

****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, March 14 at 4:45 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 2/14/2022 Minutes.
- 2) Human Resources Report for February.
- 3) Discussion and Possible Action Amending Perfect Attendance Leave Eligibility.
- 4) Discussion Regarding Reclassification Timeline.
- 5) 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 2489 543 9194. Password: WausauHR**

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 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 3/08/2022 at 1:30 PM

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: February 14, 2022 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 12/13/21 Minutes.

Motion by Herbst to approve the minutes of the December 13, 2021 Human Resources Committee meeting.
Second by Larson. All ayes. Motion passed 5-0.

Human Resources Report for January.

McElhaney asked if anyone had any questions. Vanderboom indicated that Wadinski's request to include Discretionary Performance Incentive information is now included in the report. Also, Vanderboom made a change to the Employee Handbook Section 5.02 – Compensation Plan Administration, adding language that Police Lieutenant annual increase effective dates are set for January 1st due to compression adjustments in this job title. The fiscal impact for this change was under \$5000. No questions were posed.

Discussion and Possible Action Amending Employee Handbook 4.07 – Protected Service Employees Repayment Commitment.

Vanderboom explained that the Police Chief has made a request to change the current repayment policy for Police Officers who leave employment voluntarily within three years of hire. The request is to amend the language so that only new hires who leave employment for another law enforcement agency would be obligated to repay the City. Vanderboom said that she has concerns about how knowledge of someone's employment with another agency will be reported except through self-reporting; the Police Chief responded to Vanderboom's concern in his memo included in the packet.

Herbst asked for clarification on the two options proposed in the Police Chief's memo and said that she is in favor of recouping as much money as the City can in these situations. Vanderboom said that any amendment to the current language would result in the City recouping less repayment money. Currently the only stipulation for collecting repayment is voluntarily leaving employment with the City.

Wadinski asked if the Police Chief would be willing to elaborate on his thoughts for this. Bliven said that Wausau is one of the few departments that will pay for new hires to go through the Law Enforcement Academy (which is reimbursed by the State) and pay a candidate wages, so the intent of the policy was to discourage the department to be used for training and then leave for another department. Bliven said that two officers have left for other agencies after being employed with the City of over 3 years, so they were not responsible for repayment. One officer left in training after deciding the field was not a fit, and will be responsible for repayment. Bliven would like to remove the financial burden of repayment for someone who decides that they do not want to be a Police Officer and may stay on for 3 years and then leave to avoid repayment. Bliven indicated that other agencies who wish to hire former employees will contact the department as part of the background investigation, and therefore they would be aware of if someone is wishing to be hired with another agency. Bliven said Wisconsin also has a reporting system that can be checked.

Wadinski said that he would be fine with the recommendation but would like the committee to be able to review each case to make sure the decision is right for each one. McElhaney questioned Wadinski's recommendation.

Wadinski said that Bliven could provide the committee with the information about the departing employee and the committee could review and approve them. McElhaney took issue with the employee's information becoming more public. Vanderboom said that if each case needed review and approval, it would go to HR Committee, Finance Committee, and Council. Vanderboom said that best practice would be to set up parameters to use to fairly apply to all employees. McElhaney asked Bliven how often this situation happens. Bliven said that some years it may be one or two people, other years it may be none. Bliven said that the department has an \$11 million budget and the cost recuperated is very small in proportion. Vanderboom said that part of the recuperated money returns to her budget and is more significant in proportion. Larson asked if it is difficult to get the money back from someone who leaves. Bliven said that HR handles the communication. Vanderboom said that they have had one person sent to collections out of probably eight that have been asked to repay. Martens agreed Bliven that someone who doesn't want to be a Police Officer shouldn't stay because of the repayment obligation and if the department can determine if someone has gone to another agency, it shouldn't be hard to handle repayment.

Motion by Martens to amend the Employee Handbook Section 4.07 with option 1 provided by Chief Bliven in his memo to the Committee. Second by Wadinski. Larson questioned staff recommendation and asked what Bliven would recommend. Bliven said he supports option 1. All ayes. Motion passed 5-0.

Discussion and Possible Action Creating a Paid Internship Program.

Vanderboom explained that this item would provide the groundwork to create paid internship positions with the City of Wausau for various departments. Departments could develop internship opportunities based on their needs and the needs of the community. Mayor Rosenberg said she is very supportive of this item and the opportunities it will create. Vanderboom said the budget she presented would fund approximately 3 interns for they year. McElhaney said this would be a great idea and hopes that people of all abilities would be able to intern and gain experience.

Motion by Larson to create a paid internship program. Second by Herbst. Martens asked if the number of hours would be limited. Vanderboom said they would use WRS eligibility as a limit so that interns would not be eligible for the Wisconsin Retirement System. All ayes. Motion passed 5-0.

Discussion and Possible Action Granting Settlement Authority for Worker's Compensation Claims.

Vanderboom said that in 2020 the HR Director was instructed by the HR Committee to bring all worker's compensation settlements to the HR Committee and Council for approval. Two settlements have gone through this process and Vanderboom would like the Committee to revisit the minimum settlement amount needed for it to have to go through this process. Vanderboom said that the process could be streamlined, and an employee could receive their settlement much quicker for smaller amounts if only staff approval was used for settlements under \$10,000 or \$25,000. McElhaney agreed and said that again, if an employee's name does not need to be brought to a committee, she would like to avoid it. McElhaney said she would like to see settlements of \$25,000 or less be handled outside of the Committee.

Martens said that he reviewed the minutes of when this change occurred and feels that because their recommendations are always in line with what the HR Director has brought to them that he is comfortable removing the Committee for settlements of \$25,000 or less. Larson agreed that if they can get rid of red tape and streamline the process it would be a good thing.

Motion by Larson to approve granting settlement authority for worker's compensation claims of \$25,000 or less to staff with Mayoral approval. Second by Herbst. Wadinski asked who will be able to authorize. Vanderboom said that HR staff works with the Attorney's Office and outside legal on settlements. All ayes. Motion passed 5-0.

Discussion and Possible Action Amending the Schedule for Future HR Committee Meetings.

McElhaney said that she will start a new job and will not be able to be at City Hall until 4:45. She asked if the Committee would be open to changing the start time of the meeting to 4:45 or have the Vice Chair start the meeting at 4:30 and she would get here as soon as possible. Larson said that he would not have an issue with starting at 4:45. Herbst said that she wouldn't have an issue with 4:45 either. Discussion took place and it was

decided that 4:45 will work for everyone and the time can be addressed again in the spring after the new Council is sworn in and meeting days and times are decided.

Motion by Larson to move the March and April 2022 meetings to 4:45 p.m. Second by Herbst. All ayes. Motion passed 5-0.

Discussion and Possible Action Creating a Temporary Part-Time Deputy Assessor Position.

Vanderboom explained that a retirement notice has been received by the current Deputy Assessor, and they are looking at the best way to continue operations until a new Deputy Assessor is in place. Council has approved overfilling positions as long as they are budget neutral, but this would not be budget neutral. The department is asking to keep the current incumbent on less than full-time through May and be able to recruit, select, and train the replacement within this time.

Motion by Herbst to keep the current Deputy Assessor at part-time until his retirement (June 1, 2022) to help mentor the new person. Second by Wadinski. All ayes. Motion passed 5-0.

Adjournment.

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

Rebecca McElhaney
Human Resources Committee, Chair

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

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

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
26	18	5	3

FMLA Denial Reasons

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

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
7	0	7

**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	Closed	01/11/22
Police	Hip Injury	Medical	Open	01/25/22
DPW	Knee Strain	Medical	Open	01/27/22
Fire	Back Strain	Medical	Closed	01/30/22
Metro	Knee Strain	Medical	Closed	01/21/22
WW	Multiple body parts	Medical	Open	02/10/22

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Fire	Back	Indemnity	Open	01/26/21
Police	Privacy Case	Medical	Open	08/21/21
Police	Hand Strain	Medical	Open	08/26/21
Police	Privacy Case	Medical	Open	10/01/21
Police	Strained Knee	Indemnity	Open	12/15/21
Police	Exposure	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
WW	Multiple body parts	Indemnity	Open	09/13/19
Police	Wrist/Ankle	Indemnity	Reopened	06/27/18
Metro	Knees	Indemnity	Reopened	09/01/17
WW	Multiple body parts	Indemnity	Reopened	02/07/17

Employee and Labor Relations**Grievances (YTD)**

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

**HR PERFORMANCE REPORT****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	
Raymond Rogers	Public Works	Street Maintainer	1/17	
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	
Jorgen Tessmann	Public Works	Equipment Services Mechanic	2/07	
Gua Lor	Finance	Administrative Assistant III	2/17	
Amanda Goetsch	Police	Administrative Assistant II	2/28	

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

Total Number of Separations	Resignations	Retirements	Terminations
9	6	2	1

Separations by Department for 2022 YTD

Clerk/Finance – 1	Public Works - 1		
Fire – 1	Community Development - 1		
Police - 4	Sewer - 1		

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
Jennifer Holz	Detective	Patrol Lieutenant	Jacob Chittum	2/28

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Bus Operator I	8	2020	On-going Recruitment
Equipment Services Mechanic	2	5/24/21, 1/03	Recruitment closes 3/24
Firefighter/Paramedic	3	1/12, 3/04, 3/20	In Process
Police Officer	3	1/3, 1/1, 2/3	In Process
Utility Worker (DPW)	1	9/17/21	In Process
Sewer Maintainer	2	11/12/21, 2/4	Recruitment closes 3/22
Water Distribution Maintainer	1	12/9/21	In Process

**HR PERFORMANCE REPORT**

Assistant Planner	1	2/24	Recruitment closes 3/23
Water Plant Operations Technician	1	8/23/21	Recruitment closes 3/16
Deputy City Assessor	1	5/31/22	Recruitment closes 3/20

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.

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



HR PERFORMANCE REPORT

Wendtland	Plant Maint Mech	Sewer	<i>identified significant cost saving in department</i>	3.0%			2/9/20
Kline	Admin Asst III	Fin.	<i>exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process</i>			3 vacation days (prorated)	4/14/20
Kremer	City Clerk	Fin.	<i>exception work on election, adjusting to pandemic impact and last minute legislative changes</i>			3 vacation days	4/14/20
Krivoshein	Admin Asst III	Fin.	<i>exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process</i>			3 vacation days (prorated)	4/14/20
Thompson	EMT Division Chief	FD	<i>completed a number of priority projects and initiatives in a short time, directly enhancing prehospital care</i>	3.0%			4/19/20
Bliven	Police Chief	PD	<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>	4.5%			10/5/20
Dwelly	Supervisor	Sewer	<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>		\$ 1,500.00		10/9/20

**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

March 14, 2022

Agenda Item			
Discussion and possible action amending Perfect Attendance Leave eligibility.			
Background			
The City of Wausau offers perfect attendance leave (PAL) to union and non-union employees.			
Employees earn PAL as follows:			
	Earning period	Earning accruals	Eligibility
Non-represented	Annually (Jan 1 – Dec 31)	12 hours for the first year, 16 hours for subsequent years	No sick leave outside of FMLA and Work Comp
WPPA represented	Every 6 months	½ day for the first 6-month period, ½ day for the second 6-month period, 1 day for subsequent consecutive 6-month periods	No sick leave outside of FMLA and Work Comp
WFA represented	Every 6 months	56-hour employees: 12 hours for the first 6-month period, 12 hours for the second 6-month period, 24 hours for subsequent consecutive 6-month periods 40-hour employees: 4 hours for each 6-month period in the first 18 months, 4 hours for the second 6-month period, 8 hours for each consecutive 6-month period	No sick leave outside of FMLA and Work Comp
ATU represented	Every 6 months	Full-time employees: 6 hours for each 6-month period in the first year, 8 hours for each consecutive 6-month period up to and including 5 years, 12 hours for each consecutive 6-month period on or after 5 years 6 months Part-time employees: 4 hours for each 6-month period in the first year, 6 hours for each consecutive 6-month period up	No sick leave outside of FMLA and Work Comp

Human Resource Committee Packet

March 14, 2022

		to and including 5 years, 9 hours for each consecutive 6-month period on or after 5 years 6 months	
As part of the City's Covid response, sick leave usage related to Covid-19 from 3/18/20 until 7/1/21 did not disqualify an employee from earning perfect attendance leave (PAL). This exception was approved for non-represented employees via the City's Policy for Employees with Symptoms or Exposure of Novel Covid-19 Flu (Coronavirus) and Memorandum's of Understanding (MOU) with each of the three unions. After July 1, 2021, several Covid protocols expired, Covid-related absences were no longer tracked via payroll, and PAL eligibility rules returned to normal. Under normal PAL eligibility rules any sick leave usage except for Work Comp and FMLA disqualifies an employee from receiving PAL. Employees who use sick leave for Covid-related absences no longer qualify for perfect attendance leave. If an employee is sick or subject to quarantine but wishes to remain eligible for PAL, employees have the following options: • the employee may use any paid leave balance other than sick leave (i.e. vacation, personal holiday, comp time) • an employee may become vaccinated against Covid-19 (asymptomatic, fully vaccinated employees do not need to quarantine after an exposure)			
Fiscal Impact			
No fiscal impact unless PAL leave causes overtime.			
Staff Recommendation			
No change to the current PAL guidelines.			
Staff contact: Toni Vanderboom (715-261-6634)			

Human Resource Committee Packet

March 14, 2022

Agenda Item
Discussion regarding reclassification timeline.
Background
Employee Handbook 5.02 Compensation Plan Administration governs job reclassifications. The Human Resources Department reclassifies positions when job description changes result in a recommended change in pay grade. Under the current process, job reclassifications are considered at any time. Reclassifications result in a heavy time commitment for both for department staff in preparing the recommendations and HR staff in classifying the positions. Considering reclassifications at all times throughout the year also makes it difficult for HR and Council to control and prioritize fiscal impact. HR staff are considering establishing a twice annual timeline for reclassification requests. This timeline will help avoid reclassification requests being considered in Committee during the budget process and equalize the consideration process. Reclassifications could be considered at the February and August HR Committee meetings. Requests would need to be received in HR by January 1 and July 1. Reclassifications could be considered outside the established dates in cases of pressing need, and the timeline wouldn't apply to any in-process reclassifications.
Fiscal Impact
None.
Staff Recommendation
No action at this time.
Staff contact: Toni Vanderboom (715-261-6634)