

****All present are expected to conduct themselves in accordance with our City's Core Values****



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal, Corporation, or Sub-unit thereof.

Meeting of the:	Human Resources Committee
Date/Time:	Monday, February 14 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 12/13/2021 Minutes.
- 2) Human Resources Report for January.
- 3) Discussion and Possible Action Amending Employee Handbook 4.07 – Protected Service Employees Repayment Commitment.
- 4) Discussion and Possible Action Creating a Paid Internship Program.
- 5) Discussion and Possible Action Granting Settlement Authority for Worker's Compensation Claims.
- 6) Discussion and Possible Action Amending the Schedule for Future HR Committee Meetings.
- 7) Adjournment.

***Due to the COVID-19 pandemic, this meeting is being held in person and via teleconference. Members of the media and the public may attend in person, subject to the social distancing rules of maintaining at least 6 feet apart from other individuals, or by calling 1-408-418-9388. The Access Code is 2483 027 9070. Password: WausauHR**

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

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 2/10/2022 at 9:00 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.

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

DRAFT

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

DATE/TIME: December 13, 2021 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Dawn Herbst, Lou Larson, Michael Martens, Becky McElhaney, James Wadinski
MEMBERS ABSENT:
Also Present: Mayor Rosenberg, T. Vanderboom

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

Approval of the 11/08/21 Minutes.

Motion by Herbst to approve the minutes of the November 8, 2021 Human Resources Committee meeting.
Second by Larson. All ayes. Motion passed 5-0.

Human Resources Report for November.

McElhaney asked if anyone had any questions. No questions were posed.

Discussion and Possible Action Approving an Increase of Firefighter Staffing Levels.

Chief Barteck indicated that he presented the safety reasons to increase staff levels to the Public Health & Safety Committee and would focus this presentation on deployment of staff, and present three options for the committee to consider. Barteck gave a presentation to the committee explaining the three options; two options increase staffing levels by 9, one option increases staffing levels by 12. Barteck recommended staffing 3 Firefighter/Paramedics per engine company, changing the daily minimum staffing from 15 to 18, and hiring 9 to 12 additional Firefighter/Paramedics over the next 2-3 years to reach his staffing goal by 2024.

Wadinski asked if the engine had 3 on the crew, would the ambulance be able to leave the scene if needed for another call? Barteck said yes, that the engine would be able to handle the call with 3 people and release the medic crew to handle another call if necessary. Wadinski asked if there is a dedicated crew for the aerial truck; Barteck said that the crews are cross-trained for all the equipment and will go out in the order that calls are received. Barteck said that adding 12 employees would not change this and is common for departments of this size. Wadinski's last question was regarding overtime cost increase, as Barteck said that the department would still pay overtime if staff is increased by nine. Barteck said that he didn't have the numbers but could look at the trends from the past year and work with Maryanne Groat to get some numbers.

Herbst asked how the department recruits for Firefighters and Barteck explained the process. Larson asked what the timeline would be for hiring additional staff. Barteck said it would depend on what is approved by the Finance Committee, possible grants, or if the subject would be voted on by a referendum. Larson asked McElhaney if the committee should decide on how to fill the positions; McElhaney said that the committee should focus on the number of positions it would like to approve, and then the recommendation will be taking to Finance and Council to discuss the additional details.

Motion by Larson to approve the recommendation to Finance and Council to increase the Firefighter/Paramedic staffing level by 12 over the next couple of years. Second by Wadinski. Martens asked what the extra person would do if staffing is increased by 12 since the crews would have 3 on a truck and 2 on an ambulance. Barteck said that having an additional person would allow the department go from 3 paid time off slots to 4, allow for more flexibility, and could allow for more staff to answer calls if extra staff is available to take out an apparatus that is normally would not be able to with current staffing levels. Wadinski said he believes that the citizens of Wausau will be supportive of the increase in staff and asked that any of his constituents that have questions or concerns email him directly. All ayes. Motion passed 5-0.

Discussion and Possible Action Establishing a Longevity Program for Non-Represented Employees.

Vanderboom explained that the last meeting of the Finance Committee instructed the Human Resources Committee to look at implementing a longevity program for non-represented employees. Vanderboom said that the Human Resources committee had 2-3 meetings in 2019 regarding this topic and compiled the information from those meetings for this meeting, as the turnaround time for the subject was very tight. It was discovered during the 2019 research that municipalities have done away with longevity, department directors were split in their support, and the cost in 2019 was estimated at \$40,000 to \$50,000 which would grow every year. Vanderboom clarified that non-represented employees never received longevity; only those who were covered by a union contract received this benefit.

Larson asked if the non-represented group was at one time unionized and voted to get out of the union. Vanderboom said that some employees were in the AFSME union but not all, and that supervisors and managers were never represented employees. Wadinski said that he likes longevity but feels it's the wrong approach at this time to handle retention issues. McElhaney provided the committee a brief overview of how the topic of longevity came up in 2019 and said that the committee could come up with anything it wants for a retention tool. Larson said that he doesn't like the idea of different groups getting different benefits. Vanderboom said that union employees currently have longevity; non-represented employees do not, but the pay structures for union and non-union employees are also very different and difficult to compare. Martens also indicated that he's not sure longevity is the correct tool to use for retention. Vanderboom mentioned that an Employee Relations Committee is being formed that would be a good place for discussion and ideas on this topic from employees. Larson asked if the non-represented employees could be put in a union so that everyone is the same. Vanderboom said the City can't put the employees in a union, and that the unions remaining with the City were exempt from the changes/restrictions brought about by Act 10. Wadinski asked if the City could get some local comparables of wages for non-represented employees and try to pay the same or a little more for retention. Vanderboom said that when the City does its next wage study she would like to customize the study so that the City is able to get data from like cities in order to help with this. Larson and Wadinski asked if Vanderboom could get comparables; discussion took place about how the wage study process works and why the City utilizes a vendor.

The committee agreed that Vanderboom should bring ideas and suggestions from the Employee Relations Committee on this topic for the HR Committee to explore. Herbst asked if the majority of employees who leave do it before five years, and if so, what is the reason. Vanderboom said she thinks it is before five years, but may be a little longer.

Discussion and Possible Action Establishing a Budget for Discretionary Performance Incentives.

Vanderboom explained that currently only departments that experience vacancies are able to provide discretionary performance incentives (DPI's) since there is no dedicated budget to administer them. Vanderboom would like a budget to be established so that all departments are able to award DPI's, if they so choose. Vanderboom met with the Finance Director and several different options for distribution of the \$100,000 budget were devised. Vanderboom recommended the total budget be distributed as a prorated amount, with a \$2500 minimum, either by department or division. Vanderboom explained the difference of dividing the money between departments and divisions. Wadinski asked what the directors favored. Vanderboom said she was not able to survey directors on this item. Vanderboom said that 3 directors were there if they wished to comment. Wadinski asked if the DPI recommendations could be brought to the HR Committee so that employees feel they are treated fairly. Vanderboom said that they process would remain the same but that the information can be put in the HR report that the committee gets every month. Larson agreed with Wadinski's comments.

Vanderboom said that departments that have savings from vacancies will be required to use those funds first for DPI's, which should prevent the fund from being depleted every year. Martens commented that all the funds do not need to be used; Vanderboom agreed and said that their might be an increase in utilization if this is passed, but only because some DPI requests that cannot be funded at this time will be eligible now. However, departments

should not just hand out DPI's because the money is available, as this would diminish the purpose of this program. Herbst said that this might be a good retention tool for employees.

Motion by Wadinski to authorize the budgeted formula the HR Director has put forward with the modified funding approach with the prorated distribution and minimum distribution amount of \$2500. Wadinski wanted input from directors on how to distribute (department vs. division) before adding to his motion. Vanderboom said she could ask for input before the Finance Committee meets and include it then. Second by Herbst. All ayes. Motion passed 5-0.

Announcements.

McElhaney said that she wanted to apologize for any negative comments the committee members may have received over the lump sum bonus item discussed at the last meeting. McElhaney said that using the word "bonus" was her error, that it triggered some people and became a big deal. McElhaney said that she will be more careful in the future.

Larson address McElhaney saying an apology wasn't necessary and the committee is there to do the best it can for the community and the employees.

Adjournment.

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

Rebecca McElhaney
Human Resources Committee, Chair

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

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date
Building Maintenance Coordinator	SG 14, \$55,514 - \$83,270	Facilities Manager SG 14, \$55,514 - \$83,270	1/11/21	1/12/21
Stockroom Specialist	SG 19 \$40,934.40-\$57,304	Parts Specialist SG 19, \$40,934.40-\$57,304	5/1/2021	
Public Relations Specialist	SG 15 \$52,832-\$79,227.20	Community Relation Manager SG 15, \$52,832-\$79,227.20	6/1/2021	Denied by HR Committee

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

Requests Received	Approved	Pending	Denied/Canceled
19	13	5	1

FMLA Denial Reasons

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

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
4	0	4

**HR PERFORMANCE REPORT**

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
DPW	Shoulder Strain	Medical	Open	01/03/22
Police	Smoke in Lungs	Medical	Open	01/11/22
Police	Hip Injury	Medical	Open	01/25/22
DPW	Knee Strain	Medical	Open	01/27/22
Fire	Back Strain	Medical	Open	01/30/22
Metro	Knee Strain	Medical	Open	01/21/22

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Concussion	Medical	Open	06/10/21
Fire	Back Strain	Indemnity	Open	01/26/21
DPW	Back	Indemnity	Open	01/18/21
Police	Privacy Case	Medical	Open	08/21/21
Police	Hand Strain	Medical	Open	08/26/21
Police	Privacy Case	Medical	Open	10/01/21
Fire	Back Strain	Indemnity	Open	10/10/21
Fire	Exposure	Medical	Open	11/08/21
Police	Strained Knee	Indemnity	Open	12/15/21
Police	Exposure - Covid	Medical	Open	12/25/21
Police	Privacy Case	Medical	Open	09/06/20
Police	Back	Indemnity	Reopen	12/12/19
CDA	Knee	Indemnity	Reopen	11/22/19
DPW	Multiple body parts	Indemnity	Open	09/13/19
Police	Wrist/Ankle	Indemnity	Reopened	06/27/18
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
1	1		1		

Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Justin Fisher	ATU	Termination	6/28/2021	Arbitration scheduled for January 2022

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

*Recruitment & Selection***New Hires**

Employee Name	Department	Job Title	Hire Date	Separation Date
Lawrence Weese	Assessment	Property Appraiser	1/04	
Mark Punzenberger	Fire	Firefighter/Paramedic	1/04	
Timothy Strege	Fire	Firefighter/Paramedic	1/10	
John Williams	Fire	Firefighter/Paramedic	1/10	
Hunter Herold	Fire	Firefighter/Paramedic	1/10	
Brook Johnson	Fire	Firefighter/Paramedic	1/10	
Timothy Wensel	Public Works	Street Maintainer	1/19	
Yeeleng Yang	Police	Police Officer	1/21	
Andrew Palmini	Police	Police Officer	1/21	
Ashley Lange	Finance	Administrative Assistant III	1/31	
Spencer Blascha	Public Works	Street Maintainer	1/31	

**HR PERFORMANCE REPORT****Separations YTD**

Total Number of Separations	Resignations	Retirements	Terminations
5	3	1	1

Separations by Department for 2022 YTD

Clerk/Finance – 1			
Fire – 1			
Police - 3			

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
CeeJay Fitzke	Equipment Services Mechanic	Equipment Operator	Mitch Harris	1/03
Melinda Pauls	Administrative Lieutenant	Administrative Captain	(new position)	1/03
David Bertram	Police Officer	Detective	Jeff Strobach	1/10
Jacob Chittum	Patrol Lieutenant	Administrative Lieutenant	Melinda Pauls	1/10
Timothy Bishop	Bus Operator I	Bus Operator II	Jon Rothmeyer	1/24

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Bus Operator I	8	2020	On-going Recruitment
Equipment Services Mechanic	1	5/24/21	In Process
Firefighter/Paramedic	1	1/12	Job Posting Closes 2/20
Police Officer	3	1/3, 1/1, 2/3	In Process
Utility Worker (DPW)	1	9/17/21	Recruitment closes 2/8
Sewer Maintainer	2	11/12/21, 2/4	Recruitment closes 2/23
Water Distribution Maintainer	1	12/9/21	Recruitment closes 2/9
Fleet Manager	1	2/14	In Process

**HR PERFORMANCE REPORT****Vacant Positions (Not Being Recruited at this time)**

Job Title	Number of Vacancies	Date Vacant	Status
Wastewater Plant Operations Technician	1	4/23/21	Waiting for direction from Superintendent on any changes wanted for job posting.
Water Plant Operations Technician	1	8/23/21	Waiting for direction from Superintendent on any changes wanted for job posting.

Employee Recognitions – Discretionary Performance Incentives

Last Name	Job Title	Dept	Reason	% Increase	Lump Sum Increase	Other Incentive	Date Issued
Walker	Admin Asst III	FD	goes above and beyond daily and added duties beyond those normal in the job classification	3.0%			6/2/19
Quade	DPW Supervisor	DPW	performed extremely well during challenging circumstances	3.0%			8/26/19
Larsen	Accounting Asst	Fin.	instrumental in implementation of new utility billing software system, involving extra work and hours	3.0%			12/18/19
Dubore	Engineering Tech	Eng.	exemplary work on Thomas Street construction project, establishing relationships and keeping project on track	3.0%			1/30/20
Wendtland	Plant Maint Mech	Sewer	identified significant cost saving in department	3.0%			2/9/20



HR PERFORMANCE REPORT

<i>Kline</i>	<i>Admin Asst III</i>	<i>Fin.</i>	<i>exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process</i>			<i>3 vacation days (prorated)</i>	<i>4/14/20</i>
<i>Kremer</i>	<i>City Clerk</i>	<i>Fin.</i>	<i>exception work on election, adjusting to pandemic impact and last minute legislative changes</i>			<i>3 vacation days</i>	<i>4/14/20</i>
<i>Krivoshein</i>	<i>Admin Asst III</i>	<i>Fin.</i>	<i>exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process</i>			<i>3 vacation days (prorated)</i>	<i>4/14/20</i>
<i>Thompson</i>	<i>EMT Division Chief</i>	<i>FD</i>	<i>completed a number of priority projects and initiatives in a short time, directly enhancing prehospital care</i>	<i>3.0%</i>			<i>4/19/20</i>
<i>Bliven</i>	<i>Police Chief</i>	<i>PD</i>	<i>exceptional performance on homelessness problem, collaborative response to George Floyd death demonstrations, Policing Task Force, establishing dept efficiencies with Dragon Naturally speaking software, established emergency shift schedule to respond to covid pandemic</i>	<i>4.5%</i>			<i>10/5/20</i>
<i>Dwelly</i>	<i>Supervisor</i>	<i>Sewer</i>	<i>exemplary performance including assuming on-call responsibilities and extra hours, creating SOPs and operation manual, leading City response on 8/9 sewer main collapse</i>		<i>\$ 1,500.00</i>		<i>10/9/20</i>

**HR PERFORMANCE REPORT**

<i>Barnes</i>	<i>Deputy Police Chief</i>	<i>PD</i>	<i>served as front person of new evidence building, taken leadership role on homeless issue, main contact for NCHC, played significant role in department covid response, and instituted cost-saving measures like outsourcing crossing guards and changing carwash vendor</i>	<i>4.5%</i>			<i>2/7/21</i>
<i>Abbiehl</i>	<i>DPW Supervisor</i>	<i>DPW</i>	<i>instrumental in maintaining services during coworkers medical leave, resulting in much heavier workload</i>	<i>3.0%</i>			<i>2/7/21</i>
<i>Fitzke</i>	<i>Equip Service Mech</i>	<i>DPW</i>	<i>volunteered for developmental opportunities including temporary assignment to senior mechanic, improved communications with first shift, critical roles of automotive diagnostic tech increased level of service of division</i>	<i>3.0%</i>			<i>2/7/21</i>
<i>Kraege</i>	<i>Motor Pool Supervisor</i>	<i>DPW</i>	<i>through own initiative took on organizing and improving efficiency of vehicle maintenance scheduling and tracking system, and researched and develop</i>	<i>3.0%</i>			<i>2/7/21</i>
<i>Maszk</i>	<i>Equip Service Mech</i>	<i>DPW</i>	<i>instrumental in finding solutions to ongoing problems with equipment, including adapting hydraulics for new plow part and repainting paver tracks on the road to prevent crew downtime</i>	<i>3.0%</i>			<i>2/7/21</i>

**HR PERFORMANCE REPORT**

<i>Fitzgerald</i>	<i>Econ Dev Manager</i>	<i>Dev.</i>	<i>taken on tasks traditionally assigned to Director due to position vacancy including lead in economic development process and writing staff memos and RFPs, also improved initial proposal for Cherry Tree Dental, developed RFP for District 3, cultivated partnership with McDevco and the Entrepreneurial Education Center for a regional approach to economic development</i>	<i>3.0%</i>	<i>\$ 5,000.00</i>		<i>2/26/21</i>
<i>Boers</i>	<i>Water Superintendent</i>	<i>Water</i>	<i>added responsibility for day to day construction management of new \$36 million treatment facility</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>Enzenbach</i>	<i>Electrician III</i>	<i>Insp.</i>	<i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also responsible for several critical installations including Fire Station 1 barracks remodel and installation of new audible crosswalks on Bridge St</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>Hilgendorf</i>	<i>Electrician III</i>	<i>Insp.</i>	<i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also critical and sometimes solo worker on critical projects including LED conversions and lighting projects in city lots and ramps</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>King</i>	<i>Equip Service Mech</i>	<i>DPW</i>	<i>certified as Emergency Vehicle Technician and updated preventative maintenance to incorporate NFPA regulations</i>	<i>3.0%</i>			<i>5/3/21</i>

HR PERFORMANCE REPORT

Kremer	City Clerk	Fin.	went above and beyond in 2020 responding to covid challenges and sensitive election climate, including implementing driveup voting, relocating polling sites, installed a ballot box with appropriate security, and established covid protocols	3.0%			5/3/21
Kruzan	Battalion Chief	FD	in command for two large and complex incidents, showing ability to mentor, coach, and lead crew. Also streamlined HazMat team including developing coordination with Marathon County	4.5%			8/9/21
Becker	Battalion Chief	FD	in command for large 5-alarm fire coordinating with SAFER, as well as ability to mentor and coach staff, and responsible for the Firefighter Explorer Group.	3.0%			8/9/21
Lipscomb	Admin Asst I	Assess.	Anchor for the department during covid, performing double-entry along with verification and managing work flow.	3.0%			8/9/21
King	Property Appraiser	Assess.	exceeded expectations by keeping up with demand of the most active assessment areas in the City while assisting with new hire training including double-entry needs	3.0%			8/9/21
Celona	Sewer Maintainer	Sewer	able to learn multiple items in a short couple of months including jetter and TV equipment, placed on the on-call schedule sooner than most staff and serve as a mentor for newer employees	3.0%			8/23/21
Olsen	Sewer Maintainer	Sewer	served as mentor to newer employees offering training on multiple items	3.0%			8/9/21

**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
5.02 Compensation Plan Administration	Add (3) Pay Adjustments (c)(10) Compression: Employees who have a direct supervisory relationship as determined by job description shall whenever possible earn a pay amount at least 5% greater than their direct reports (longevity, experience, education and other items may be considered when evaluating compression). Employees whose salaries are determined to cause compression with direct reports may have their salaries adjusted within the established salary range. Police Lieutenant annual increase effective dates are set at January 1, due to compression adjustments in this job title.	2/1/22

Human Resource Committee Packet

February 14, 2022

Agenda Item
Discussion and possible action amending Employee Handbook 4.07 – Protected Service Employees Repayment Commitment
Background
The Police Department has requested an amendment to the repayment commitment documented in 4.07 of the Employee Handbook as follows: <i>Newly hired Police Officers and Firefighters undergo rigorous and expensive training. Any new hire choosing to leave employment within three (3) years of the initial appointment date will be responsible for repaying the City for the costs of pre-employment processing to include the following: medical and drug testing and psychological examination, along with Department issued uniform and protective equipment. Costs will be prorated at 100% from 0 to 1 year, 75% from 1 to 2 years and 50% from 2 to 3 years. In the event a repayment plan is not outlined and agreed to during the period between tendering resignation and separation from employment, collection action may be taken and future employment references will indicate a failure to comply with the employer's work rules and conditions of employment.</i> The Police Chief has requested this language be amended so that only new hires who leave employment for another law enforcement agency experience a repayment obligation. New hires who voluntarily leave employment and also leave the law enforcement field would not experience a repayment obligation. The Police Department is concerned that the repayment obligation may discourage new hires who do not wish to remain in the field from resigning, causing safety concerns for the employee and coworkers. The Fire Department does not request an amendment.
Fiscal Impact
Variable. Common repayment obligations per employee vary from approximately \$2000-\$5000, depending on the length of service prior to separation.
Staff Recommendation
HR staff have some concerns over the ability to consistently administer the recommended changes, with no reasonable independent process to confirm whether someone is leaving the field of law enforcement. Self-reporting at time of separation will be the main, possibly only, method of determining future employment plans. The City will struggle to determine if a repayment obligation exists when a resigning employee does not make a voluntary disclosure, or makes a later employment determination that obligates repayment.

Human Resource Committee Packet

February 14, 2022

The department's concern could be addressed with consistency by removing the repayment obligation completely. If the language is amended as requested by the Department, the City should anticipate potentially inconsistent application.

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



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

February 8, 2022

Re: Police Repayment

HR Committee Members:

Our current policy regarding repayment of training and equipment for new police officers requires a prorated repayment if the employee leaves employment for any reason in the first three years. The repayment is intended to partially offset costs associated with their training and equipment.

The initial intention of this repayment policy was to discourage Wausau PD from being a “training ground” for other departments. We are one of the few departments that will hire a person who has not yet been certified through the law enforcement academy. We have many outstanding officers and leaders today who would not be here in our community serving as an officer if this policy did not exist. However, some officers decide to move on to other law enforcement agencies. This policy allows us to recover some costs, albeit relatively small costs, if an officer decides to move to another agency within three years. The amount of money the city recovers is generally less than \$3,000.

I do not want to incentivize an officer to remain in law enforcement if they have already decided it is not a good profession for them. As an example, an officer who we hired and put through the law enforcement academy decided while still in field training that the law enforcement profession was not a good fit for them. After submitting a resignation notice, the repayment agreement was discussed with the officer. They indicated they may have made a different decision regarding resignation if they had recalled it might cost them a few thousand dollars in training and equipment repayment. This is absolutely the wrong reason to remain in a difficult profession. This would negatively impact service to citizens, officer safety, and overall department morale.

This scenario has occurred a few times and I think it is important that we do not inadvertently encourage a person to remain in this profession at our department when they have already decided it is a wrong fit for them.

In every resignation during my tenure in leadership at the Wausau Police Department, I have known why an officer is resigning and whether or not they are moving to another law enforcement agency. I do not see this changing. Law enforcement agencies do extensive background investigations on candidates and it is highly unlikely we would not be contacted by another law enforcement agency if they are considering hiring one of our current officers.

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain

Melinda Pauls
Administrative Captain



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

Following are two policy options I would support as Chief of Police:

1. This option only requires repayment if the officer has less than three years of employment AND is leaving for other sworn law enforcement employment.

Newly hired Police Officers and Firefighters undergo rigorous and expensive training. Any new hire choosing to leave employment within three (3) years of the initial appointment date will be responsible for repaying the City for the costs of pre-employment processing to include the following: medical and drug testing and psychological examination, along with Department issued uniform and protective equipment. Costs will be prorated at 100% from 0 to 1 year, 75% from 1 to 2 years and 50% from 2 to 3 years. In the event a repayment plan is not outlined and agreed to during the period between tendering resignation and separation from employment, collection action may be taken and future employment references will indicate a failure to comply with the employer's work rules and conditions of employment. For Police Officers, this section only applies if the employee leaves employment and accepts a sworn law enforcement position with another law enforcement agency within 12 months of terminating employment with the City of Wausau.

2. The below option simply strikes police officers from the policy. This would mean we would not seek any reimbursement of costs from police officers who leave employment for any reason in the first three years.

Newly hired ~~Police Officers and~~ Firefighters undergo rigorous and expensive training. Any new hire choosing to leave employment within three (3) years of the initial appointment date will be responsible for repaying the City for the costs of pre-employment processing to include the following: medical and drug testing and psychological examination, along with Department issued uniform and protective equipment. Costs will be prorated at 100% from 0 to 1 year, 75% from 1 to 2 years and 50% from 2 to 3 years. In the event a repayment plan is not outlined and agreed to during the period between tendering resignation and separation from employment, collection action may be taken and future employment references will indicate a failure to comply with the employer's work rules and conditions of employment.

Thank you,

Benjamin K Bliven
Chief of Police

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain

Melinda Pauls
Administrative Captain

CITY OF WAUSAU POLICE DEPARTMENT

PRE-EMPLOYMENT AGREEMENT

The Wausau Police Department and _____ enter into this agreement with the following conditions for employment with City of Wausau Police Department. Subject to termination provisions under State Statutes and the labor agreement, and subject to "layoff" provisions, the undersigned employee agrees to remain employed with the Wausau Police Department for three (3) years. During that period of time that Department will commit to providing the employee with State of Wisconsin required training, department uniforms, and all other benefits required to be provided by the City of Wausau.

If the employee leaves employment with the City of Wausau Police Department prior to completion of the three year (3) period, that employee will be required to do the following: Repay to the City of Wausau all costs associated with all training received, all uniform equipment that can not be reused, and costs associated with the hiring of that employee. Those hiring costs would be limited to cost of written test, drug screen, health physical, psychological exam, and polygraph exam.

The requirement of repayment and all the provisions of this agreement apply and are effective only if the employee voluntarily leaves the employment of the City of Wausau Police Department.

Witness Signature

Chief of Police Signature

Date

Date

Witness Signature

Applicant Signature

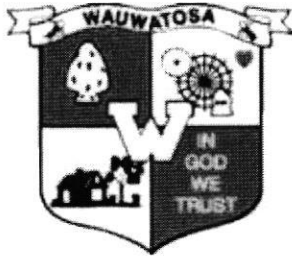
Date

Date

Human Resource Committee Packet

February 14, 2022

Agenda Item
Discussion and possible action creating a paid internship program
Background
The City of Wausau is looking for ways to expand the skilled workforce in Wausau and extend developmental in the community. Seasonal positions offer shorter term and sometimes developmental opportunities, but an internship or apprenticeship program will offer more flexibility and longer employment opportunities. This program would establish a general policy approving the employment of interns for 10-15 hours per week with pay ranging from \$10-20/hour, depending on the position. The program would limit participation to individuals 16 years of age or over. Departments could develop internship opportunities based on their needs and the community needs. For example, the HR department currently could use a project based intern to digitize our filing system. An ideal candidate would be an information science graduate student looking to develop and implement an organization system. Another department could develop a program to develop skilled workers in their subject area, or we could create programs based on student/citizen needs as we are contacted by interested parties. This flexibility will let us adjust as needs change, but the departments would be limited to function within the budget established by Council. Interns shall not be used to displace any other workers. I've attached a job posting for a Finance Intern for the City of Wauwatosa as an example of another municipal intern opportunity. HR will ensure regulations regarding the employment of minors are followed if needed as intern opportunities are developed, including: • no work during school hours unless work-based learning program for employees under 18 years of age • no work hour limits for employees aged 16-17, but overtime is paid at time and a half for anything over 10 hours/day or 40 hours/week
Fiscal Impact
Recommend establishing a starting budget of \$20,000. This would support approximately three intern opportunities for the year.
Staff Recommendation
Approve the creation of a paid intern program for the City of Wausau.
Staff contact: Toni Vanderboom (715-261-6634)



CITY OF WAUWATOSA
invites applications for the position of:

Finance Intern

SALARY:	\$13.65 Hourly
OPENING DATE:	01/10/22
CLOSING DATE:	Continuous
POSITION OVERVIEW:	

The City of Wauwatosa is much more than an employer- it's a community. The City of Wauwatosa is a progressive, full- service municipal organization. Be a part of a team that strives to find new and better ways to improve our residents' experiences.

This internship will provide first-hand experience in public sector accounting and budgeting for an accounting student. Flexible schedule available within regular business hours to accommodate course schedule. Ten to fifteen hours weekly and additional hours during school breaks. This is a one-year internship with the possibility of extension.

ESSENTIAL FUNCTIONS:

The following are normal for the position but shall not be construed as exclusive or inclusive. Other related duties may be required and assigned.

- Responsible for maintaining Wauwatosa Revolving Loan Fund accounting including making entries to financial system, producing monthly reports, maintaining quarterly account statements and working with auditors to produce financial statements.
- Working with Accounting Manager to assist with regular City accounting duties including reconciliations, journal entries, check processing and other duties.
- Updating Statistical Section of Comprehensive Annual Financial Report in compliance with Government Finance Officers Association's minimum requirements.
- Working with Assistant Finance Director to assist with regular treasury duties including cash receipting, investment processing and bank reconciliation.
- Assisting with special projects meant to improve internal business processes.
- Maintaining debt schedules and updating official statements as part of bond issues.
- Administrative and other duties as assigned

MINIMUM REQUIREMENTS:

- Current enrollment in bachelors or master's accounting program or other related field including the completion of introduction to accounting coursework. Additional accounting coursework desirable.
- Interest in local government finance
- Availability for 10-15 hours weekly and additional hours during the summer for a minimum of one-year
- Excellent mathematical skills
- Knowledge of Microsoft Office products, particularly Excel
- Good written and oral business communication skills
- Ability to work with others in a professional setting

- Attention to detail and willingness to learn

Preferred Requirements

- Skills in Microsoft Access
- Experience with accounting software

ADDITIONAL INFORMATION:

This position receives direction and supervision from the Accounting Manager.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.wauwatosa.net>

7725 W North Avenue
Wauwatosa, WI 53213
(414) 479-8955

Position #201200407
FINANCE INTERN
KC

Finance Intern Supplemental Questionnaire

- * 1. Are you currently enrolled in a Bachelor's or Master's accounting program or a related field?
☐ Yes ☐ No

- * 2. Have you completed introduction to accounting coursework?
☐ Yes ☐ No

- * 3. Are you available to work 10-15 hours per week during the school year and additional hours during school breaks for a minimum of one year?
☐ Yes ☐ No

- * 4. Please rate your proficiency with Microsoft Excel.
☐ I have no experience with Excel
☐ Beginner
☐ Intermediate
☐ Advanced

- * 5. Please rate your proficiency with Microsoft Access.
☐ I have no experience with Access.
☐ Beginner
☐ Intermediate
☐ Advanced

- 6. Please list any accounting software that you have experience with.

- * 7. How did you find out about this position?
☐ City of Wauwatosa website

- ☐ City of Wauwatosa employee
- ☐ Job Interest Card
- ☐ Indeed.com
- ☐ Website - Other
- ☐ Facebook
- ☐ Twitter
- ☐ LinkedIn
- ☐ Other

8. For the previous question, if you marked "City of Wauwatosa employee", "Website - Other" or "Other", please indicate your specific referral source.

- * 9. I understand that while I may attach a resume to my application, each section of the application needs to be completed in its entirety, including my employment history for the last 10 years. A resume may not be submitted in lieu of completing the application. I further understand that incomplete applications will not be considered.

- ☐ Yes
- ☐ No

* Required Question

Human Resource Committee Packet

February 14, 2022

Agenda Item
Discussion and Possible Action Granting Settlement Authority for Worker's Compensation Claims
Background
In July of 2020, the Human Resources Committee instructed the HR department that all workers compensation settlements moving forward would require HR Committee and Council approval. In the last year and a half, the following workers compensation settlements have been approved: • March 2021 full and final compromise in exchange for \$9,000 and hold harmless for medical expenses • January 2022 full and final compromise in exchange for \$2425.03 and hold harmless for \$1,908.28 in medical expenses The approval process has resulted in a delay on worker's compensation settlements. Most recently, the compromise was agreed upon between staff and the employee on December 8, 2021. Due to holiday and meeting schedules, Council approved the compromise agreement on January 25, 2022. Due to the approval process, the employee waited nearly two months for a settlement of less than \$2500. The procurement process authorizes purchases of up to \$10,000 made on the best judgement of the division director or department head, and department heads can purchase items up to \$25,000 at their discretion. Worker's compensation is self-funded, and settlements come out of that established budget.
Fiscal Impact
None.
Staff Recommendation
Based on the low number of settlements experienced in the last year, and the negative impact on the employee, I would recommend settlement authority be given to staff with Mayoral approval in line with the procurement policy – either \$10,000 or \$25,000 based on Committee comfort.
Staff contact: Toni Vanderboom (715-261-6634)