

****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 – Special Meeting - AMENDED
Date/Time:	Monday, November 11, 2024 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 October 14, 2024 Minutes.
- 2) Human Resources Report for October 2024.
- 3) **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.
- 4) Reconvene into **Open Session**.
- 5) Discussion and Possible Action on Closed Session Item #3 Approving Leave of Absence Request.
- 6) Discussion and possible approval of 3% COLA for non-represented employees.
- 7) 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 james.henderson@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 agendized, 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 11/05/2024 at 10:00 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 JOINT HUMAN RESOURCES COMMITTEE/FINANCE COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: October 14, 2024, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
HR MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Gary Gisselman, Michael Martens, Vicki Tierney
FIN MEMBERS PRESENT: Michael Martens (C), Gary Gisselman (VC), Chad Henke, Becky McElhaney, Vicki Tierney

Also Present:

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

Approval of August 12, 2024 and September 24, 2024 Minutes.

Motion by Kilian to approve the August 12, 204 and September 24, 2024 Human Resources Committee minutes. Second by Tierney. All ayes. Motion passed 5-0.

Human Resources Report for September 2024.

(This item was not discussed.)

Discussion and Possible Action to Approve the Addition of Section 1.07 – Whistleblower Policy to the Employee Handbook.

Henderson explained that Tammy Stratz, Community Development Manager, said they would like to accept a grant but that the City needs to have a Whistleblower Policy in place since they are dealing with Federal dollars. Henderson said that this policy would encompass all employees and that he worked with an employment attorney to customize it to meet the needs of the City.

Kilian asked about the language in the policy stating that a person is not entitled to protection unless the information reported is of public concern, and if that would limit someone from reporting an issue. Henderson said that this language should not affect if someone reports something and that working for a municipality, almost all matters could be considered of public concern. Henderson explained that a policy cannot be finite in language but rather it should cover principles that judgement can then be used to determine if it meets the criteria of the policy.

Gisselman questioned confidentiality for employees that report an issue and how Henderson determines how to conduct the investigation. Henderson explained that everything is done to try to maintain confidentiality for an employee who reports an issue, but if necessary, the identity of the employee may need to be revealed in certain circumstances, therefore confidentiality is never promised or guaranteed to an employee. Henderson said that as far as how an investigation is handled, the HR Director determines if the process can be handled

internally by the HR Director or if others are required in order to assist or conduct the investigation. Gisselman asked if Henderson has dealt with conflicts between city staff before and how he has handled that. Henderson said that he has had experience with this if he felt that he had a conflict of interest he would defer the issue to the City Attorney to determine how to handle it.

Motion by Kilian to approve the addition of Section 1.07 – Whistleblower Policy to the Employee Handbook. Second by Tierney. All ayes. Motion passed 5-0.

Discussion and Possible Action to Approve Amending Employee Handbook Section 7.08 – Health Savings Account (HSA).

Henderson said that this item is language clean up to remove the 2020 date to avoid any confusion.

Motion by Gisselman to approve amending Employee Handbook Section 7.08 – Health Savings Account (HSA). Second by Martens. All ayes. Motion passed 5-0.

Discussion and Possible Action to Approve Amending the City of Wausau FMLA Policy and Employee Handbook Section 8.07 – Family Medical Leave Policy.

Henderson provided the committee with information on how the federal government allows FMLA time to be issued; calendar year, 12-month period measured forward, and 12-month period measured backward. The City has been providing FMLA time by calendar year, which is the most expensive and can be abused, therefore it was determined to change the federal FMLA period to a 12-month period measured forward, which is the most common method for employers.

Martens asked how this change will affect employees already on FMLA. Henderson said that anyone on FMLA will not be affected, and that the change will be effective January 1, 2025 moving forward.

Motion by Tierney to approve amending the City of Wausau FMLA Policy and Employee Handbook Section 8.07 – Family Medical Leave Policy. Second by Kilian. All ayes. Motion passed 5-0.

Michael Martens called a meeting of the Finance Committee to order with a quorum present.

CLOSED SESSION pursuant to Section 19.85(1)(b) of the Wisconsin State statutes for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussing the tentative bargaining agreement with the Amalgamated Transit Union.

Motion by Martens to go into Closed Session pursuant to Section 19.85(1)(b) of the Wisconsin State statutes for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussing the tentative bargaining agreement with the Amalgamated Transit Union. Second by Tierney.

Roll call was taken of HR Committee members present: Gisselman, Kilian, Martens, Tierney, and McElhaney.

Finance Committee motion for same by Henke. Second by Tierney.

Roll call was taken of Finance Committee members present: Gisselman, Tierney, Henke, McElhaney, and Martens.

The meeting went into Closed Session.

RECONVENE into Open Session, for Discussion and Possible Action on the Approval of the Collective Bargaining Agreement with the Amalgamated Transit Union.

The Human Resources Committee and Finance Committee reconvened in Open Session.

Human Resources Committee Vote: Motion by Tierney to approve the Collective Bargaining Agreement with the Amalgamated Transit Union. Second by Gisselman. All ayes. Motion passed 5-0.

Finance Committee Vote: Motion by McElhaney to approve the Collective Bargaining Agreement with the Amalgamated Transit Union. Second by Tierney. All ayes. Motion passed 5-0.

Adjournment.

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

Rebecca McElhaney
Human Resources Committee, Chair

Michael Martens
Finance Committee, Chair

Video available: <https://www.youtube.com/watch?v=YO49Vm9Wr6o> and <https://www.youtube.com/watch?v=1pIVWECiJ-c>

**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
98	66	13	16

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
7	2	2	5

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
19	4	15

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Knee injury	Medical	Closed	01/03/24
DPW	Arm	Medical	Closed	02/08/24
Police	Knee injury	Medical	Closed	03/12/24

**HR PERFORMANCE REPORT**

Fire	Back	Indemnity	Open	03/16/24
Fire	Feet	Indemnity	Open	03/19/24
Police	Knee injury	Medical	Open	03/26/24
DPW	Ankle	Medical	Closed	05/18/24
DPW	Finger	Medical	Closed	05/25/24
Police	Privacy Case	Medical	Closed	06/06/24
DPW	Eye	Medical	Closed	06/19/24
Police	Foot	Medical	Closed	07/05/24
Fire	Shoulder	Medical	Closed	08/01/24
Fire	Finger	Medical	Closed	08/06/24
Metro	Leg	Medical	Closed	08/15/24
Police	Knees	Medical	Open	08/18/24
Police	Privacy Case	Medical	Closed	08/23/24
Fire	Foot	Indemnity	Open	09/06/24
Police	Knee	Medical	Closed	09/10/24
Fire	Finger	Indemnity	Closed	09/18/24
Police	Cat bite	Indemnity	Open	10/23/24
Water	Eye	Medical	Open	10/23/24

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
WW	Eyes	Indemnity	Open	09/18/23
Police	Knee injury	Indemnity	Open	05/14/23
Police	Wrist	Medical	Reopened	05/03/23
Police	Hand/Shoulder	Indemnity	Open	01/17/23
Police	Ankle	Indemnity	Reopened	06/27/18
Metro	Knees	Indemnity	Reopened	09/01/17

Employee and Labor Relations
Grievances (YTD)

**HR PERFORMANCE REPORT**

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

Recruitment & Selection**New Hires**

Employee Name	Department	Job Title	Hire Date	Separation Date
Justin Pluess	Fire	Deputy Fire Chief	1/08	
Gwendolyn Bertram	Police	Administrative Assistant II	1/08	
Robert Horstmeyer	Police	Police Officer	1/17	
Garrett Johnson	Police	Police Officer	1/17	
Joseph Vacek	Police	Police Officer	1/17	
Season Welle	Finance	Assistant Finance Director	1/22	
Jeffery Wagner	Assessment	Deputy City Assessor	1/22	
Frank Ortegon-Ramirez	Metro Ride	Bus Operator I	2/12	
Cade Maple	Fire	Firefighter/Paramedic	2/19	
Brennan Schneider	Fire	Firefighter/Paramedic	2/20	
Arran Hersey	Metro Ride	Transit Director	3/04	
Kamryn Batt	Public Works	Street Maintainer	3/04	
Donald Solomon	Public Works	Street Maintainer	3/11	
Kenneth Foreman	Metro Ride	Utility Worker – Transit	3/11	
Cheslea Pontzloff	Public Works	Administrative Assistant II	3/18	
Thomas Plaisance	Metro Ride	Bus Operator I	3/18	
Samuel Mingo	Water	Water Plant Operator	3/18	
Tanner Szakacs	Metro Ride	Utility Worker – Transit	3/18	7/10

**HR PERFORMANCE REPORT**

Employee Name	Department	Job Title	Hire Date	Separation Date
Zachary Schroeder	Public Works	Street Maintainer	3/18	
Noel Kelzenberg	Police/Fire	Administrative Assistant II	4/01	
Boone Lorenz	Fire	Firefighter/Paramedic	4/29	
Austin Uttech	Wastewater	Wastewater Plant Operations Technician	4/29	
Brooke Mueller	Community Development	Administrative Assistant II	5/13	
Chase Paul	Water	Water Plant Operations Technician	7/08	
Scott Krueger	Assessment	Property Appraiser	8/05	
Jean Block	Customer Service	Administrative Assistant III	8/05	
Payton Wright	Police	Police Officer	8/05	
Jacob Ausel	Water	Water Distribution Maintainer	8/05	
Samuel Radtke	Water	Water Distribution Maintainer	8/19	
Cody Swearingen	Police	Police Officer	9/16	
Melani Lemanski	Assessment	Assessment Office Technician	9/30	
Megan Waller	Mayor's Office	Executive Assistant	9/30	
Matthew Kozloski	Fire	Community Care Paramedic	9/30	
Andrew Saxer	Fire	Firefighter/Paramedic	9/30	
Thomas Bauer	Metro Ride	Transit Operations Supervisor	10/14	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
38	21	12	5

Separations by Department for 2024 YTD

Clerk/Finance – 2	Public Works – 4	Maintenance - 1	Attorney's - 1
Metro Ride – 7	Water - 4	Assessment - 2	Mayor's - 1
Police -5	Fire - 9	Community Dev - 1	Wastewater - 1

**HR PERFORMANCE REPORT****Promotions/Transfers**

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Jacob Albee	Police Officer	Patrol Lieutenant	Michael Felder	1/07
Peter Fish	Police Officer	Patrol Lieutenant	Jennifer Holz	1/07
Nicholas Bradfish	Street Maintainer	Equipment Operator	Dan Cook	1/07
Joseph Toboyek	Street Maintainer	Equipment Operator	John Conger	1/07
Jason Schill	WW Plant Operations Technician	Wastewater Lab Technician	Tyler Wagner	1/07
Jennifer Holz	Patrol Lieutenant	Detective Lieutenant	William Kolb	1/21
Kevin Fletz	Bus Operator I	Bus Operator II	Thomas Rice	1/21
Chuck Saukam	Utility Worker – Transit	Bus Operator II	Kelly Melanson	2/05
Kristy Stoerzer	Administrative Assistant I – DPW	Administrative Assistant II – DPW	Sheila Mabry	2/18
Floyd Smith	Water Plant Operations Tech	Senior Water Plant Operations Tech	Kevin Behnke	4/14
Zachary Kempf	Equipment Operator	Senior Equipment Operator	Jon Raduechel	5/12
Ronald Schuenke	Transit Operations Supervisor	Transit Maintenance Supervisor	Andrew Klaschus	5/26
Raymond Younger	Water Distribution Maintainer	Senior Water Distribution Maintainer	Rick Dorn	8/04
William Zick	Firefighter/Paramedic	Engineer	Robert Buss	9/01
Zachary Schroeder	Street Maintainer	Equipment Operator	Zachary Kempf	10/20

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Assistant City Attorney	1	10/13	Closes 11/28
Bus Mechanic I – Transit	1	7/17	Closes 11/19
City Surveyor	1	1/7/25	Closes 11/10
Collection System Technician	1	10/22	Closes 11/05
Community Development Director	1	7/05	In Process
Deputy Transit Director	1	10/25	Closes 11/17
Firefighter/Paramedic	10	1 new '22, 3/25, 3/28, 6/02, 6/25, 7/05, 7/16, 8/01, 9/01, 10/25	2 Candidates in Process to Hire; Closes 11/04 for add'l candidates.
Police Officer	1	10/25	Closes 11/15

**HR PERFORMANCE REPORT**

Utility Worker – Transit	1	7/10	Closes 11/07
Wastewater Plant Operations Tech	1	New Position (approved by Council)	Closes 11/06

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Assistant City Attorney	1	7/19	Awaiting approval from City Attorney to repost.
Water Distribution Maintainer	1	8/09	Superintendent would like to wait to post.

Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver
MaryAnne Groat		12/31/24	ERP project needs
Peggy Steinke		12/31/24	ERP project needs
Jennifer Norton		12/31/24	ERP project needs
Jennifer Kannenberg		12/31/24	ERP project needs
Anne Keenan		12/31/24	ERP Project needs
Rick Rubow		12/31/24	Staffing Issues

Handbook Modifications

Section Modified	Modification	Date

Human Resource Committee Packet

November 2024

Agenda Item
Discussion and possible approval of 3% COLA for non-represented employees
Background
For the 2025 budget, a 3% COLA has been recommended to keep the City of Wausau wages current and competitive with the market
Fiscal Impact
3% adjustment in current steps
Staff Recommendation
Discuss and possible action on approving a 3% COLA for non-represented employees
Staff contact: James Henderson (715-261-6634)