

****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, April 11, 2022 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 3/14/2022 Minutes.
- 2) Human Resources Report for March.
- 3) Discussion and Possible Action Amending Regular Part Time Employee Vacation Accrual.
- 4) Closed Session pursuant to 19.85(1)(f) Considering financial, medical, social or personal histories of specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data for the purpose of considering leave of absence requests exceeding 30 days for one employee.
- 5) Reconvene into Open Session.
- 6) Discussion and Possible Action on Closed Session Item #4 Approving Leave of Absence Request.
- 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 2482 718 1021. 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 4/07/2022 at 12:30 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.

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ADDENDUM

Meeting of the:	Human Resources Committee
Date/Time:	Monday, April 11, 2022 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

- 7) Discussion and Possible Action Amending Perfect Attendance Leave Eligibility.
- 8) Adjournment.

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This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 4/08/2022 at 4:00 PM

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DRAFT

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

DATE/TIME: March 14, 2022, at 4:45 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 4:45 p.m.

Approval of the 2/14/2022 Minutes.

Motion by Herbst to approve the minutes of the February 14, 2022 Human Resources Committee meeting.
Second by Wadinski. All ayes. Motion passed 5-0.

Human Resources Report for February.

Vanderboom asked for questions. Martens said he noticed that there were a lot of worker's compensation claims for the first two months of the year for strains and sprains and wondered if the City is doing anything to mitigate this. Vanderboom said that strains and sprains are the most commonly reported injuries and said that for a period of time, Public Works had implemented employees doing stretching exercises before beginning work but wasn't sure if they are still doing this; Lindman shook his head in response to Vanderboom to confirm that the stretching exercises are no longer being done. Vanderboom said that some procedures were discussed related to slips and falls since those are also common but is not aware of anything implemented for strains and sprains. No other questions were presented to Vanderboom.

Discussion and Possible Action Amending Perfect Attendance Leave Eligibility.

Vanderboom received a request to look at Perfect Attendance Leave (PAL) eligibility specifically related to disqualifications for absences related to covid-19. Vanderboom provided the committee with information on how PAL is designed/administered for each union and general employees. Eligibility for PAL was altered between 3/18/2020 to 7/1/2021 to allow sick days used for covid not to impact PAL eligibility. This exception expired for all employees on 7/1/2021 at which time tracking of absences due to covid with a special code in the payroll system ended. Vanderboom provided two possible options for employees to remain eligible for PAL accrual. The first option is to use other leave (such as vacation or comp leave) instead of sick leave if an employee is sick. The second option is for an employee to get vaccinated and boosted to avoid having to quarantine for covid exposure with no symptoms; if they come into close contact with someone with covid but are not showing symptoms, they are not required to quarantine if they are vaccinated and boosted.

Wadinski indicated that he asked for this item to be brought to the committee. Wadinski said he does not think it is right for an employee to be forced to quarantine and forfeit their PAL eligibility if they are not sick with covid. Vanderboom said that an employee could get vaccinated and then would not be subject to quarantine if they are not sick. Wadinski asked if the City requires the employee to quarantine. Vanderboom said it depends on the employee's status and the CDC and Health Department regulations at the time of incident. Vanderboom provided an example of quarantine requirements under the current guidelines. Wadinski said he didn't understand why the employee's PAL eligibility is affected if they are not sick and thinks that the employee having to use sick or vacation leave is penalty enough and should be able to retain eligibility for PAL.

McElhaney said that she worked for a number of places during covid and did not receive covid pay when she was sick. McElhaney said her main concern is to make sure that everyone is treated equally; she doesn't believe the City will be able to go back and change PAL for everyone throughout all City departments that may have been eligible but had to quarantine and lost PAL eligibility because of it. McElhaney reiterated that the City stopped

tracking covid-related sick leave with a special code on 7/1/2021 and there is no way to go back. McElhaney said that if the City was going to continue the exception, it should have been back in July of 2021. Vanderboom said that the City could re-implement the exception moving forward, though she does not see a need for it since the number of covid cases has been declining. McElhaney asked Wadinski if he's asking the City to go backwards with this. Wadinski said yes, he would like the City to look backwards to July 2021 and the departments may have tracked information that could be used. McElhaney said again that if they were discussing this item in July 2021 she would have been agreeable to extending the PAL exception. McElhaney again said that she is concerned with not departments not being treated equally because some may have kept track of covid absences, and some may not have.

Vanderboom told the committee that department heads had a discussion about PAL leave and work/life balance, and the option of granting employees more vacation time instead of PAL. Vanderboom said that there wasn't much interest at the department director level for this type of change.

Chief Bliven spoke about the affect of covid quarantines on his staff, his belief that employees should not have to lose their PAL eligibility if they have to quarantine and said that he has kept track of covid-related absences for his department.

McElhaney said that she would vote against this item unless it is tabled because she would like to hear from other department heads to find out if they have records. McElhaney asked if there would be a fiscal impact; Vanderboom said it should be fiscally neutral as long as overtime isn't required to cover days off. Wadinski said that he would be fine with tabling this item also, as he's only heard from the Police Department. McElhaney said that she wants to make sure that everyone is treated equally throughout the organization and that records are available from all departments of employees that used sick time for covid absences. McElhaney asked Vanderboom if she can poll department heads for the information to bring back to the committee and asked if the committee members were all okay with tabling this item. Vanderboom said she can ask Department Heads for their information, and the committee members had no objection to tabling this item.

This item was tabled. No motions made.

Discussion Regarding Reclassification Timeline.

Vanderboom said that reclassification requests come to the committee throughout the year, making it hard to do an accurate comparative analysis. There is a feeling that requests are approved based on the order they are received throughout the year, and reclassification requests that come in during the budget process make it hard to accurately do budget planning. Vanderboom spoke with the vendor who assisted with the wage study and a suggestion was made to have a set schedule for reclassification requests. Vanderboom said that a schedule could be set up for reclassification requests to be presented to the HR Committee twice a year before budget season begins.

Martens said that it appears most reclassification requests come to the committee when an employee is leaving or has left a position and the department reviews and revises the position, resulting in the request. Martens asked how this would be handled. Vanderboom said that she has left in some flexibility for such instances, that exceptions could be made to the schedule. Vanderboom shared that reclassifying positions when an employee puts in notice has created some hard feelings by departing employees, and would prefer that reclassification requests occur while an incumbent is still in the position.

Martens asked if the process for new positions would follow the same schedule, but they don't need to be treated the same. Vanderboom said that she sees reclassification requests and new position requests as similar and would like to treat them the same. Vanderboom said she would like to get away from positions being approved as part of the budget, as she has sometimes learned of new positions that were approved as part of the budget process after the budget has been approved.

Martens said that he is in favor of having a timeline for reclassifications requests. McElhaney agreed. Vanderboom said that this request to follow a timeline can be tried out without setting up formal guidelines.

Adjournment.

Motion by Herbst 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

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
31	26	1	4

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
3			1

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
7	1	6

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

**HR PERFORMANCE REPORT**

Fire	Back Strain	Medical	Closed	01/30/22
Metro	Knee Strain	Medical	Closed	01/21/22
WW	Multiple body parts	Indemnity	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	Privacy Case	Medical	Open	09/06/20
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		

Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Andrew Eberhardy	ATU	Verbal warning for failure to announce transfer corners, stops and ADA locations	3/22/22	Denied at Step 1

**HR PERFORMANCE REPORT****Closed Grievances**

Employee Name	Union	Issue	Date Filed	Status
Justin Fisher	ATU	Termination	6/28/2021	Arbitration award to union

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	3/31
Timothy Strege	Fire	Firefighter/Paramedic	1/10	
John Williams	Fire	Firefighter/Paramedic	1/10	
Hunter Herold	Fire	Firefighter/Paramedic	1/10	
Brooke 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 Blaschka	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	
Vincent Litza	Public Works	Utility Worker	3/21	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
12	8	3	1

**HR PERFORMANCE REPORT****Separations by Department for 2022 YTD**

Clerk/Finance – 1	Public Works - 1		
Fire – 4	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
Solomon King	Fleet Supervisor	Fleet Manager	Mark Hanson	3/02
Jared Koss	Firefighter/Paramedic	Engineer	Mark Tautges	3/04

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 4/17
Firefighter/Paramedic	3	1/12, 3/04, 3/20	In Process
Firefighter/Paramedic	1	3/31	Recruitment closes 4/17
Police Officer	3	1/3, 1/1, 2/3	In Process
Sewer Maintainer	2	11/12/21, 2/4	Recruitment closes 4/05
Water Distribution Maintainer	1	12/9/21	In Process
Assistant Planner	1	2/24	In Process

**HR PERFORMANCE REPORT**

Water Plant Operations Technician	1	8/23/21	In Process
Deputy City Assessor	1	5/31/22	In Process
Administrative Assistant II (Municipal Court)	1	4/08	Recruitment closes 4/12

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Wastewater Plant Operations Technician	1	4/23/21	Job Description updates review in process.

Employee Recognitions – Discretionary Performance Incentives

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

Steinke	Payroll Coordinator	Fin.	Critical and proactive team member, led VTO employer social security credits which saved the City approximately \$13,000. ERP implementation demands will further her importance to the organization and the ERP project success.	3.0%			1/31/22
Merriam	Parking Control Specialist	PD	Learned at accelerated rate and exceeded ticketing rate of peers in first year of work, took leadership role troubleshooting IT issues, exceptional customer service	3.0%			3/7/22
Raduechel	Senior Equip Operator	DPW	Took on scheduling duties in the absence of a supervisor, lead and mentored large pavement overlay transition	4.5%			3/7/22

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



HR PERFORMANCE REPORT

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

April 11, 2022

Agenda Item
Discussion and possible action amending regular part time employee vacation accrual
Background
Per Employee Handbook 8.04 – Vacation: Regular part-time employees shall receive a proration of the annual vacation accrual as described above based on the number of hours they worked in the previous year. Annual vacation will be awarded on the 2nd payroll of each year. Regular part-time employees may accrue vacation to carry over to the following year. The maximum vacation accrual allowed will be the budgeted full-time equivalency of the position. Under our new payroll software, scheduled to go live at the start of 2023, the City will have more vacation accrual capabilities. Rather than manually calculate and give a lump sum pro-rated vacation accrual, the new system can grant a biweekly pro-rated accrual. This accrual will closely mimic the accrual system for our regular full-time employees and automate a payroll process for ease and consistency. Under the new system, part time employees would accrue and be able to use vacation time off in their first year of employment.
Fiscal Impact
No fiscal impact unless time off results in overtime.
Staff Recommendation
Effective under the new payroll system, adjust regular part-time employee vacation accruals to grant biweekly, prorated vacation accruals to start at time of hire.
Staff contact: Toni Vanderboom (715-261-6634)

Human Resource Committee Packet

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Agenda Item			
Discussion and possible action amending Perfect Attendance Leave eligibility.			
Background			
4/11/22 Update: Department Directors were surveyed. The Police department and one Public Works department tracked covid quarantines after 7/1/21, when the Council voted to end Covid protocols which necessitated quarantine tracking. See included spreadsheet for survey results. The City Attorney's office researched possible violations related to asking about Covid-19 status related to PAL eligibility. The Attorney's office determined that these inquiries are allowable in the workplace. However, the Wisconsin Department of Workforce Development and the Assistant City Attorney recommend the elimination of the Perfect Attendance Leave program. Please see attached communications from the City Attorney's office regarding Covid-19 and PAL, and FMLA and PAL. The Human Resources Department continues to recommend against amending the Perfect Attendance Leave program. Without city-wide tracking of Covid quarantines and Covid absences, a program change cannot be accurately applied retroactively. I also recommend ongoing discussions regarding the viability of the perfect attendance leave program, and other approaches to address employee attendance issues. 3/14/20 Staff Memo: 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

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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 to and including 5 years, 9 hours for each consecutive 6-month period on or after 5 years 6 months	No sick leave outside of FMLA and Work Comp

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.

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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)

From: Nathan Miller
Sent: Tuesday, March 15, 2022 1:59 PM
To: Toni Vanderboom <Toni.Vanderboom@ci.wausau.wi.us>
Cc: Anne Jacobson <Anne.Jacobson@ci.wausau.wi.us>
Subject: PAL and COVID-19 Exposure
Importance: High

Hello Toni,

You asked me to research and give you my legal opinion about whether or not, you, as the employer, are allowed to ask an employee about their COVID-19 status (i.e., symptoms, test results) for purposes of determining whether they are still eligible for PAL (Perfect Attendance Leave). Currently, the City's policy is that any employee off of work due to a COVID-19 exposure, regardless if they are exhibiting symptoms or not, are no longer eligible for the PAL benefit. Last night at the HR Committee, the committee members wanted to make an exception about PAL eligibility for people who are only exposed to COVID-19 and at home quarantining without symptoms. There was a discussion about whether this exception could happen, because it would require you, the employer, to ask people about symptoms/test results, which most people claim is protected HIPAA information. In other words, to determine whether or not someone is still eligible for PAL, it would require you to ask them if they have COVID-19 symptoms and/or took a COVID-19 test that came back positive.

This is something you are legally allowed to request from the employee and it does not violate HIPAA or ADA laws.

HIPAA does not apply to employers. It specifically exempts them as a covered entity. HIPAA applies to health care providers and health plans.

The CDC and EEOC state that ADA laws continue to apply during the COVID-19 pandemic, but they do not interfere with or prevent employers from following the CDC or state/local public health authorities. In the FAQs, it answers numerous questions about what an employer can and cannot do and ask. An employer can require a doctor's note certifying fitness for duty. Such inquiries are permitted under the ADA either because they would not be disability-related or, if the pandemic were truly severe, they would be justified under the ADA standards for disability-related inquiries of employees.

You can also ask all employees who will be physically entering the workplace if they have COVID-19 or symptoms associated with COVID-19, and ask if they have been tested for COVID-19. An employer may exclude those with COVID-19, or symptoms associated with COVID-19, from the workplace because, as EEOC has stated, their presence would pose a direct threat to the health or safety of others.

If the Employee refuses to answer these questions about whether the employee has COVID-19, has symptoms associated with COVID-19, or has been tested for COVID-19, the employer can bar them from being physically present in the workplace.

Also, in speaking with the Wisconsin DWD, they have recommended we eliminate the PAL program. Especially during the pandemic, it encourages people to come to work sick, which then threatens the health and safety of the rest of the work force. There are many other options out there that achieve this goal and increase morale. I would also recommend this program be eliminated.

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