



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 13, 2021 at 4:30 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (Chair), Dawn Herbst (Vice Chair), Lou Larson, Michael Martens, James Wadinski

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of 8/9/2021 Minutes.
- 2) Human Resources Report for August.
- 3) Discussion and Possible Action Amending the Biometric Screening Wellness Program.
- 4) Discussion and Possible Action Approving Full Implementation of Option 3 of the 2019 Wage Study.
- 5) Discussion Regarding Recruitment and Retention Challenges.
- 6) Adjournment.

***Due to the COVID-19 pandemic, this meeting is being held in person and via teleconference. Members of the media and the public may attend in person, subject to the social distancing rules of maintaining at least 6 feet apart from other individuals, or by calling 1-408-418-9388. The Access Code is 2483 873 3036. Password: WausauHR**

Individuals appearing in person will either be seated in the Council Chambers or an overflow room, subject to the social distancing rules. Space will be available on a first come, first served basis. All public participants' phones will be muted during the meeting. Members of the public who do not wish to appear in person may view the meeting on the City of Wausau's YouTube Channel <http://www.tinyurl.com/WAAMedia>, live by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/WausauCityCouncil>.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 9/09/2021 at 10:30 AM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

Other Distribution: Alderpersons, Mayor, Department Heads, Union Presidents.

DRAFT

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

DATE/TIME: August 9, 2021 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Dawn Herbst, Lou Larson, Michael Martens, Becky McElhaney, James Wadinski
MEMBERS ABSENT:
Also Present: Mayor Rosenberg, T. Vanderboom

Approval of the 6/14/21 Minutes.

Motion by Herbst to approve the minutes of the June 14, 2021 Human Resources Committee meeting. Second by Martens. All ayes. Motion passed 4-0 (Larson not present at this time).

Human Resources Report for July.

McElhaney asked if there were any questions regarding the report. No questions were brought forward.

Discussion Biometric Screening Program.

Vanderboom provided an update to the Committee. The vendor the City had used was bought out and pricing is not available at this time. Vanderboom has asked the City's insurance broker to do an RFP for this service in the meantime. If the price is within budget, the City will move forward; if more money is needed, the items will come back to the Human Resources Committee and the Finance Committee.

No action on this item.

Discussion and Possible Action Amending Shift Differential (Employee Handbook 5.08)

Vanderboom said that the Public Works Department had asked to have the shift differential looked at. Public Works has been having a difficult time filling its 2nd shift positions, and one of the items thought to contribute to the difficulty is the pay for shift differential. Human Resources surveyed other municipalities as well as private employers in the area for their shift differential pay. Human Resources also gathered data regarding average number of employees and hours for 2nd shift employees and determined that increasing the shift differential will not be a big impact on the City's budget.

Discussion took place regarding who receives shift differential, determining new amount of shift differential, and process moving forward for this item.

Motion by Wadinski to approve the increasing the current shift differential rates by \$1.00 to be effective upon Council approval. Second by Larson. Larson shared that he felt this item would have a hard time passing the Finance Committee. Wadinski asked if the item could be considered in the budget if it is not approved at Finance, to which McElhaney said yes. Motion passed 5-0

Discussion and Possible Action Approving Updated Policy for Employees with Symptoms or Exposure of Novel Covid-19 Flu (Coronavirus).

Vanderboom said the changes to the policy are in response to the most current changes from the CDC. The current policy states that employees are required to follow CDC recommendations. The CDC now recommends people to wear masks indoors regardless of vaccination status. The topic was discussed at a recent department directors meeting and three department directors were in favor of revising the policy to recommend that employees follow the CDC recommendations instead of requiring employees to follow the CDC recommendations. The updated policy reflects this change for consideration. Reasons for this change include the hardship of enforcement, burden on management staff, and employee morale for those who were de-masked having to re-mask. Reasons to not change the current language of the policy include deviating from the advice of

health authorities, possible legal defense issues by the City, and a higher risk of liability and negligence complaints that come with the new deviation.

Larson questioned a part of the policy requiring quarantine. Vanderboom said that the quarantine requirements would remain the same as the CDC recommends, but all other recommendations would be recommended, and not required, by employees. Martens asked if the City would be found negligent if someone could trace contracting covid back to being in a City building; Vanderboom said the City would have a weakened defense against negligence complaints. Vanderboom said that any action taken at the meeting would only affect employees, not citizens or elected officials. Herbst said she felt that requiring masks would be step backwards and that it should be up to each individual.

Vanderboom went over the current policy language versus the proposed changes again for clarity. McElhaney said the current policy would require employees to wear masks. The proposed changes would make it a recommendation. Vanderboom said a vote in support of the policy update would result in not requiring masks; a vote against the policy update would keep the policy as is and employees would be required to follow all recommendations.

Motion by Larson to approve the updated Policy for Employees with Symptoms or Exposure of Novel Covid-19 Flu. Second by Wadinski. Herbst wanted to confirm that this would update the policy to recommend employees follow CDC guidelines and not require it. Wadinski said he supports the CDC even though he is for this update. Vanderboom shared some data that she found regarding this update and what other government entities are doing. Motion passed 4–1. (*Martens was the dissenting vote.*)

Discussion of Amalgamated Transit Union Grievance, per Step 3 Grievance Procedure of the Collective Bargaining Agreement.

Troy Hanson, President of the ATU spoke to the committee about the grievance being considered regarding a termination. Hanson said that he felt the handling of the grievance came down to a difference of opinion and that is the oddest grievance he's dealt with because the union was able to prove their point that the employee did not run a red light but nothing changed because another traffic violation was found, which was running a yellow light. Hanson asked if Wadinski could answer if people are often sited on running yellow lights. The committee was uncertain if the question could be answered due to parliamentary rules. Hanson said that changing the violation in a grievance is not something he's experience before.

Hanson went on to say that there is concern about morale if the grievance is not struck from the person's record, which would allow the ATU to share the information with employees. Hanson said that if video ride checks are implemented, they are concerned what that will do for bus driver morale and fear of being written up for violations that are currently not viewed as serious or violations that are allowed by industry standards due to the size of the buses.

Closed Session pursuant 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration or specific personnel problems or the investigation or charges against specific persons were 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 date, or involved in such programs or investigations for the purpose of considering ATU Local 1168 union grievance regarding an employee termination.

Motion by Martens to move into Closed Session.

Closed Session pursuant to 19.85(1)(f) Considering financial, medical, social or personal histories of specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data for the purpose of considering leave of absence requests exceeding 30 days for one employee.

Reconvene into Open Session.

Motion by Herbst to reconvene into Open Session. Second by Martens. All ayes. Motion passed 5-0.

Discussion and possible Action on Closed Session Item #7 Consideration of ATU Local 1168 union grievance regarding an employee termination.

Motion by Larsen to uphold the employee termination. Second by Wadinski. All ayes. Motion passed 5-0.

Discussion and Possible Action on Closed Session Item # 8 Approving Leave of Absence Requests.

Motion by Herbst to approve leave of absence request. Second by Wadinski. All ayes. Motion passed 5-0.

Adjournment.

Motion by Larson to adjourn. Second by Wadinski. Meeting is adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

**HR PERFORMANCE REPORT****Core Services*****Classification & Compensation*****Open Reclassification Requests**

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date
Stockroom Specialist	SG 22, \$32,489.60-\$45,468.80	Parts Manager	SG 19 \$40,934.40-\$57,304	3/6/2021
Stockroom Specialist	SG 22, \$32,489.60-\$45,468.80	Parts Specialist	SG 19 \$40,934.40-\$57,304	5/1/2021
Public Relations Specialist	SG 17 \$47,278.40-\$66,185.60	Community Relations Manager	SG 15 \$52,832-\$79,227.20	6/1/2021

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date
Building Maintenance Coordinator	SG 18, \$43,741-\$61,237	Facilities Manager	SG 14 \$55,514 - \$83,270	1/12/21

Employee Benefits**Family Medical Leave (YTD)**

Requests Received	Approved	Pending	Denied/Canceled
59	48	3	8

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
5	2		1

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
19	4	15



HR PERFORMANCE REPORT

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Fire	Back Strain	Indemnity	Open	01/26/21
Fire	Dislocated knee	Indemnity	Closed	02/09/21
Fire	Back Strain	Indemnity	Open	03/22/21
DPW	Broken Wrist	Medical	Open	03/26/21
Fire	Privacy Case	Medical	Closed	04/03/21
DPW	Broken Finger	Medical	Open	04/16/21
Police	Leg Sprain	Medical	Closed	04/25/21
Police	Hand sprain	Medical	Closed	05/19/21
Police	Concussion	Medical	Open	06/10/21
Police	Knee strain	Medical	Open	06/27/21
Police	Burn/cut	Medical	Open	06/30/21
DPW	Back	Indemnity	Open	01/18/21
DPW	Foreign Body - Eye	Medical	Open	07/01/21
Police	K-9 bite	Medical	Open	07/27/21
DPW	Ankle Sprain	Medical	Open	08/20/21
Police	Privacy Case	Medical	Open	08/21/21
Police	Shoulder Strain	Medical	Open	08/12/21
Police	Hand Strain	Medical	Open	08/26/21
Police	Cat scratches	Medical	Open	08/28/21

Open Cases from previous years

Police	Privacy Case	Medical	Open	09/06/20
Police	Back	Indemnity	Reopen	12/12/19
CDA	Knee	Indemnity	Reopen	11/22/19
DPW	Multiple body parts	Indemnity	Open	09/13/19
Metro	Knees	Indemnity	Reopened	09/01/17
DPW	Multiple body parts	Indemnity	Reopened	02/07/17

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
2	1	1	2		

**HR PERFORMANCE REPORT****Open Grievances**

Employee Name	Union	Issue	Date Filed	Status
Justin Fisher	ATU	Termination	6/28/2021	Pending Step 3 meeting

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status
Roger Yauch	ATU	Scheduling	7/5/2021	Pending Step 2 meeting

Recruitment & Selection**New Hires**

Employee Name	Department	Job Title	Hire Date
Jacob Heil	Metro Ride	Bus Operator I	1/21
Gina Vang	Water	Administrative Assistant II	2/15
Edwin Zoborowski	Water	Plant Operations Technician	2/22
Mark Brener	Sewer	Sewer Maintainer	2/26
Emily Ley	Finance	Assistant Finance Director	3/01
Basil Smith	Public Works	Street Maintainer	3/22
Leo Gau	Public Works	Facilities Manager	3/29
Joseph Niewolny	Wastewater	Plant Maintenance Mechanic	4/12
Stephanie Luisier	Mayor's Office	Community Communications Assistant	4/26
Cong Lor	Police	Police Officer	5/21
Ryan Montalo	Police	Police Officer	5/21
Hunter Stark	Police	Police Officer	5/21
Samuel Wessel	Community Development	Assistant Planner	5/24
Nathan Clark	Fire	Firefighter/Paramedic	6/04
Collin Elertson	Fire	Firefighter/Paramedic	6/04
James Truckey	Fire	Firefighter/Paramedic	6/04
Julie Crull	Metro Ride	Administrative Assistant III	6/14
Maitong Yang	Finance	Accountant	6/28

**HR PERFORMANCE REPORT**

Employee Name	Department	Job Title	Hire Date
Kenneth Engen	Wastewater	Sewer Maintainer	7/6
Ethan Bares	Police	Community Communications Specialist	7/12
Mitchell Pempek	Water	Water Distribution Maintainer	7/19
Tanner Bemke	Fire	Firefighter/Paramedic	8/09
Elizabeth Brodek	Community Development	Development Director	8/11
Bryanna Woldt	Assessment	Property Appraiser	8/23

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
30	18	10	2

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Brad Ludwig	Engineer	Firefighter, Inspector	Shahn Kariger	1/11
Rebecca Bliven	Administrative Assistant III	Transit Operations Supervisor	Megan Newman	3/08
James Marchel	Bus Operator I	Bus Operator II	Duane Flegner	3/08
Dustin Kraege	Fleet Supervisor	Public Works Superintendent	Ric Mohelnitzky	4/22
Floyd Smith	Water Distribution Maintainer	Water Maintainer/Relief Operator	New Position	5/13
Solomon King	Sr. Equipment Services Mechanic	Fleet Supervisor	Dustin Kraege	5/24
Robert Barteck	Deputy Fire Chief	Fire Chief	Tracey Kujawa	6/08
Kevin Koester	Senior Equipment Operator	Public Works Supervisor	Jason Quade	7/26
Jean Frankel	Administrative Assistant II	Executive Assistant	Stephanie Luisier	8/09
Andrew Eberhardy	Bus Operator I	Bus Operator II	Robert Kurkowski	8/23

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Administrative Assistant II – Police	1	8/09	In Process
Administrative Assistant II – Muni. Court	1	8/13	In Process

**HR PERFORMANCE REPORT**

Bus Operator I	5	2020	On-going Recruitment
City Clerk	1	8/06	In Process
Economic Development Manager	1	5/21	In Process
Equipment Services Mechanic	3	10/02, 11/20, 4/30	In Process
Firefighter/Paramedic	4	4/01	In Process
Parts Specialist	1	6/04	In Process
Plant Maintenance Mechanic	1	4/23	In Process
Police Officer	0	n/a	In Process for Eligibility List
Property Appraiser	1	New Position	In Process
Senior Equipment Operator	1	7/26	In Process
Sewer Maintainer	1	9/3	Application Deadline 9/21
Street Maintainer	2	1/04, 8/05	In Process
Wastewater Plant Operations Technician	1	4/23	Application Deadline 9/23

Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status

Handbook Modifications

Section Modified	Modification	Date
2.01 Employee Conduct and Work Rules & 2.04 Personal Appearance	Granted an additional 10 minute paid break when possible to employees whose work stations don't allow for the removal of a face covering.	8/3/20
2.06 Solicitation	The City may raffle off up to 2 days of vacation based on participation in the United Way campaign. (Note: Union employees are not eligible for this incentive without an MOU).	8/4/20
5.15 Standby Pay	One additional employee per division may be added to the Standby schedule when necessary. This exception should last no more than 3 months, but may be extended at the recommendation of the Department Director with approval by Finance and Human Resources.	8/24/20



As of August 31, 2021

HR PERFORMANCE REPORT

5.02 Compensation Plan Administration	Update maximum base-building Discretionary Performance Incentive from 4% to 4.5%, to align with current pay step structure.	10/1/20
8.03 Personal Holidays	Clarify current practice that personal holidays must be used in the calendar year they are received	10/13/20

Human Resource Committee Packet

September 13, 2021

Agenda Item
Discussion and possible action amending the Biometric Screening Wellness Program
Background
The City of Wausau's Biometric Screening Provider, Ascension, has had their biometric services bought out by Aspirus. Aspirus costs for biometric screening are significantly higher than the current provider, and requires employees to utilize the Aspirus portal. The Committee has three options: 1. Continue to offer the biometric screening program to staff utilizing Aspirus. This requires Finance and Council approval to increase the budget for the programming, and scheduling will be difficult as we approach the end of the year. 2. Select another vendor more in line with our current budget, and attempt to schedule with the new vendor by the end of the year. 3. Do not offer biometric screening this year, and consider a wellness program redesign for next year. Note: Biometric screening participation has been dropping since the EEOC v. AARP decision placed the incentive on hold. At the beginning of 2021, the EEOC recommended new wellness incentive guidelines which limited incentives for participation-based programs like biometric screening to <i>de minimis</i> standards (i.e. a water bottle or small gift card) but those guidelines were quickly withdrawn.
Fiscal Impact
varies
Staff Recommendation
Each option listed above is sound; selection depends on the priorities of the committee.
Staff contact: Toni Vanderboom (715-261-6634)

Human Resource Committee Packet

September 13, 2021

Agenda Item
Discussion and possible action approving full implementation of Option 3 of the 2019 Wage Study.
Background
In 2019, the Common Council approved full implementation of Option 2 of the most recent wage study. Under Option 2, all employees who were below midpoint in their salary range had their wages adjusted according to the vendor's calculations. (NOTE: If an employee's current pay was above that recommended point, the employee's pay remained unchanged.) In 2020 and again in 2021, the Common Council approved an additional step increase for employees who were identified as eligible for an increase under Option 3 of the wage study. Through this method, the City continued to make progress toward fully funding and implementing the 2019 wage study. During the annual budget process, the HR Department produces updated estimates on the cost of fully implementing Option 3 of the wage study versus implementing an additional step to employees under Option 3. In 2022, full implementation expenses are estimated at \$54,310 (if implemented 1/1/2022). Expenses related to one additional step increase are estimated at \$14,370. Per the Employee Handbook, a full review of market data for all City jobs will be conducted approximately once every five (5) years. According to this timeline, in 2022 the Human Resources Department anticipates requesting permission to issue an RFP and select a market analysis vendor. The work of the market analysis will be conducted in 2023, and the analysis will be implemented in 2024 (five years from the date of the last implementation). Ideally, the City will utilize the time from now until 2024 to establish funding for the implementation of the market analysis so the budget may be established prior to implementation.
Fiscal Impact
\$54,310 continuing expenses in the 2022 budget
Staff Recommendation
With preparation for the next market analysis approaching, I recommend fully implementing Option 3 in 2022. This will fully implement the current study before beginning work on the next study. The Finance Director has reviewed the estimated 2022 budget and believes that conditions are favorable for a full implementation of these expenses. Full implementation will also allow the Council to focus on establishing a reserve for the next study.
Staff contact: Toni Vanderboom (715-261-6634) and MaryAnne Groat (715-261-6645)

Human Resource Committee Packet

September 13, 2021

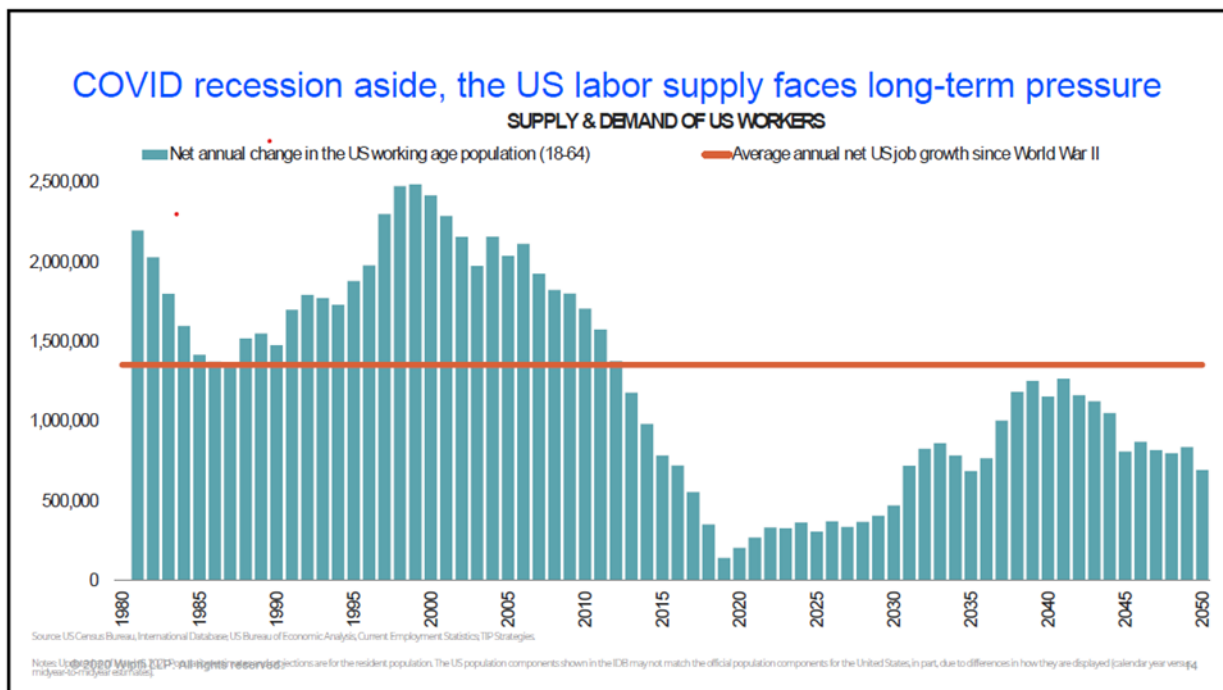
Agenda Item

Discussion regarding recruiting and retention challenges.

Background

The news is full of articles regarding the current labor shortage, and theories on why this shortage is happening. While the City isn't seeing an immediate reduction in the number of applications, over the last decade the City has certainly experienced a reduction in applications for open positions.

While the current pandemic is considered to be contributing to the labor shortage, current population numbers are also part of the problem. The chart below from the US Census Bureau shows that in 2019 the US working age population reached an all-time low and is anticipated to stay low for the next decade. According to the projections, the number of workers available will not meet the anticipated job needs until nearly 2040. As available jobs exceed number of workers, retaining current employees can also become a challenge.



With these considerations in mind, the Human Resources Department will be discussing recruitment and retention needs with individual departments and bring forward policy discussions to address these needs.

Human Resource Committee Packet

September 13, 2021

The Common Council has already approved some policy changes to meet these recruitment and retention needs:

- Hiring bonus up to \$2,000 for difficult to fill positions.
- Able to negotiate starting vacation accrual amounts for high-level and difficult to fill positions.
- Removed waiting period to use vacation and personal holidays and shortened vacation accrual schedule.
- Currently developing recruitment videos for the most-needed positions (Mechanic, Bus Operator and Firefighter). Recruitment videos for other positions and informational videos about each department will follow.
- Added incentives (mechanic incentive up to \$1.90/hour, tool allowance of \$500, Battalion Chief Paramedic incentive of 2%) and increased incentives (boot allowance increased to \$125).
- Revamped Utility Mechanic incentive (redefined to allow more employee participation and increased amount to \$0.75/\$1.50).
- Added holiday (New Year's Eve).
- Tuition reimbursement program funded in 2020 and 2021.
- 2022 recommendation to fully implement wage study.

Fiscal Impact

Staff Recommendation

Please share any areas of interest/consideration you would like particular attention to as HR and departments consider this topic.

Staff contact: Toni Vanderboom (715-261-6634)