
Fiscal Impact: 0	
<b>File Number:</b>	<b>Date Introduced:</b>

FISCAL IMPACT SUMMARY			
<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>Included in Budget:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
<b>SOURCE</b>	<i>Fee Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount</i> <span style="float: right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

**RESOLUTION**

**WHEREAS**, in 2012 the Common Council approved CCIT’s inclusion on the City’s health, dental, vision and accident insurance plans; and

**WHEREAS**, the City of Wausau Human Resources Department investigated and confirmed that CCIT can continue to be carried on these insurance plans in 2026 and 2027 at no added renewal costs to the City; and

**WHEREAS**, the City of Wausau will likely experience cost saving by granting CCIT inclusion, because the other benefit options available to CCIT are more costly and the City funds a prorated portion of CCIT’s benefits via CCIT’s funding agreement; and

**WHEREAS**, your Human Resources and Finance Committees recommend approving CCIT inclusion in the above-named insurance plans for 2026 and 2027; and

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that the City of Wausau approve the inclusion of CCIT employees on the City’s health, dental, vision and accident insurance plans for 2026 and 2027.

Approved:

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Doug Diny, Mayor


# Human Resource Committee Packet

September 8, 2025

<b>Agenda Item</b>
Discussion and possible action approving 2026 benefit design for City and CCIT employees.
<b>Background</b>
<p>As part of total compensation, the City of Wausau provides employees with the opportunity to participate in a group Health, Dental, Vision, LTD and Accident Insurance programs. Consistent with the employee handbook section 7.03, 7.04 and 7.05 respectively, employees contribute 12% of the health insurance premium, 50% of the Dental insurance and 100% of the Vision, Accident, LTD insurance premiums.</p> <p>This year the City went to market with the assistance of USI Insurance Services. Staff have successfully outlined a plan resulting in an increase of 9.5% for health insurance and a 0% increase for dental, vision and other ancillaries. The City will continue with its current vendors for all insurances.</p> <p><u>Overview of Proposed Design Changes:</u></p> <ol style="list-style-type: none"><li>1. While staff and USI Insurance Services worked diligently, the attached document reflects a 9.5% increase in health insurance premiums overall. Plan design change of the deductible from \$1650 to \$1,700 single coverage and \$3,300 to \$3,400 family coverage. This increase follows regulations for a high-deductible health plan.</li><li>2. No change in cost to Dental, Vision, LTD and Accident insurance.</li><li>3. Adjust the HSA contribution limits to align with IRS regulations.</li><li>4. Continuing the employee match for the HSA of up to \$600 for single coverage and \$1,200 for family coverage (based on matching requirements).</li><li>5. Adjust the FSA contribution limits to align with IRS regulations. The IRS adjusted FSA limits for 2026 are not yet published.</li></ol> <p>Included, please find a projection of the 2026 Health Coverage Plan.</p>
9.5% (486,972.61) increase in premiums.
<b>Staff Recommendation</b>
Approve benefit design as presented.
Staff contact: Anne Keenan (715-261-6632)

# City of Wausau

## HEALTH COVERAGE PLANS

Carrier	 <b>2026 Aspirus Signature HMO</b>	
Provider Network/Plan Type	In-Network	Out-of-Network
<b>Deductible</b> Single Family	\$1,700 \$3,400	Not Applicable Not Applicable
	If Employee contributes to the HSA, City will match the contribution annually up to \$600 Employee /\$1,200 Family. The City's payments will be made semi-monthly to the HSA account.	
<b>Coinsurance</b>	20%	Not Applicable
<b>Out-of-Pocket Max</b> Single Family	<i>Includes Deductible</i> \$2,650 \$5,300	Not Applicable Not Applicable Not Applicable
<b>Lifetime Maximum</b>	Unlimited	
<b>Office Visits</b> Primary Care  Specialist	Deductible then \$30 copay then 20% Deductible then \$60 copay then 20%	
<b>Routine/Preventive Care</b>	100% Coverage	
<b>Inpatient Hospital Services</b>	Ded, 20% Coins	
<b>Outpatient Hospital Services</b>	Ded, 20% Coins	
<b>Urgent Care</b>	Deductible then \$100 copay then 20%	
<b>Emergency Room</b>	Deductible then \$200 copay then 20%	
<b>Prescription Drugs</b> Preventive therapeutic drugs from list covered at 100% Generic/Preferred Brand/Brand Name/Specialty	<i>After Deductible is Met</i> \$10/ \$30/\$60 /25% Max \$250	
<b>Mail Order Drugs</b>	Copays X2	
<b>Rates per month</b> Employee Cost Family Cost	<b>Aspirus Signature HMO</b> \$106.28 \$327.32	
<b>Rates per month Employer</b> Single Cost Family Cost	<b>Aspirus Signature HMO</b> \$779.31 \$2,400.31	
Total Cost for Single	\$885.59	
Total Cost for Family	\$2,727.63	

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

<b>RESOLUTION OF THE HUMAN RESOURCES AND FINANCE COMMITTEE</b>	
Authorizing health, dental and supplemental insurance plan design for 2026.	
Committee Action: <i>HR</i>	
<i>Finance</i>	
Fiscal Impact:	\$486,972.61
<b>File Number:</b>	<b>Date Introduced:</b>

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

**RESOLUTION**

**WHEREAS**, your Human Resources and Finance Committees have reviewed the recommended changes to the City’s employee benefit program to include health, dental, vision and ancillaries to be offered to employees in 2026; and

**WHEREAS**, the proposed benefit program recommends a plan change for healthcare deductibles from \$1,650 to \$1,700 for single plan and \$3,300 to \$3,400 family plan to comply with a high-deductible healthcare plan (HDHP); and

**WHEREAS**, the proposed benefit program contains a 9.5% overall increase in health insurance premium costs; and

**WHEREAS**, the proposed benefit plan for dental, vision and other ancillaries are stationary; and

**WHEREAS**, your Human Resources and Finance Committees approve the authorization and recommendation to continue to offer eligible Health Savings Account plans with match, which further promote health plan consumerism and cost savings by further engaging and informing individuals on the issues of health care costs; and

**WHEREAS**, both your Human Resources Committee and your Finance Committee recommend keeping

the dental premiums dormant; and

**WHEREAS**, both your Human Resources and Finance Committees approve the adjustment of the HSA and FSA contribution limits as necessary to remain compliant with IRS and other federal regulations, and;

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that the City of Wausau provide the health, dental, vision and ancillaries insurances as summarized above and specified in attached documentation for the 2026 plan year; and

**BE IT FURTHER RESOLVED** by the Common Council of the City of Wausau that the proper City officials and designees are hereby authorized and directed to execute and administer the plan as approved by this resolution.

Approved:

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Doug Diny, Mayor

# Human Resource Committee Packet

September 8, 2025

<b>Agenda Item</b>
Discussion and Possible Action amending the Employee Handbook Section 5.15 – Clothing and Equipment.
<b>Background</b>
Employees currently receive 50% of the cost up to \$125.00 for safety boots.  Employees prefer the ability to purchase boots with a flat reimbursement of up to \$125.00 per year. This will give more flexibility to the employee and allow them to receive the full value of the boot.
<b>Fiscal Impact</b>
None.
<b>Staff Recommendation</b>
Approve the amendments to the handbook section 5.15 number 6 to remove “50%” of up to \$125.00.
Staff contact: Anne Keenan, 715-261-6632

### 5.15 – Clothing and Equipment

The City provides clothing allowances and uniforms to certain employees.

Building Maintenance employees shall be furnished shirts and pants by the City.

Parking Control Specialists shall receive uniforms purchased by the City at the time of initial employment.

The City will maintain such uniforms by replacing damaged or worn-out clothing upon proof of the need for replacement.

Employees in the following divisions will receive the following Clothing and Equipment:

Community Development Maintenance Division	Engineering Division	GIS Division
Streets and Maintenance Division	Water Division	
Inspections- Electrical Division	Wastewater Division	

1. All protective clothing required to perform essential job duties shall be owned and furnished by the City in its discretion at no cost to employees. Such protective clothing shall be left on City property at the close of the working day.
2. The City shall provide eleven (11) sets of uniforms for employees in these divisions except the Engineering Division.
3. The City shall furnish hand tools needed to perform the employee's job requirements as determined by the City. Power tools, special equipment and large tools will be furnished by the City. Any question concerning the necessity of purchasing additional tools shall be determined by the City. Employees are responsible for the costs of replacing/repairing City owned tools and equipment that are lost, stolen or damaged due to the fault of the employee.
4. Motor Pool staff including Equipment Services Mechanics, Senior Equipment Mechanics and Fleet Supervisor are required to supply and use their own tools. Motor Pool staff responsible to maintain their tools in good working order, and are responsible for the costs of replacing/repairing their personal tools. These employees shall receive an annual tool allowance of \$500.
5. Employees shall receive an annual reimbursement of \$75.00 towards the purchase of cold weather gear.
6. Employees will be reimbursed ~~50% of~~ the cost up to \$125.00 per pair of safety boots annually. Boots must be worn on all job sites and inspected for compliance to ANSI F2421 or ANSI F2413 standard.
7. Employees will be reimbursed up to \$120.00 annually for the full cost of safety eyeglasses that meet the ANSI Z87.1 requirement. For reimbursement, documentation of the glass and frames must meet the ANSI Z87.1 standard.

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

<b>RESOLUTION OF THE HUMAN RESOURCES COMMITTEE</b>	
Approving amendment to the Employee Handbook Section 5.15 – Clothing and Equipment to remove up to 50% of the safety boot reimbursement.	
Committee Action:	
Fiscal Impact:	\$0
<b>File Number:</b>	<b>Date Introduced:</b>

<b>FISCAL IMPACT SUMMARY</b>			
<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
<b>SOURCE</b>	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount</i> <span style="float: right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

**RESOLUTION**

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

**WHEREAS**, the Director of Public Works and Utilities has requested that the Safety Boot Reimbursement pay be a flat up to \$125.00; and

**WHEREAS**, for continuity of Employee Handbook provisions the Human Resource staff is requesting to remove the 50 percent of payment; and

**WHEREAS**, on September 8, 2025, your Human Resources Committee reviewed and approved the modified Employee Handbook language Section 5.15.

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau that Employee Handbook section 5.15- Clothing and Equipment is hereby amended to include Subsection 6, Safety Boot Reimbursement pay to remove the 50% of the cost of the boots.

Approved:

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Doug Diny, Mayor



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## POLICY

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DATE: 2025  
TITLE: Reasonable Accommodations for Pregnant Workers Policy  
ISSUER: Human Resources  
COVERAGE: All employees  
AUTHORITY: Human Resources Department  
DURATION: Indefinite

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### PURPOSE

As required by the federal Pregnant Workers Fairness Act (PWFA), the City of Wausau will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause undue hardship to City of Wausau's operations.

### POLICY

An employee or applicant may request an accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request in writing to human resources (HR). The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include, but are not limited to, allowing the individual to:

- Sit while working
- Drink water during the workday
- Receive closer-in parking
- Have flexible hours
- Receive appropriately sized uniforms and safety apparel
- Receive additional break time to use the bathroom, eat and rest
- Take time off to recover from childbirth
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the City of Wausau will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

The City of Wausau prohibits any retaliation, harassment, or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

For more information on the Pregnant Worker Fairness Act (PWFA), visit:  
<https://www.federalregister.gov/documents/2024/04/19/2024-07527/implementation-of-the-pregnant-workers-fairness-act>



PREGNANT WORKERS FAIRNESS ACT  
 RESPONSE TO ACCOMMODATION REQUEST

Date:	Department:
Accommodation Requested By:	
Was the requested accommodation approved?	YES NO
If yes, the following accommodations and/or modifications will be implemented:	
Start date:	
End date:	
Approximate cost of accommodation and/or modification: \$	
If the accommodation is denied, list the reasons for the denial*:	
*The Department must consult with Human Resources prior to a denial of any accommodation request.	
Date of action:	
Response by individual requesting accommodation:	
Signature:	Date:

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

<b>RESOLUTION OF THE HUMAN RESOURCES COMMITTEE</b>	
Approving policy "Reasonable Accommodations for Pregnant Workers".	
Committee Action:	
Fiscal Impact:	\$0
<b>File Number:</b>	<b>Date Introduced:</b>

<b>FISCAL IMPACT SUMMARY</b>			
<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	<i>Included in Budget:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
<b>SOURCE</b>	<i>Fee Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount</i> <span style="float: right;"><i>Annual Retirement</i></span>
	<i>TID Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/> <i>Amount:</i>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>		

**RESOLUTION**

**WHEREAS**, the City of Wausau is committed to follow state and federal laws; and

**WHEREAS**, the Director of Human Resources has requested the inclusion of the Reasonable Accommodations for Pregnant Workers Policy; and

**WHEREAS**, on September 8, 2025, your Human Resources Committee reviewed and approved the Reasonable Accommodations for Pregnant Workers Policy.

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of Wausau approves the Reasonable Accommodations for Pregnant Workers Policy.

Approved:

\_\_\_\_\_  
Doug Diny, Mayor