



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, January 11, 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 12/14/2020 Minutes.
- 2) Human Resources Report for December.
- 3) Discussion and Possible Action Updating Wausau's Policy for Employees with Symptoms or Exposure of Novel COVID-19 Flu (Coronavirus) for 2021.
- 4) Discussion and Possible Action Classifying Full-time Community Communications Specialist.
- 5) Discussion and Possible Action Reclassifying the Building Maintenance Coordinator Position to Facilities Manager.
- 6) Discussion and Possible Action Approving Notice of Election to Self-Insure Worker's Compensation Program with CVMIC.

Individuals appearing in person will either be seated in the Council Chambers or an overfill 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 live over the internet by <https://waam.viebit.com/?folder+ALL>, 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 1/07/2020 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 HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: December 14, 2020 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Michael Martens, Lou Larson, Becky McElhaney, James Wadinski
MEMBERS ABSENT: Dawn Herbst,
Also Present: Mayor Rosenberg, T. Vanderboom

McElhaney called the Human Resources Committee meeting to order at 4:30 p.m.

Approval of the 10/12/20 Minutes.

Motion by Larson to approve the minutes of the October 12, 2020 Human Resources Committee meetings.
Second by Wadinski. All ayes. Motion passed 4-0.

Human Resources Report for November.

Vanderboom said she would take any questions regarding the report. No questions were brought forward.

Discussion and Possible Action Reclassifying the Position of Business Development Specialist to Economic Development Manager.

Vanderboom explained that the Community Development Department had an Economic Development Manager position in the past that was removed to create an Assistant Planner position. Vanderboom talked with department staff about the organization of the department and it was found that bringing this position back would be beneficial. Additionally, the Business Development Manager position was a newly created position, and the position is functioning more in line with the Economic Development Manager job description and should be reclassified as such. The mayor spoke in favor of reclassifying the position. Martens asked if this would change the responsibilities of the Community Development Director position. Vanderboom said that the Director position should not change but that this change should take some of the day-to-day operational burdens related to economic development off of the Director. McElhaney talked in favor of reclassifying this position. The mayor indicated that this position would also work with Public Access.

Motion by Martens to reclassify the position of Business Development Specialist to Economic Development Manager. Second by Wadinski. All ayes. Motion passed 4-0.

Closed Session pursuant 19.85(1)(e) 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 considering Wausau Professional Police Association Collective Bargaining.

McElhaney said that the committee can go into Closed Session if they wish. Vanderboom said that if the committee wishes to discuss the City's strategy in negotiating that they should go into Closed Session, but if they just have questions about the content of the tentative agreement, those questions can be answered in Open Session. The committee decided not to go into Closes Session.

Discussion and Possible Action Approving the Tentative Bargaining Agreement between the City of Wausau and the Wausau Professional Police Association.

Vanderboom explained that a staff memo was included in the packet that provided an overview of the changes to the tentative agreement and then walked through the changes with the committee.

Motion by Wadinski to accept the tentative bargaining agreement between the City of Wausau and the Wausau Professional Police Association. Second by Larson. All ayes. Motion passes 4-0.

Discussion and Possible Action Addressing Compression Between Union and Non-Represented Supervisory Staff.

Vanderboom said now that the tentative agreements have been accepted, the City looks at compression issues that can arise between union employees and supervisors due to increases not being the same. The City prefers to have a 5% spread between union employees and the first line supervisors. Vanderboom said that some instances of compression were found that should be addressed and approved to bring to the Finance Committee for approval. Vanderboom went over the increases that are necessary with the committee. Larson asked if the increases were reflected in the budget. Vanderboom said that the increases were not included in the budget and therefore will need to go to the Finance Committee. Vanderboom said the amount is about \$7,400 plus benefits.

Motion by Larson to approve addressing compression between union and non-represented supervisory staff and forwarding to the Finance Committee. Second by Wadinski. All ayes. Motion passed 4-0.

Adjournment.

Motion by Wadinski to adjourn. Second by Larson. Meeting 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
Business Development Specialist	SG 18, \$43,741-\$61,237	Economic Development Manager	SG 15, \$52,832-\$79,227.20	12/14/20

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date
Senior Property Appraiser	SG 17, \$47,278.40-\$66,185.60	Deputy Assessor	SG 15, \$52,832-\$79,227.20	9/29/20

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
102	74	7	19 2

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Paperwork not authentic
15		4	

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
23	7	16

**HR PERFORMANCE REPORT**

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Inspections	Sprained foot	Medical	Closed	03/19/20
DPW	Strained arm/neck	Medical	Closed	03/19/20
DPW	Broken Finger	Medical	Closed	04/20/20
Fire	Breathing	Medical	Closed	03/13/20
Fire	Sprained shoulder	Medical	Closed	01/17/20
Police	Hearing	Medical	Closed	01/16/20
Police	Back pain	Medical	Closed	02/13/20
Police	Head laceration	Medical	Closed	03/22/20
Police	Privacy Case	Medical	Closed	04/05/20
Police	Privacy Case	Medical	Closed	04/24/20
Police	Sprained hand	Medical	Closed	06/04/20
DPW	Abdomen Strain	Medical	Closed	04/24/20
DPW	Object in eye	Medical	Closed	05/05/20
Police	Concussion/Hearing	Medical	Open	08/24/20
Police	Contusion to face	Medical	Closed	08/24/20
Police	Privacy Case	Medical	Open	09/06/20
Fire	Privacy Case	Medical	Closed	09/21/20
DPW	Broken Finger	Medical	Open	09/17/20
Fire	Exposure	Indemnity	Open	09/30/20
Metro	Sprained chest	Medical	Closed	10/21/20
Fire	Back Strain	Medical	Open	11/17/20
Fire	Shoulder Strain	Medical	Open	11/09/20
Police	Cat Bite	Medical	Open	11/08/20

Open Cases from previous years

CDA	Knee	Indemnity	Reopened	11/22/19
DPW	Multiple body parts	Indemnity	Open	09/13/19
DPW	Shoulder	Indemnity	Open	07/19/19
Metro	Knees	Indemnity	Reopened	09/01/17
DPW	Multiple body parts	Indemnity	Reopened	02/07/17

**HR PERFORMANCE REPORT***Employee and Labor Relations*

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
3	1	2	1	0	2

Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Tannor Allen	Fire	Sick Leave usage and Covid policy violation	11/17/20	Step 2

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status
A, B & C Crew	Fire	Offering of Emergency Responder Paid Sick Leave with MOU	3/31/20	Grievance withdrawn, MOU negotiated and signed
Nick Olsen	Transit	Discharge Policy Violation		Denied by HR Committee at Step 3

Recruitment & Selection

New Hires

Employee Name	Department	Job Title	Hire Date
Seth Cate	Police	Police Officer	1/22
Mai Vang	Finance	Administrative Assistant III	1/13
Korey Radkowski	DPW	Street Maintainer	1/20
Andrew Kutchenriter	Police	Police Officer	1/23
Hnia Thao	Police	Police Officer	1/23
Gregory Radke	DPW	Street Maintainer	1/27
Lauryn Erdman	Police	Crime Response Specialist	1/30

**HR PERFORMANCE REPORT**

Employee Name	Department	Job Title	Hire Date
Betsy Duginski	Comm Dev Authority	Administrative Assistant I	2/03
Leslie Kremer	Finance	City Clerk	2/24
Dylan Landwehr	DPW	Street Maintainer	2/24
Brandon Tousignant	Fire	Firefighter/Paramedic	2/24
Zachary Becker	Fire	Firefighter/Paramedic	2/24
David Briggs	Fire	Fire Training Division Chief	3/11
Sean Fitzgerald	Community Development	Business Development Specialist	5/05
Jacquelyn Gruna	Finance	Administrative Assistant III	6/17
Michael Bedish	Police	Police Officer	6/17
Jeremy Steinman	Sewer	Plant Maintenance Mechanic	6/29
Tyler Wagner	Sewer	Lab Technician	6/29
Christopher Stieber	Fire	Firefighter/Paramedic	7/10
Cody Volm	Fire	Firefighter/Paramedic	7/10
Sethany Sass	Fire	Firefighter/Paramedic	7/10
Garrett Pagel	Water	Water Distribution Maintainer	8/10
Stephen Celona	Sewer	Sewer Maintainer	8/10
Garret Strachota	Metro Ride	Bus Operator I	8/17
Timothy Bishop	Metro Ride	Bus Operator I	8/17
Heather Mahler	Municipal Court	Administrative Assistant II	8/17
Justin Frederick	DPW	Equipment Services Mechanic	9/08
Kenneth Kroeplin	Metro Ride	Bus Operator I	9/08
Dylan Walkush	DPW	Street Maintainer	9/08
Gregory Cina	Sewer	Sewer Maintainer	10/19
Rick Schlieve	DPW	Street Maintainer	11/16
Morgan Moede	Water	Water Distribution Maintainer	11/16
Shannon Graff	Community Development	Community Development Specialist	11/30
Chakkrayann Saukam	Metro Ride	Utility Worker	12/09
Trevor Land	Assessment	Property Appraiser	12/14
Levi Williams	Sewer	Sewer Maintainer	12/14
Claire Aschenbrenner	Police	Police Officer	12/21

**HR PERFORMANCE REPORT**

Employee Name	Department	Job Title	Hire Date
Cody Holder	Police	Police Officer	12/21

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
37	19	13	5

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Marlon Marks	Firefighter/Paramedic	Engineer	Guy Skidmore	1/12
Mary Jordan	Administrative Asst. III	Administrative Asst. II	Teri Daigle	3/30
Ryan Dwelly	Sewer Maintainer	Collections System Supervisor	Ken Rye	4/20
Nicholas Gehring	Firefighter/Paramedic	Engineer	Andy Adrian	5/07
Michael Becker	Fire Lieutenant	Battalion Chief	Allan Antolik	6/19
Matthew Brockman	Firefighter/Paramedic	Fire Lieutenant	Michael Becker	6/19
William Olsen	Sewer Maintainer	Plant Maintenance Mechanic	New Position	6/29
Gary Steffen	Bus Operator I	Bus Operator II	Jeff Matthew	8/10
Korey Rajkowski	Street Maintainer	Equipment Operator		10/19
Mitchell Harris	Street Maintainer	Equipment Operator		10/19
Patrick Lind	Street Maintainer	Equipment Operator		10/19
Josh Mahne	Bus Operator I	Bus Operator II	Robert Kurkowski	11/02
Shannon Lane	Sr. Water Distribution Maintainer	Water Distribution Supervisor	New Position	11/02
Kevin Behnke	Water Plant Operations Technician	Sr. Water Plant Operations Technician	New Position	11/16
Michelle Weasler	Administrative Asst. II	Administrative Asst. III	New Position	11/16
William Olsen	Plant Maintenance Mechanic	Sewer Maintainer		11/30
Rick Dorn, Jr.	Water Distribution Maintainer	Senior Water Distribution Maintainer	Shannon Lane	12/14
Megan Newman	Transit Operations Supervisor	Transit Operations Manager	Peter Burek	12/14

**HR PERFORMANCE REPORT**

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Brian Stahl	Fire Lieutenant, Inspections	Fire Marshal	David DeSantis	12/29
Shahn Kariger	Critical Care Paramedic, Inspections	Fire Lieutenant, Inspections	Brian Stahl	12/29
Derek Pionke	Firefighter/Paramedic	Engineer	Michael Herdina	12/29
Shawn Gehring	Firefighter/Paramedic	Engineer	Brad Ludwig	12/29
Shane Woller	Firefighter/Paramedic	Engineer	Michael Faehling	12/31

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Sewer Maintainer	1	5/1	Interviews Scheduled
Bus Operator I	1	10/30	Open Until Filled
Administrative Assistant II (Water)	1	New Position	Interviews Scheduled
Plant Maintenance Mechanic	1	11/30	Application Review
Police Officer	2	12/2, 12/10	Application Deadline 12/31
Assistant Finance Director	1	1/04	Interviews Scheduled
Equipment Services Mechanic	2	10/02, 11/20	Conditional Offers Extended
Firefighter/Paramedic	4	12/27, 12/28, 12/29, 1/05	Application Deadline 1/10
Street Maintainer	2	12/22, 1/04	Application Deadline 12/30
Transit Operations Supervisor	1	11/16	Application Deadline 1/07
Water Plant Operations Technician	1	11/16	Application Deadline 12/31

Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status

**HR PERFORMANCE REPORT***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
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

January 11, 2021

Agenda Item
Discussion and possible action updating Wausau's Policy for Employees with Symptoms or Exposure of Novel COVID-19 Flu (Coronavirus) for 2021.
Background
The Human Resources Department has been diligently updating the City's policy as CDC, DHS and Marathon County Health Department learn more about COVID-19. The Families First Coronavirus Response Act expired on 12/31/20 and was not extended as part of the recent federal stimulus package. The updated policy includes the following changes and establishes a City response to the loss of paid balances for covid-related absences: • Communicates the expiration of the FFCRA benefits (Emergency Paid Sick Leave pay and Emergency Family and Medical Leave Expansion Act) • Grants a new Emergency Paid Sick Leave and Emergency Responder Paid Sick Leave balance to employees starting 1/1/21 and expiring 7/1/21, separate from the FFCRA • Establishes that if an employee can return to work via health department protocol and chooses not to, the employee will be ineligible for continued Emergency Responder Paid Sick Leave or Emergency Responder Paid Sick Leave.
Fiscal Impact
Undetermined. There is no initial cost for this benefit, but covid-absences may result in overtime expenses.
Staff Recommendation
Approve the updated Policy for Employees with Symptoms or Exposure of Novel COVID-19 Flu (Coronavirus)
Staff contact: Toni Vanderboom (715-261-6634)

CITY OF WAUSAU
POLICY FOR EMPLOYEES WITH SYMPTOMS OR EXPOSURE OF NOVEL COVID-19 FLU (CORONAVIRUS)

Effective: March 18, 2020

Revised: ~~October 9~~ January 1, 2020 2021

BACKGROUND

The Centers for Disease Control is responding to an outbreak of respiratory disease caused by novel (new) coronavirus that has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”). On January 30, 2020 the International Health Regulations Emergency Committee of the World Health Organization (WHO) declared the outbreak of COVID-19 a “public health emergency of international concern” (PHEIC). On January 31, Health and Human Services declared a public health emergency (PHE) for the United States to aid the nation’s healthcare community in responding to COVID-19. On March 11, the WHO characterized COVID-19 as a pandemic. On March 13, the President of the United States declared the COVID-19 outbreak a national emergency.

Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with MERS-CoV, SARS-CoV, and now with this new virus (named SARS-CoV-2). This is the first pandemic known to be caused by the emergence of a new coronavirus.¹

Marathon County will take appropriate measures to limit or slow any further spread of this disease in our workplace, schools and community. People who are actively sick with COVID-19 can spread the illness to others; therefore it is important that employees with symptoms consistent with COVID-19 minimize their exposure to others. This policy addresses employment considerations in relationship to the exclusion, either voluntary or mandatory, of City employees from employment based on possible COVID-19.

The City of Wausau continues to respond to the COVID-19 challenge. The health and wellbeing of our employees and the citizens of Wausau are of utmost importance to the City. The content of this policy may be revised by Human Resources staff and placed into effect immediately as procedures and public health recommendations change, with approval from the Mayor and/or Council as appropriate and in a timely manner. The Human Resources Department continues to monitor progress of federal legislation governing COVID-19 responses, and will continue to update this policy as needed.

COVID-19 SYMPTOMS

People with COVID-19 have a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. Symptoms include, but are not limited to:

- Cough
- Shortness of breath or difficulty breathing
- Fever or chills
- ~~Chills~~
- Sore throat
- New loss of taste or smell
- Fatigue
- Headache
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea²

This list does not contain all symptoms; the CDC will continue updating the list as they learn more about COVID-19, found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. Employees are to monitor for symptoms prior to reporting for work each day. Employees who exhibit influenza-like symptoms as described above, or suspect an exposure to someone suffering from COVID-19, are required to report that information to their supervisor before returning to work and may be subject to return to work criteria established at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>. Suspected exposures and employees who test positive for COVID-19 should contact the Marathon County Health Department at 261-1900 for guidance and contract tracing.

Not everyone who has COVID-19 suffers from all of the symptoms above, and some individuals experience mild or moderate symptoms. Employees are in the best position to know how they typically feel and whether the symptoms they are experiencing are due to other factors such as seasonal allergies, loss of sleep, ate something that didn't agree with them, etc. In light of the variety of symptoms, if you are not feeling your usual self it is recommended to stay home, not come to work, and notify your supervisor and Human Resources. People who are sick with influenza-like illness should stay home and minimize contact with others. If you think you may have been exposed to COVID-19, contact your healthcare provider and track your symptoms.

Seek Emergency Medical attention if you have trouble breathing, a persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, or if you have bluish lips or face.³ ~~Employees who exhibit influenza-like symptoms as described above, or suspect an exposure to someone suffering from COVID-19, are required to report that information to their supervisor before returning to work and may be subject to return to work criteria established at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>.~~ Suspected exposures and employees who test positive for COVID-19 should contact the Marathon County Health Department at 261-1900 for guidance and contract tracing.

PREVENTION

The health of staff and the community is the highest priority within the City of Wausau. As such, all employees are expected to follow CDC, Wisconsin Health Department and Marathon County Health Department recommendations regarding the COVID-19 virus.

Individuals have an important role in protecting themselves and their families.

- Stay informed. Health officials will provide additional information as it becomes available.
- Employees should take these everyday steps to protect your health and lessen the spread of this new virus:
 - Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
 - Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective and will be available in your department.
 - Avoid touching your eyes, nose or mouth. Germs spread this way.
 - Clean and disinfect high-touch surfaces in your home, and to the extent possible avoid touching high-touch surfaces in public places.
 - Avoid close contact. Whenever possible, maintain 6 feet distance between yourself and others. Do not gather in groups and stay out of crowded places.
 - Cover your mouth and nose with a cloth face cover when you are around others, unless you have an underlying condition which prevents the wearing a face cover.
 - If you are sick with COVID symptoms, you may be sick for a week or longer. You should stay home and keep away from others as much as possible, including avoiding travel and not going to work or school, until you meet the recommended guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html> and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.)
 - If you leave the house to seek medical care, call ahead and wear a facemask, if available and tolerable, and cover your coughs and sneezes with a tissue. In general, you should avoid contact with other people as much as possible to keep from spreading your illness, especially people at increased risk of severe illness from influenza. Stay in a specific “sick room” and limit contact with people and pets.
 - Employees are expected to follow the CDC prevention guidelines found at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>
 - For more information, visit the CDC website at <https://www.cdc.gov/coronavirus>

The virus is thought to spread mainly from person-to-person. However, as a prevention technique, the CDC recommends that individuals perform routine environmental cleaning. Guidance on cleaning protocols can be found at <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html>. City of Wausau Building Maintenance contacted the cleaning contractor responsible for City buildings, and they have assured that their staff received training regarding the current health crisis. However, all departments are strongly encouraged to establish appropriate in-house environmental cleaning procedures.

The City of Wausau also issued the following guidance to support the health of both employees and residents:

- Employees shall wherever possible replace in-person meetings with virtual meetings.
- Whenever possible, ridership in City vehicles (excepting transit) shall be limited to one person. This may require temporary reassignment of City vehicles.
- All City equipment and work places shall be sanitized by the operator/employee at the start of each shift.
- Lunch or break room access is restricted to food storage and food prep wherever possible. If not possible, the space shall be sanitized frequently and employees must practice appropriate social distancing protocol.

CONTINUITY OF OPERATIONS

The City of Wausau is dedicated to managing resources to ensure that the City may continue operations during a pandemic. To this effect, Department Directors designated all employees based on operational need into three categories:

1. Required employees: Required employees are critical to business operations and must report to work or work in the field to perform their required duties. These employees may be required to report on a modified schedule according to department needs.
2. Required remote employees: Required remote employees are critical to business operations but can perform all or part of their duties remotely. Those employees are required to complete a Temporary Work at Home request form and follow the guidance under “Alternate Work Arrangements and Telecommuting” below.
3. Non-required employees: Non-required employees shall not report to work unless instructed to do so by their Director.

Any employee may be re-designated as the COVID-19 virus continues to impact the City’s operations. Also, employees may be assigned to perform essential work in other units for which they may be qualified and/or can safely perform the work. If an employee is reassigned to perform other essential work, they will continue to be paid according to their regular pay rate. Reasonable exemptions from reassignment based on high-risk status may apply, as determined by the Human Resources Department. An employee who fails to report during his/her regular work hours, or refuses a work reassignment, may be subject to discipline up to and including discharge, and will not be eligible for pay during the time period where work was offered and available.

If necessary for continued operations in certain critical areas, the City may request and receive an Exception to Home Quarantine from the County Health Officer. If this exception is granted, an employee who is under quarantine order for COVID-19 exposure who has not been diagnosed with COVID-19 may be able to report to work during the quarantine period. However, that employee will still be subject to the quarantine order when not at work. Departments will not

seek an Exception to Home Quarantine without approval from the Mayor and support from Human Resources.

TELECOMMUTING

In an effort to slow the transmission of the disease, and in response to hardships developing from school closures, employees may request permission to work from home. Normally, these arrangements are heavily restricted under City policy. However, in response to the current pandemic, departments that are able to have employees work from home are authorized to do so. This accommodation may not be possible for all employees, and may only be possible for a limited number of employees. The Department Director must determine what is appropriate for each individual situation. Department Directors should work with CCIT to ensure that telecommuting options are possible with the current technology available to the City, and that proper information security protocols are observed. Employees who are granted a telecommuting accommodation under this policy should be aware that this accommodation is temporary in nature, and may be revoked by the City. All telework accommodations granted under this policy will end when public health conditions related to the COVID-19 virus no longer require these extraordinary measures, as determined by the Mayor and/or Common Council. Employees being granted a telecommuting accommodation must complete a Temporary Work at Home Request Form, available in the Human Resources Department or on the City's intranet, prior to beginning to telecommute. City-owned equipment remains the property of the City of Wausau and must be returned to the workplace at the end of the temporary telecommunicating assignment.

Barring authorization from the Mayor or Council, all departments are expected to maintain service to the citizens of Wausau. Any decisions related to closure of departments or services require the approval of the Mayor or action by the Common Council.

ALTERNATE WORK ARRANGEMENTS

Another effort to slow the transmission of the disease is alternate work arrangements. Department Directors may establish schedules designed to limit employee contact, and to attempt to preserve the health of employees as required to maintain department operations. All alternate work schedules must be approved by the Mayor or Common Council, either in writing or via public action, prior to implementation. All alternate work arrangements have been ended as of July 1, 2020. However, the Mayor or Common Council may approve this response measure again in the future, should it be needed.

If an employee is assigned a reduced or altered schedule because of the emergency, that employee shall be guaranteed 100% of their normal bi-weekly base pay (see below for the exclusions to this guarantee.) An employee who is assigned an alternate work schedule that represents a reduction in hours shall use the pay code "Covid Shift Pay" to document the hours below the normal schedule and to receive normal hourly compensation for those hours. Use of the "Covid Shift Pay" does not deduct accrued time from an employee's leave bank, and is WRS reportable.

Salary continuation for alternate work schedules does NOT guarantee that an employee under quarantine order, out sick, or caring for a covered relative will maintain 100% pay. Employees will not maintain their current salary if the City of Wausau institutes a furlough or layoff. The City cannot extend this salary continuation guarantee to grant-funded positions unless the grant-funding allows, and does not extend to represented employees unless the labor organization representing the employees enters into a Memorandum of Understanding with the City. This policy only guarantees continued pay if a Department Director reduces an employee's schedule based on the needs of the City, and does not prohibit the City from amending or ending this guarantee based on future needs.

Alternate work arrangements resulting in lost time, and any pay practices affected or changed by an alternate work arrangement must be approved by the Mayor or Council prior to implementation.

TRAVEL RESTRICTIONS AND POST-TRAVEL QUARANTINE

The City of Wausau has restricted all work travel to locations with widespread or ongoing community spread of COVID-19, and is prohibiting all non-essential work travel outside of Marathon County. Employees are required to report all out-of-state travel to their supervisors before their date of departure. If an employee needs to travel out of Marathon County for essential work reasons, that travel must be approved by the Mayor with a recommendation from the Department Director.

The CDC has issued travel guidelines and recommendations regarding travel on their website at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html> and the Wisconsin Department of Health Services has travel guidelines and recommendations available at <https://www.dhs.wisconsin.gov/covid-19/travel.htm>. The City of Wausau is requiring employees follow CDC, Wisconsin Health Department, and Marathon County Health Department recommended guidelines for quarantine after travel. As of August 25, 2020 the CDC and the Wisconsin Department of Health Services are advising individuals monitor their health for 14 days upon return from any travel and follow COVID protocols if they become sick.

EXCLUSION FROM EMPLOYMENT

The City of Wausau will take appropriate action to prevent, suppress and control COVID-19 and other communicable diseases. In order to maintain a safe work environment, the City of Wausau may exclude certain employees from employment if:

- they are experiencing symptoms similar to or been diagnosed with COVID-19
- they are subject to a quarantine order by a local, state or federal health official
- they are identified by a Health Department as having been in "close contact" with someone who has been diagnosed with COVID-19

Employees should first be given the opportunity to voluntarily leave the workplace and utilize sick or other paid leave balances. If the employee refuses, the employer may then exclude him/her from employment. If the employee is asymptomatic and able to work from home, accommodations may be made for the individual to telecommute.

Individuals who are excluded from employment under this protocol will be given an Exclusion from Employment Notification Form (EENF) and will be directed to go home. Both employees who are excluded and those who voluntarily remain at home under this protocol will not be allowed to return to their worksite until the conditions established by the CDC have been met. The CDC provides guidance regarding return-to-work requirements at

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html> and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>. ~~<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>~~. A doctor's release and/or a negative COVID test may be required before returning to work.

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No disciplinary action will result from an employee's use of sick leave based on voluntary compliance or this exclusion. Employees who are excluded from work or voluntarily remain at home are eligible to use sick leave for the period of exclusion (subject to normal sick leave procedures), and may be eligible for Emergency Paid Sick Leave or Emergency Responder Sick Leave. An employee's Perfect Attendance Leave eligibility will not be affected by use of sick leave arising from an exclusion from work or a voluntary absence due to COVID-symptoms.

LEAVE BENEFITS

SICK LEAVE: The City of Wausau has a generous sick leave policy already in place to protect employees who need to miss work due to illness. An employee may use sick leave when, due to sickness or temporary disability, the employee is unable to perform the duties of employment. Employees may also use sick leave to attend medical appointments, and to care for a member of his/her family's serious health condition. For more information on the City's sick leave policy, please visit the Employee Handbook Section 8.06-Sick leave. This policy temporarily adjusts sick leave requirements so that

1. an employee under a "recommended quarantine" (per CDC and Health department guidelines) is eligible to use sick leave for the quarantine period, even if the employee is asymptomatic, and
2. an employee is eligible to use sick leave for the care of a child who is subject to quarantine even if the child is asymptomatic

except as otherwise limited by this policy. Please see the policy below for information on the Emergency Paid Sick Leave benefit under the FFRCA and the Emergency Responder Paid Sick Leave benefit.

PERFECT ATTENDANCE LEAVE: Perfect Attendance Leave eligibility will not be affected by absences resulting from exclusion from employment or voluntary sick leave usage for illnesses consistent with COVID-19 symptoms. In order to avoid PAL ineligibility, the employee and their supervisor must certify to HR that the sick leave usage met the above criteria. The provisions under the Perfect Attendance Leave Policy remain in effect for all other sick leave usage.

FMLA: The seasonal flu and colds do not normally qualify for FMLA; however, depending upon the severity of symptoms and complications an employee may be eligible for FMLA

because of a COVID-19 illness, or to care for a family member suffering from COVID-19. The Families First Coronavirus Response Act has also temporarily expanded FMLA coverage until 12/31/2020. If you think you may be eligible for FMLA, or for more information on FMLA benefits, please contact your Human Resources department.

DONATED LEAVE: The City of Wausau's Donated Leave Policy allows employees to donate vacation time to employees with a serious medical illness themselves or of an immediate family member. Information on the Donated Leave Policy is available on the City's Intranet, or by contacting the Human Resources Department.

UNPAID LEAVES OF ABSENCE: Employees may request leave without pay. Leaves shall not exceed 30 days without approval by the Human Resources Committee and Common Council. During an unpaid leave of absence longer than 5 days, no benefits shall accrue. Participation in group insurance plans can be maintained provided the employee pays the full cost.

VACATION: The City has temporarily suspended vacation maximum accrual limits in the Employee Handbook Section 8.04 – Vacation. Employees will be able to accrue vacation time above their stated maximum amount until ~~December 31st~~ June 30, 2021. On ~~January~~ July 1, 2021 employees will stop accruing additional time above the maximum amount of vacation and will lose any vacation accrual amounts above the maximum accrual limit in the Employee Handbook, existing on that date. Payout of vacation benefits remains subject to the original policy (i.e. the City of Wausau will not pay out vacation balances, upon separation from service or for any other reason, above the maximum accrual amount allowable in the Employee Handbook). The suspension of vacation accrual limits does not apply to represented employees, unless the labor organization representing the employees enters into a Memorandum of Understanding with the City.

FAMILIES FIRST CORONAVIRUS RESPONSE ACT

On March 18, 2020 President Trump signed the Families First Coronavirus Response Act (FFCRA) into law. This law ~~is was~~ effective April 1, 2020 and ~~ended on s no later than~~ December 31, 2020. The law provided:

- ~~1-~~ Emergency Paid Sick Leave (pay code VTO or Virus Time Off)
- ~~2-~~ Emergency Family and Medical Leave Act Expansion

EMERGENCY PAID SICK LEAVE

While the federal requirement to provide Emergency Paid Sick Leave for qualifying COVID-19 absences expired with the FFCRA on December 31, 2020, the City of Wausau will offer a new balance of Emergency Paid Sick Leave on January 1, 2021 to expire on July 1, 2021. This policy is not intended to supplant or supersede any federal, state, or local COVID-19 related law(s) addressing the same subject matter that may be passed in the future. If any such law is passed on date later than this policy is adopted, the City reserves the right to revisit and amend this policy in any lawful manner. This may mean repealing the policy altogether because a

mandated law takes its place; or amending the policy to allow for discretionary benefits in addition to whatever the law provides.

Emergency paid sick leave, or VTO, may be used when an employee is unable to work for one of the following reasons:

Self-care

1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

Care of others

4. The employee is caring for an individual who is subject to an order described above, or has been advised to self-quarantine as described above.
5. The employee is caring for his/her child (as defined by the FMLA) because the child's school or place of care has been closed or is unavailable due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Full-time employees receive 80 hours of Emergency Paid Sick Leave, or VTO, and part-time employees receive Emergency Paid Sick Leave equivalent to the number of hours that employee would work on average over a two-week period. Emergency Paid Sick Leave is paid at 100% the employee's regular rate of pay up to \$511/day and \$5,110 total for reasons included under "self-care." Emergency Paid Sick leave is paid at 2/3 of an employees' regular rate of pay up to \$200/day and \$2,000 total for reasons included under "care of others." An employee may use other paid balances to reach 100% of their regular base pay if they reach a pay cap during the 80 hours of Emergency Paid Sick Leave. Employees must complete the COVID-19 Application for Leave of Absence form (available at the end of this policy and on the Intranet) and return it to Human Resources in order to utilize VTO.

If local, state or federal health authorities approve a method to expedite an employee's timeline to return to work (for example, if a negative test would allow an employee to return to work faster) and the employee opts not to return, the employee shall not be eligible for Emergency Paid Sick Leave beyond the earliest return to work date. ~~Note: If telecommuting work is available and offered, an employee may not be eligible for pay under this section of the FFRCA~~ Emergency Paid Sick Leave pay. If the City of Wausau receives an Exclusion from Home Quarantine from the health department, an employee may not use Emergency Sick Leave pay instead of returning to work.

EMERGENCY FAMILY MEDICAL LEAVE ACT
EMERGENCY RESPONDER PAID SICK LEAVE

~~The City of Wausau is extending the following Emergency Responder Paid Sick Leave benefit, which will apply to individuals who have been exempted from coverage under the Families First~~

Coronavirus Response Act as an emergency responder. Following this guidance from the public safety and police emergencies, as well as those employees necessary to respond to public health emergencies related to the City's water, wastewater and streets infrastructure as emergency responders. The following is a list of employees currently considered as emergency responders (the City may revise this list as needed as the COVID-19 emergency continues):

- All sworn Fire and Police personnel
- Wastewater staff required to maintain or operate pumps and equipment: Plant Maintenance Mechanic, Senior Plant Maintenance Mechanic, Senior Sewer Maintainer, Sewer Maintainer, Waste Water Plant Operations Technician, Collections System Supervisor, and Wastewater Lab Technician, and Wastewater Superintendent.
- Water staff required to maintain or operate pumps and equipment: Water Distribution Maintainer, Senior Water Distribution Maintainer, Water Plant Operations Technician, Water Plant Operator, and Water Operations Superintendent.
- Streets staff required to maintain infrastructure: Street Maintainer, Equipment Operator, Senior Equipment Operator, and Senior Equipment Service Mechanic, Equipment Service Mechanic, Traffic Maintainer, Fleet Supervisor, Fleet and Facilities Manager, Electrical Worker II, Electrical Worker III, Public Works Supervisor, and Public Works Superintendent.

The City of Wausau is extending the following provided the Emergency Responder Paid Sick Leave benefit to these employees, which will apply to individuals who have been exempted from coverage under the Families First Coronavirus Response Act as an emergency responder.

- The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19 issued by the CDC, DHS or Marathon County Health Department.
- The employee has been advised by a healthcare provider to self-quarantine due to concerns related to COVID-19.
- The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

Full-time employees receive 80 hours of Emergency Responder Paid Sick Leave, and part-time employees receive Emergency Responder Paid Sick Leave equivalent to the number of hours that employee would work on average over a two-week period. Emergency Responder Paid Sick Leave is paid at 100% the employee's regular rate of pay up to \$511/day and \$5,110 total. Employees should use the pay code "EVTO" or "Emergency Virus Time Off" to report hours used under this benefit. An employee may use other paid balances to reach 100% of their regular base pay if they reach a pay cap during the 80 hours of Emergency Responder Paid Sick Leave. Employees must complete the COVID-19 Application for Leave of Absence form (available at the end of this policy and on the Intranet) and return it to Human Resources in order to utilize EVTO. This benefit does not extend to represented employees unless the labor organization representing the employees enters into a Memorandum of Understanding with the City.

If local, state or federal health authorities approve a method to expedite an employee's timeline to return to work (for example, if a negative test would allow an employee to return to work faster) and the employee opts not to return, the employee shall not be eligible for Emergency Paid Sick Leave beyond the earliest return to work date. If the City of Wausau receives an Exclusion from Home Quarantine from the health department, an employee may not use Emergency Responder Sick Leave pay instead of returning to work. ~~Note:~~ If telecommuting work is available and offered, an employee may not be eligible for pay under this City policy.

WORKERS COMPENSATION

Exposure to COVID-19 that arose from the employee's work may be eligible for Worker's Compensation. However, to be eligible for Worker's Compensation the exposure must be proven to have occurred while the employee was performing work. The strictures surrounding COVID-related workers compensation for first responders were temporarily revised but that revision has since expired.

For an employee to be eligible for worker's compensation benefits in any situation, including injuries as a result of the coronavirus, the employee has the burden of proving, beyond a legitimate doubt, these three elements:

1. An injury
2. The injury occurred when the employee was in the course of their employment
3. The injury arose out of the employment

Applying these **3 Elements** to COVID-19, the employee must prove the following:

1. There is an injury, (i.e. a positive COVID-19 test, or diagnosis from a qualified medical provider
2. The employee was in the course of the employment when the exposure, which led to the injury, occurred
3. The injury arises out of the employment, i.e. there is a qualified medical opinion that relates the COVID-19 injury to a specific exposure at work (See Element #3 Criteria)

Element #3 requires a qualified medical opinion.

Wisconsin Statute section 102.17(1)(d)1 states:

"Certified reports of physicians, podiatrists, surgeons, psychologists, and chiropractors are admissible as evidence of the diagnosis, necessity of the treatment, and **cause** and extent of the disability." **HOWEVER**, "Certified reports by doctors of dentistry, physician assistants, and advanced practice nurse prescribers are admissible as evidence of the diagnosis and necessity of treatment **but not of the cause** and extent of disability."

Employees who believe their exposure to COVID-19 is eligible for Worker's Compensation should follow established Worker's Compensation policies and procedures.

¹ “Coronavirus Disease 2019 (COVID-19) Situation Summary.” *Centers for Disease Control and Prevention*, 15 March 2020, <https://www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html>.

² “Symptoms of Coronavirus.” *Centers for Disease Control and Prevention*, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms/html>

³ “What To Do if You Are Sick.” *Centers for Disease Control and Prevention*, <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>.

**CITY OF WAUSAU
EXCLUSION FROM EMPLOYMENT NOTIFICATION (EENF)/
FITNESS FOR DUTY/RETURN TO WORK MEDICAL RELEASE
COVID-19 (Coronavirus)**

Instructions: This form is to be used when Wausau City employees are excluded from employment in accordance with the aforementioned policy.

This section to be completed by Department Director or Authorized Designee

In accordance with the City of Wausau Policy for Employees with Symptoms or Exposure of COVID-19 Flu (Coronavirus).

_____ has been excluded from employment
(Employee Name)

Effective _____ a.m./p.m. on _____, _____, 2020
(Time) (Day) (Month) (Date)

Individuals who are excluded from employment under this protocol will be directed to go home and will not be allowed to return to work until either the conditions established by the CDC have been met. These conditions can be found at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html> and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

Employees will be expected to return to work as soon as the exclusion period ends. Employees requesting additional time off once the exclusion period ends must follow their department leave rules and policies.

(Department) (Signature of Department Director or Authorized Designee)

CORONAVIRUS DISEASE 2019 (COVID-19) SCREENING TOOL FOR CITY OF WAUSAU EMPLOYEES

The symptoms of COVID-19 are wide ranging and can vary from mild to severe.. For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low. Older adults and people of any age with underlying health conditions, such as diabetes, lung disease, or heart disease, are at greater risk of severe illness from COVID-19. Use the following checklist or the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> to help decide if you or someone in your family may have COVID-19:

- ☐ Yes ☐ No Do you have a fever of 100.4° F or greater using an oral thermometer?
- ☐ Yes ☐ No Do you have a cough?
- ☐ Yes ☐ No Do you have shortness of breath?
- ☐ Yes ☐ No Fatigue
- ☐ Yes ☐ No Muscle or body aches
- ☐ Yes ☐ No Headache
- ☐ Yes ☐ No New loss of taste or smell
- ☐ Yes ☐ No Sore throat
- ☐ Yes ☐ No Congestion or runny nose
- ☐ Yes ☐ No Nausea or vomiting
- ☐ Yes ☐ No Diarrhea
- ☐ Yes ☐ No Chills

Seek medical advice if you

- Develop any of the above symptoms

AND

- Have had close contact (within 6 feet of an infected person for at least 15 minutes) with someone with confirmed COVID-19, or
- Have been asked or referred to get testing by their healthcare provider, local or [state](#) health department

Not everyone needs to be tested. If you do get tested, you should self-quarantine/isolate at home pending test results and follow the advice of your health care provider or a public health professional.

SHOULD I STAY HOME FROM WORK?

If you checked yes to symptoms above that cannot be reasonably related to a pre-existing health condition you should stay home until the conditions established by the CDC at [cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html) and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> are met. On

Until then:

- Stay home except to get medical care, if needed
- Avoid public areas
- Avoid public transportation
- Stay away from others
- Limit contact with pets & animals

If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as coughing and difficulty breathing, call your healthcare provider for medical advice.

**CITY OF WAUSAU
TEMPORARY WORK AT HOME REQUEST FORM**

This agreement establishes the terms and conditions of telecommuting. The employees who participate in the Telecommuting Program are to follow the guidelines and policies outlined below.

1. Duration: This agreement will be valid until such time that the City of Wausau deems it canceled.
2. Work hours: Employees participating in this program are expected to work the traditional core hours of work that has been pre-established by their Department Director.
3. Pay and Attendance: All pay and leave will be based on the employee's position. The employee's time and attendance will be recorded as if performing official duties at the worksite facility.
4. Leave: Employees must obtain supervisory approval before taking leave in accordance with established department procedures. The employee agrees to follow established procedures for requesting and obtaining approval of leave.
5. Overtime: An employee working overtime approved in advance will be compensated in accordance with applicable law and rules. The employee understands that failing to obtain proper approval for overtime work may result in the agreement being canceled.
6. City Owned Equipment: In order to perform work effectively, employees may use City of Wausau equipment at the telecommuting location. However, employees are expected to maintain their devices in a manner that the equipment does not become damaged due to neglect of the equipment, lost or stolen.
7. Liability: The City of Wausau will not be responsible for damages to the employee's property resulting from telecommuting.
8. Cost: The City of Wausau will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g. utilities) associated with the use of the employee's residence. The employee will be supplied with needed office supplies. Reimbursement for authorized expenses incurred while conducting official duties at the telecommuting location will need to be pre-authorized by the Department Director.
9. Workers' Compensation: The employee is covered under workers' compensation if injured while performing official duties. Telecommuting employees are responsible for notifying the City if such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite, or caused by environment of telecommuting location.
10. Work Assignment: Work Assignments will be provided by the Department Director or Supervisor which can be communicated via phone, email, or in-person. The frequency of meetings with the Department Director or Supervisor is at their discretion. The employee will complete all work assignments according to procedures determined by the Department Director or Supervisor.
11. Tax and Other Legal Implications: The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

I agree to the above terms and understand that this agreement is temporary in nature.

Print Employee Name	Employee Signature	Date	Department Director Signature	Date
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**CITY OF WAUSAU
COVID-19 APPLICATION FOR LEAVE OF ABSENCE
FAMILY AND MEDICAL LEAVE ACT (FMLA)**

**TO ENSURE CONFIDENTIALITY
COMPLETE THIS FORM AND RETURN DIRECTLY TO THE HUMAN RESOURCES DEPT.**

Name: _____ Date: _____

Current Address: _____

Department: _____ Location: _____

Supervisor Name: _____ Supervisor Phone Number: _____

Position/Job Title: _____ Date of Hire: _____

Expected Leave Start Date: _____ Expected Return Date: _____

Reason for Leave: Need for leave of:

☐ Self ☐ Spouse/Domestic Partner* ☐ Child (DOB _____) ☐ Parent

Name: _____

Relationship to employee: _____

Please state the reason: _____

- ☐ Employee caring for someone in quarantine.
- ☐ Employee caring for their son or daughter due to school/daycare COVID-19 related closure.
- ☐ Employee experiencing "any other substantially similar condition specified by the Secretary of Health and Human Services".
- ☐ Employee's own COVID-19-related quarantine order from local/state/federal government.
- ☐ Employee's own COVID-19- related self-quarantine recommended by health care provider.
- ☐ Employee has COVID-19 symptoms and is seeking a medical diagnosis.
- ☐ Other (please explain): _____

While I am on leave, I would like to substitute the following paid time provided by the City.

Please circle your choice: Sick Leave City Vacation City Emergency Paid Sick Leave (if available)

Leave based on the serious health condition of the employee or employee's qualified family member will require completion of a medical certification form by the attending Health Care Provider.

*** Wisconsin leave is allowed for same-sex and opposite-sex domestic partners who qualify under Wisconsin law.**

Employee Name (Print)

Employee Signature

Date

**CITY OF WAUSAU FOR EMPLOYEES WITH SYMPTOMS OR EXPOSURE OF
COVID-19 (CORONAVIRUS)
FREQUENTLY ASKED QUESTIONS (FAQ)
March 16, 2020**

1. How do I know if an employee needs to be excluded from employment?

An employee should be excluded from the workplace if he/she meets any one of the following:

- is currently experiencing symptoms consistent with COVID-19 (Coronavirus) as defined by the CDC
- is diagnosed by a healthcare provider as having COVID-19

are subject to a quarantine order by a local, state or federal health official (including individuals identified by a Health Department as having been in “close contact” with someone who has been diagnosed with COVID-19).

2. What do I do if an employee needs to be excluded from employment?

Supervisors should use prudent judgement when considering excluding an employee from work. Please read and familiarize yourself with the COVID-19 symptoms. CDC guidelines on COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Supervisors who have concerns or questions about employees must consult with the Human Resources Department or a Marathon County Health Department Representative **before** considering sending the employee home and excluding him/her from the workplace. If, after careful consideration and consultation, it is determined that the employee should be excluded from employment, the Department Director or authorized designee should complete the Exclusion from Employment Notification Form (EENF) and give a copy to the employee. The original EENF should be provided to Human Resources and placed in the employee medical file. Explain to the employee that he/she is being excluded from employment until he/she meets the criteria to be allowed to return ([cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html) and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>).

If an employee voluntarily agrees to follow the exclusion protocol, an EENF is not required.

3. What if the employee calls in sick, or voluntarily goes home because he/she suspects COVID-19?

The employee can go/stay home if he/she has the symptoms. The employee may use sick or other paid leave and should follow all departmental leave rules and policies. Just like an excluded employee, an employee who voluntarily goes/stays home because of COVID symptoms must meet the criteria to be allowed to return ([cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html)).

ncov/if-you-are-sick/end-home-isolation.html and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>).

Perfect Attendance Leave eligibility will not be affected by absences resulting from exclusion from employment or consistent with COVID-19 symptoms. In order to avoid PAL ineligibility, the employee and their supervisor must certify to HR that the sick leave usage met the above criteria. The employee may also be eligible for Emergency Paid Sick Leave or Emergency Responder Sick Leave, or Emergency FMLA expansion coverage. Please complete the COVID-19 Application for Leave of Absence and Human Resources will guide you through the process.

If an employee voluntarily agrees to follow the exclusion protocol, an EENF is not required.

4. What if an employee calls in sick, or voluntarily goes home, and claims the illness is something other than COVID-19 (i.e. back spasms, migraines, asthma attack, etc.)?

Do not assume that every employee who calls in sick as symptoms of COVID-19. However, if an employee who calls in sick reports symptoms consistent with COVID, then the return to work protocol and other protections (such as PAL) will apply.

If, when he/she reports back to work, he/she displays symptoms consistent with COVID-19, the protocol for exclusion should then be followed.

All City and departmental policies and procedures regarding requesting and receiving approval for sick leave will apply. Most call in policies should require that the employee speak directly with the supervisor or designated person and provide a general description of their illness.

Employees absent for reasons unrelated to COVID-19 must follow standard policies and procedures.

5. What do I do when an employee says that someone in their family, or living in their household, has COVID-19?

You should call 261-1900 and consult with someone from Marathon County Health Department. Health department and CDC protocol as of the revision date of this policy requires that anyone who has had close contact with an individual positive for COVID-19 within the last 14 days must quarantine at home for 14 days. For more information, see <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

If your employee is requesting absence to care for a family member who has been diagnosed with a confirmed or presumptive case of COVID-19, all City and departmental policies and procedures regarding requesting and receiving approval for sick leave will apply. Per City policy, an employee may use sick leave for a member of his/her family's serious health condition, where the serious health condition is certifiable under FMLA or

where the immediate family member requires the constant attention of the employee. Immediate family is defined as the employee's spouse, child, parent or relative living in the same household as the employee. The employee may also be eligible for EFMLA or Emergency Paid Sick Leave. Please consult Human Resources when an employee requests leave to care for a family member with a confirmed or presumptive case of COVID-19.

6. What do I tell other employees when someone has been excluded?

Supervisors should never discuss an employee's health with any other employee. If other employees ask, you should simply state, "Just as I don't discuss your health status with other employees, I am not going to discuss his/hers with you. The employee (name) is out on leave." If employees are expressing concern about their own health safety, you should tell them that the department is following CDC and public health protocols and taking appropriate measures to ensure the safety of all employees.

7. How do I know when the employee is to be allowed to return to work?

Individuals who are excluded from employment under this protocol or who voluntarily remain at home due to COVID symptoms will not be allowed to return to work until the conditions established by the CDC at [cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html) and <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html> have been met.

The employee is expected to return to work immediately once all of the above criteria has been met, unless otherwise directed by the department. If he/she chooses to remain at home because still not feeling well, all regular City and departmental sick leave policies and procedures should be followed.

8. Should I call an employee at home to get information about his/her symptoms, or an update as to his/her health status?

No. Once the employee has been excluded, it is up to the employee and/or his/her health care provider to determine his/her ability to return to the workplace.

If the employee voluntarily requests time off related to COVID-19 illness, he/she should follow all regular departmental sick leave policies and procedures, including calling in sick for each scheduled shift, unless a medical professional or health department personnel has removed the individual from work for an established period of time.

9. Is this a violation of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)?

No. HIPAA provides protection of personal health information. It does not prohibit an employee from providing information to his/her employer. It is the healthcare provider's

responsibility to obtain consent from the employee prior to releasing any protected health information.

10. How is the employee who has been excluded from employment to be compensated?

Employees who are excluded from employment under this policy can use sick or other accrued leave for all time away from work. The employee may also be eligible for Emergency Paid Sick Leave or Emergency Responder Sick Leave, or Emergency FMLA expansion coverage.

11. What if the employee does not have any/enough sick leave accrued?

Employees may use other paid leave benefits according to established City policies. If the employee meets the requirements, the employee may also participate in the City's Donated Leave Policy. Under qualifying circumstances, if the employee is enrolled in the benefit, the employee may apply for income continuation insurance. Employees may also request an unpaid leave of absence. City policies regarding pro-rated benefit accruals/contributions may apply for employees on unpaid leaves of absence.

12. How will the use of sick leave related to COVID-19 affect the employee's other benefits?

Perfect Attendance Leave eligibility will not be affected by absences resulting from exclusion from employment or voluntary sick leave usage for illnesses consistent with COVID-19 symptoms. In order to avoid PAL ineligibility, the employee and their supervisor must certify to HR that the sick leave usage met the above criteria.

13. Can a health employee refuse to come to work, or perform job duties because of a belief that by doing so, he or she would be at increased risk of catching COVID-19?

No. If the employee refuses, he/she may face disciplinary action as a result of refusing to work. Each situation should be reviewed on a case-by-case basis in consultation with the Human Resources Department.

14. Can an employee who is exposed to, or diagnosed with, COVID-19 file a Worker's Compensation claim?

If an employee becomes ill because of a direct workplace exposure, he/she may be entitled to injury pay under Worker's Compensation. The supervisor should report the claim, and all other Worker's Compensation protocol should be followed.

15. What if an employee requests to work from home during the period of exclusion?

An employee has been excluded from work because they are ill. They should be encouraged to focus on their recovery and not work.

If an employee is excluded but asymptomatic, and their work duties allow, they may be allowed to work from home during the exclusion period.

16. What if an employee requests to work from home either to avoid exposure, to care for sick family members or to care for dependent children when schools are closed during the pandemic?

For many jobs, this is not possible. For some jobs, especially in management, there are things that the employee can accomplish from home. The Department Director must determine what is appropriate for each individual situation.

17. What pay can an employee use for absences caused by child care needs because schools have been closed due to COVID-19?

If an employee's child is asymptomatic, any absences related to child care remain ineligible for sick leave usage unless the employee has been placed under a quarantine order by a health or medical official. The employee may use any paid leave other than sick leave for these absences, provided the absence is duly approved according to department rules. Starting April 1, employees may use EFMLEA (Emergency Family Medical Leave Expansion Act) time to stay home with their child whose school or day care is closed due to COVID-19. Please complete the COVID-19 Application for Leave of Absence and Human Resources will guide you through the process.

18. Can an employee receive FMLA because of COVID-19?

Eligibility for FMLA will depend upon the severity of the symptoms and each individual situation. FMLA may be concurrently approved or designated in accordance with State and Federal laws and City of Wausau FMLA policy. The employee is required to provide the appropriate medical certification to document the serious health condition of him/herself or a qualifying family member, and must give appropriate notice according to the laws and policy. For FMLA questions call Human Resources at 261-6632.

19. During a COVID-19 outbreak can my supervisor cancel my vacation time off request that has already been approved?

Yes, your supervisor has the authority to cancel any pre-approved vacation request, especially in situations where there are serious staff shortages as a result of illness.

20. Will my healthcare plan cover medical expenses associated with treatment for influenza?

Yes, you will have the same coverage that is currently available for any emergency or non-emergency illness. Deductibles and copays will apply. Tests to diagnose COVID-19 shall be covered 100% for in-network providers if medically necessary.

21. What assistance is available to help me cope with the emotional impact of an influenza outbreak?

The City of Wausau provides resources to help employees and eligible dependents cope with these and other types of life events through its Employee Assistance Program (EAP). Call 1-800-540-3758. The EAP provides confidential, short-term counseling at no cost to the employee.

22. My Department Director has instituted an alternate work schedule. How to I record lost time?

The City of Wausau has guaranteed that an employee will continue to receive 100% of their base pay if their hours are reduced by their Department Director in response to the Covid-19 situation. If you are assigned a schedule less than your normal hours (80 hours biweekly for full-time employees, or your base part-time schedule), use the pay code COVID-19 to record and receive pay for the missing hours. If you do not know what your base pay or schedule is, contact Human Resources for information.

23. I missed work because I got sick with flu-like symptoms. My pay is guaranteed at 100% and I don't have to use my balances, right?

No. The salary guarantee only protects employees whose Department Director assigned an alternate schedule which is less hours than their normal schedule. However, you may qualify for Emergency Paid Leave. Please complete the COVID-19 Application for Leave of Absence and turn it in to Human Resources.

24. I am home caring for my child because their school/day care is closed. What do I do?

First, make sure you notify your employer of your need to be absent according to your department's call-in procedures. Then complete the COVID-19 Application for Leave of Absence (attached) and provide it to HR. Human Resources staff will guide you through the rest of the process.

25. I already used my allotted amount of FMLA, but now I want to use my expanded FMLA benefits. How do I do that?

The Families First Coronavirus Response Act did not expand the amount of leave available to an employee. If you have exhausted your FMLA leave, you are ineligible for more time off under the FMLA expansion. If you only used a portion of your allotted FMLA leave, you may be eligible for the remainder of your time under the FMLA expansion. Complete the Covid-19 Application for Leave of Absence and provide it to HR.

26. How do I know if I am experiencing a substantially similar condition as COVID-19 and eligible for extra Paid Sick Leave?

Good question! At this point, the Secretary of Health and Human Services, the Secretary of the Treasury and the Secretary of Labor have not specified any additional conditions under this portion of the law. If they do, this policy will be updated and shared with employees.

27. I have been reassigned to another department and I don't feel safe with the new assignment. What do I do?

Please share your safety concerns with your supervisor or Human Resources. The City of Wausau is only reassigning staff to duties they are able to safely perform.

However, your reassignment will not be ended if your only concern regarding the new assignment is risk of exposure to COVID-19 unless you meet the following criteria: you are at higher risk for severe illness according to the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>), if a member of your household is high risk, or you are the primary and regular caregiver for a high risk individual. An employee who misrepresents themselves in response to those questions in an effort to avoid reassignment will be subject to disciplinary action up to and including discharge. An employee who fails to report during his/her regular work hours, or refuses a work reassignment, may be subject to discipline up to and including discharge, and will not be eligible for pay during the time period where work was offered and available.

28. If I am home with my child because his or her school or place of care is closed, or child care provider is unavailable, do I get paid sick leave, expanded family and medical leave, or both—how do they interact?

You may be eligible for both types of leave, but only for a total of twelve weeks of paid leave. You may take both paid sick leave and expanded family and medical leave to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons. The Emergency Paid Sick Leave Act provides for an initial two weeks of paid leave. This period thus covers the first ten workdays of expanded family and medical leave, which are otherwise unpaid under the Emergency and Family Medical Leave Expansion Act unless the you elect to use existing vacation, personal, or medical or sick leave under your employer's policy. After the first ten workdays have elapsed, you will receive 2/3 of your regular rate of pay for the hours you would have been scheduled to work in the subsequent ten weeks under the Emergency and Family Medical Leave Expansion Act.

Please note that you can only receive the additional ten weeks of expanded family and medical leave under the Emergency Family and Medical Leave Expansion Act for leave to care for your child whose school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons.

(<https://www.dol.gov/agencies/whd/pandemic/ffcr-a-questions>)

Human Resource Committee Packet

January 11, 2021

Agenda Item
Discussion and Possible Action Classifying Full-time Community Communications Specialist
Background
In 2018, the Common Council approved the creation of a Part-Time Community Communications Specialist position within the Wausau Police Department. Funding was reallocated from Community Service Officer to provide salary for the newly created position, and it was classified as a seasonal position at a rate of \$11.63-\$13.45 per hour. In the 2021 budget, the Community Communications Specialist position was funded as a full-time position. This requires the position be classified into the standard salary scale. The Human Resources Department evaluated the position under the Decision Band Matrix and recommends the Community Communications Specialist position be classified at salary grade 20 (\$38,113 - \$53,358).
Fiscal Impact
None, this change is already budgeted.
Staff Recommendation
Approve the classification as recommended.
Staff contact: Toni Vanderboom (715-261-6634) and Ben Bliven (715-261-7802)



JOB DESCRIPTION

Community Communications Specialist

Job Title:	Community Communications Specialist	Reports To:	Lieutenant- Administration
Department:	Police	FLSA Status:	Non Exempt
Division:	Administration	EEO Code:	
Salary Grade:	20	Occupational Code:	
Employee Group:	Non-represented	Training Category:	
Created:	January, 2021	Last Revision:	

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The purpose of this position is to assist the Wausau Police Department and the City of Wausau with strengthening its relationship to the community through the use of original, internally-produced video content. In addition to informing and educating the public about city activities and staff, the video content also serves to enhance recruiting efforts and promote positive interactions in general. This position may also assist the city by producing video content designed to enhance the training of city staff.

The specific critical services served or supported by the Community Communications Specialist position are primarily video production, interviewing and editing. This includes recording video of city events and activities, interviewing city staff and documenting their interactions with the public.

Essential Duties and Responsibilities

1. Uses City-provided video recording equipment to document staff activities.
2. Interviews employees and others to adequately tell the story of the city team
3. Rides with city staff and others as necessary to obtain video recordings.
4. Edits video files, still images and audio files to produce original video content for internal and external use.
5. Works with supervisor to gain insight and direction on video recording efforts.
6. Develops themes for video content under the direction of a supervisor.
7. Operates a city-owned vehicle in normal non-emergency mode, day and night conditions, and during times of inclement weather and congested traffic.
8. Maintains working knowledge of City of Wausau current procedures.
9. Maintains compliance with City of Wausau core values.
10. Any other duties as assigned by supervisor.

Additional Duties and Responsibilities

- Perform special assignments as assigned by supervisor.

Education and Experience Requirements

Candidates must be a United States Citizen and at least eighteen (18) years old. A high school diploma or equivalent is required. Applicants must possess a valid Wisconsin driver's license. Candidates must be able to pass a criminal background check. Prior experience creating and editing original video content is required.

Knowledge, Skills and Abilities

- Ability to communicate effectively orally and in writing with citizens, co-workers, supervisors, and others.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer, video recording equipment, and telephone.
- Skills to effectively operate computer systems for a variety of tasks.
- Ability to coordinate eyes, hands, feet and limbs in performing video recording and editing.
- Ability to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Knowledge of safe working practice with regard to electricity and lights.
- Ability to compose frames and shots.
- Ability to perform camera moves accurately.
- Ability to listen to others and work cooperatively as part of a team.
- Ability to work under pressure and to deadlines.

Physical and Working Environment

Ability to work under mildly unsafe and uncomfortable conditions where exposure to environmental factors such as potential violence, machinery and disease can cause discomfort and where there is a risk of injury.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Human Resource Committee Packet

January 11, 2021

Agenda Item
Discussion and Possible Action Reclassifying the Building Maintenance Coordinator Position to Facility Manager.
Background
The current Building Maintenance Coordinator (salary grade 18 \$43,741-\$61,237) has given retirement notice. The Director of Public Works is proposing to reclassify the position to Facilities Manager and to expand the position to include responsibilities beyond building maintenance. If expanded, the Facilities Manager position would assume responsibility for maintenance of the parking ramps and assume budget, RFP, and contract oversight responsibilities. If approved, the new hire would fill the Facilities Manager position and overlap with the current incumbent for training purposes. The Human Resources Department has evaluated the new responsibilities under the Decision Band Matrix and recommends the Facilities Manager position be classified at salary grade 14 (\$55,514-\$83,270).
Fiscal Impact
Estimated \$10,000 plus benefits and overfill expenses
Staff Recommendation
Approve the reclassification as recommended.
Staff contact: Toni Vanderboom (715-261-6634) and Eric Lindman (715-261-6745)



JOB DESCRIPTION

~~Building Maintenance~~ ~~Coordinator~~ Facility Manager

Job Title:	Building Maintenance Coordinator	Reports To:	Director of Public Works & Utilities
Department:	Public Works & Utilities	FLSA Status:	Non Exempt
Division:	Fleet & Facilities	EEO Code:	8-Service-Maintenance
Salary Grade:	1914	Occupational Code:	6109
Employee Group:	General Employee	Training Category:	E-Specialized
Created:		Last Revision:	December 2013

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

~~Manage the operation, Plan and Coordinate the~~ maintenance and repair of ~~assigned~~ City Buildings and facilities. Responsibilities include ~~overall maintenance, repair and replacement of preventative maintenance and/or repairs to building structures,~~ mechanical equipment, ~~maintenance of~~ heating and cooling systems, plumbing, electrical, carpentry, plus building repair and construction projects.

Essential Duties and Responsibilities

- ~~1. Responsible for operation and maintenance of both the interior and exterior or city owned buildings interior/exterior and as well as parking ramp and skywalk maintenance.~~
- ~~2. Prepares RFP's and bids for work to be completed on City owned facilities to be reviewed by the Director of Public Works and Utilities.~~
- ~~3. Independently administers annual facility maintenance contracts including landscaping, elevator maintenance, HVAC maintenance and janitorial services.~~
- ~~4. Troubleshoot and diagnose operational problems with HVAC, electrical, alarm and other systems within City owned facilities.~~
- ~~5. Prepares annual capital and operating budget for City Facilities and submit to Director of Public Works & Utilities for approval.~~
- ~~6. Establish and maintain a multi-year capital improvement plan which includes end of life replacement, routine maintenance, energy savings benefits, health benefits and safety/building code requirements.~~
- ~~7. Independently manages and monitors the annual capital and operating budget for facilities.~~
- ~~8. Work with all department directors to ensure proper maintenance of facilities and maintain ongoing list of needed maintenance and repairs.~~
- ~~9. Coordinates maintenance and janitorial staff activities. Plans and prioritizes maintenance schedules and tasks. May train personnel and assign tasks.~~
- ~~10. Coordinate and maintain facilities schedules after hours ensuring facilities are open as needed for public meetings and ensuring facilities are secure after meeting hours.~~

- 11. Responsible for building access control software.
- ~~2-12.~~ Maintains tools, equipment and supplies along with equipment records and manuals.
- ~~3-13.~~ Independently identifies need to call outside vendors for major equipment repairs within the approved budget.
- ~~4-14.~~ Coordinates work of architects, engineers and contracts with maintenance/janitorial tasks.
- ~~5-15.~~ ~~Monitors maintenance budget.~~ Processes purchase orders, invoice payments, billing statements, and other maintenance/janitorial documents.
- ~~6-16.~~ Maintains knowledge of current safety standards, and building and grounds maintenance principles, techniques, equipment, materials and supplies. Consults with vendor representatives regarding maintenance equipment, materials and supplies.
- ~~7-17.~~ Performs preventative maintenance on mechanical equipment such as cooling, heating and ventilating systems, operates and maintains boilers for heating systems, performs plumbing and electrical work including installation of computer cable and telephone wiring. Provides technical advice and training to various City personnel as requested.
- ~~8. — Researches and develops City building capital improvements plan. Reviews need for repair/replacement.~~
- ~~9-18.~~ Maintains building safety and health compliance.
- ~~10-19.~~ Responds to emergencies regarding maintenance matters.
- ~~11-20.~~ Performs related duties as assigned.

Additional Duties and Responsibilities

- Provide supervision of seasonal and/or part time employees
- Attend and prepare staff reports for committee meetings
- May present to committee/council as directed by Director of Public Works & Utilities

Education and Experience Requirements

Associate Degree in mechanical trades with four to six years of experience in the maintenance trades field; or any combination of experience and training which provides the knowledge, skills and abilities to perform the job. Ability to establish and maintain working relationships based on mutual confidence and respect, along with the ability to identify problems and their resolutions.

Necessary Requirement: Possession of a valid Wisconsin driver's license.

Preferred Requirements: Wisconsin certification for Uniform Dwelling Code: Construction and HVAC

Knowledge, Skills and Abilities

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiates, measure and/or sort, as well as assemble, copy, record and transcribe data and information. Ability to classify, computes, tabulates, and categorizes data.
- Ability to persuade, convinces, and/or trains others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as building systems permits, excavation permits, building plans and blueprints, inspection reports, building systems codes, ordinances, maps, directories, assessor files, procedures, guidelines and non-routine correspondence.
- Ability to communicate effectively with Inspection Department personnel, zoning officer, engineers, attorneys, Community Development personnel, utility personnel, City Clerk and Treasurer.
- Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships. Ability to interpret basic descriptive statistical reports.

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, measuring devices, computer terminal and calculator.
- Ability to coordinate eyes, hands, feet and limbs in performing slightly-skilled movements.
- Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors and textures associated with job-related objects, materials and tasks.

Physical and Working Environment

Employee performs standard activities requiring physical effort. The duties of the job include physical activities such as stooping, kneeling, standing, walking, lifting (lift and carry objects weighing 60 pounds or less, and push or pull objects weighing up to 100 pounds), fingering, grasping, talking, hearing/listening (perceiving sounds in order to understand signals such as spoken directions, warning alarms, or requests for information), seeing/observing, bending/twisting (of the neck, back, or torso in order to reach, lift, tend machines, move materials, etc.), reaching (extending the hands or arms in any direction in order to push, pull, or grasp an object or control), feeling (using the sense of touch in fingers, hands, or other body parts to sense the position or quality of objects) and climbing (ascending or descending steps, stairs, ladders, scaffolding, or machines). Specific vision abilities required include close, distance, and peripheral vision; depth perception; the ability to adjust focus; and distinguish objects clearly at 20 inches or less with glasses, if needed.

The employee may be exposed to disagreeable elements of high and low outdoor temperatures. The employee may be exposed to repetitive activities; intense or continuous noise; dirty environment; improper illumination; chemical hazards, and air contamination. The use of personal protection equipment (PPE) may be required, as there is significant exposure to hazards and conditions where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminations, and heights. May be required to work in a physically confined worksite with cramped, small or restricted workplace making it difficult to stand, sit, or walk.

Close mental and visual attention is continuously required. Moderate physical demands typically found in trades work with moderate exposure to workplace hazards. Requires regular lifting, bending, twisting, turning, and use of power equipment.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

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Human Resource Committee Packet

January 11, 2021

Agenda Item
Discussion and Possible Action Approving Notice of Election to Self-Insure Worker's Compensation Program with CVMIC
Background
The Common Council established a self-insurance program administered by CVMIC effective January 1, 2013. The Wisconsin Worker's Compensation Act provides that covered employers either insure their liability with Work Comp insurers or be exempted (self-insured) from insuring liabilities with a carrier and thereby assume the responsibility for its own worker's compensation risk and payment.
Fiscal Impact
None
Staff Recommendation
Approve the Notice of Election to Self-Insure Worker's Compensation Program administered by CVMIC.
Staff contact: Toni Vanderboom (715-261-6634)