



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 12, 2021 at 4:30 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (Chair), Dawn Herbst (Vice Chair), Lou Larson, Michael Martens, James Wadinski

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of 3/08/2021 Minutes.
- 2) Human Resources Report for March.
- 3) Discussion and Possible Action Reclassifying Stockroom Specialist to Parts Specialist.
- 4) Discussion and Possible Action Approving an Incentive Program for Employees who Elect to Receive a COVID-19 Vaccine.
- 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 187 425 1842. 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 live over the internet by <https://waam/viebit.com/?folder+ALL>, on the City of Wausau's YouTube Channel <http://www.tinyurl.com/WAAMedia>, live by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/WausauCityCouncil>.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 4/08/2020 at 11:30 AM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

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

DRAFT

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

DATE/TIME: March 8, 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 Human Resources Committee meeting to order at 4:30 p.m.

Approval of the 2/08/21 Minutes.

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

Human Resources Report for February.

Vanderboom asked if there were any questions regarding the report. No questions were brought forward.

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 and 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to be become involved for the purpose of considering a worker's compensation settlement between the City of Wausau and an employee.

Motion by Larson to go into Closed Session. Second by Martens. Roll call was taken of Human Resources Committee members present. The committee went into Closed Session.

Reconvene into Open Session.

The Human Resources Committee reconvened into Open Session.

Discussion and Possible Action Approving the Worker's Compensation Settlement Agreement between the City of Wausau and an employee.

Motion by Larson to approve the Worker's Compensation Settlement Agreement between the City of Wausau and an employee. Second by Wadinski. All ayes. Motion passed 5-0.

Adjournment.

Motion by Herbst to adjourn. Second by Larson. Meeting adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

**HR PERFORMANCE REPORT****Core Services*****Classification & Compensation***

Open Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date
Stockroom Specialist	SG 22, \$32,489.60-\$45,468.80	Parts Manager	SG 19 \$40,934.40-\$57,304	3/6/2021

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 18, \$43,741-\$61,237	Facilities Manager	SG 14 \$55,514 - \$83,270	1/12/21

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
27	21	4	2

FMLA Denial Reasons

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

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
4	3	1

Recordable (YTD)

**HR PERFORMANCE REPORT**

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Fire	Back Strain	Indemnity	Open	01/26/21
Fire	Dislocated knee	Indemnity	Open	02/09/21
Fire	Back Strain	Indemnity	Open	03/22/21
DPW	Broken Wrist	Medical	Open	03/26/21

Open Cases from previous years

Police	Privacy Case	Medical	Open	09/06/20
DPW	Multiple body parts	Indemnity	Open	09/13/19
DPW	Shoulder	Indemnity	Open	07/19/19
Fire	Shoulder	Indemnity	Reopened	10/29/18
Metro	Knees	Indemnity	Reopened	09/01/17
DPW	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
3	1	2	1	0	2

Open Grievances

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

Closed Grievances

**HR PERFORMANCE REPORT**

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

*Recruitment & Selection***New Hires**

Employee Name	Department	Job Title	Hire Date
Jacob Heil	Metro Ride	Bus Operator I	1/21
Gina Vang	Water	Administrative Assistant II	2/15
Edwin Zoborowski	Water	Plant Operations Technician	2/22
Mark Brener	Sewer	Sewer Maintainer	2/26
Emily Ley	Finance	Assistant Finance Director	3/01
Basil Smith	Public Works	Street Maintainer	3/22
Leo Gau	Public Works	Facilities Manager	3/29

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
10	8	2	0

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Brad Ludwig	Engineer	Firefighter, Inspector	Shahn Kariger	1/11
Rebecca Bliven	Administrative Assistant III	Transit Operations Supervisor	Megan Newman	3/08
James Marchel	Bus Operator I	Bus Operator II	Robert Kurkowski	3/08

Active Recruitments

**HR PERFORMANCE REPORT**

Job Title	# of Vacancies	Date Vacant	Status
Bus Operator I	1	2020	On-going Recruitment
Equipment Services Mechanic	2	10/02, 11/20	Application Deadline 4/21
Fire Chief	1	4/01	In Process
Firefighter/Paramedic	4	12/27, 12/28	Conditional Offers Extended
Firefighter/Paramedic	2	12/29, 1/05	Application Deadline 4/08
Plant Maintenance Mechanic	1	11/30	Conditional Offer Extended
Police Officer	2	12/02, 12/10	Conditional Offers Extended
Street Maintainer	1	1/04	Application Deadline 4/04
Community Relations Assistant	1	4/15	Conditional Offer Extended
Assistant Planner	1	2/12	In Process
Property Appraiser	1	New Position	Application Deadline 4/20
Community Communications Specialist	1	New Position	In Process
Public Works Superintendent	1	5/03	In Process
Accountant – Revenue & Payroll	1	4/16	Application Deadline 4/22

Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status



HR PERFORMANCE REPORT

Section Modified	Modification	Date
2.01 Employee Conduct and Work Rules & 2.04 Personal Appearance	Granted an additional 10 minute paid break when possible to employees whose work stations don't allow for the removal of a face covering.	8/3/20
2.06 Solicitation	The City may raffle off up to 2 days of vacation based on participation in the United Way campaign. (Note: Union employees are not eligible for this incentive without an MOU).	8/4/20
5.15 Standby Pay	One additional employee per division may be added to the Standby schedule when necessary. This exception should last no more than 3 months, but may be extended at the recommendation of the Department Director with approval by Finance and Human Resources.	8/24/20
5.02 Compensation Plan Administration	Update maximum base-building Discretionary Performance Incentive from 4% to 4.5%, to align with current pay step structure.	10/1/20
8.03 Personal Holidays	Clarify current practice that personal holidays must be used in the calendar year they are received	10/13/20

Human Resource Committee Packet

April 12, 2021

Agenda Item
Discussion and possible action reclassifying the Stockroom Specialist position to Parts Specialist.
Background
The current incumbent in the Stockroom Specialist (Salary Grade 22, \$32,489.60-\$45,468.80) position has applied for retirement. As part of the recruitment process, the department reviewed the job description and added additional requirements and responsibilities. Among the changes, the position now requires and Class A and B operator certification and will be responsible for the operation of the underground fuel storage tank facilities. The department also requested this position be retitled to Parts Manager. The Human Resources Department has evaluated the new responsibilities under the Decision Band Matrix and recommends the Stockroom Specialist position be classified at salary grade 20 (\$38,126.40-\$53,372.80). The title is recommended to become Parts Specialist, as the position remains non-exempt under FLSA and has no people management responsibilities.
Fiscal Impact
Fiscal impact is hard to predict because it will be heavily dependent on the qualifications of the selected candidate. Anticipated impact is less than \$300 annual plus benefits, unless the next candidate is hired above the midpoint.
Staff Recommendation
Approve the reclassification as recommended.
Staff contact: Toni Vanderboom (715-261-6634) and Eric Lindman (715-261-6745).



JOB DESCRIPTION

Stockroom Parts Specialist

Job Title:	Parts Stockroom Specialist	Reports To:	Fleet & Facilities Manager
Department:	Public Works & Utilities	FLSA Status:	Non Exempt
Division:	Streets & Maintenance	EEO Code:	6-Administrative Support
Salary Grade:	22 20	Occupational Code:	4440
Employee Group:	General Employee	Training Category:	D-Staff
Created:	December 2013	Last Revision:	April 2021December 2013

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

Purpose of the Position

The employee is responsible for record-keeping and inventory work of considerable responsibility. Work is performed in accordance with departmental procedures and budgetary limitations requiring careful monitoring of supplies on hand and supply needs.

Essential Duties and Responsibilities

1. This position is responsible for day-to-day operations of the stockroom at the Department of Public Works including vehicle and equipment parts, street maintenance supplies, fuel purchases, salt and other large or contracted supplies.
2. Receives and issue goods/materials by issuing goods/materials, ticketing them, and shelving them product items; inventory, locating and ordering parts and supplies; maintaining the Petro-Vend system including fuel supply and operation of the system and operating the equipment required for this system; and maintaining an adequate inventory of parts, supplies, fuel and Also responsible for maintaining the stockroom in good order.
3. Maintain and operate an automated inventory supply system which includes outside vendors with verification of order tracking and ability to change orders as needed. and records pertaining to stock levels of supplies, parts, and fueling systems.
4. Oversee a vendor managed inventory system with outside vendors, tracking orders and working with vendors to modify, add or subtract inventory as needed. This includes mMonitoring vendor performance and pricing.
- 3-5. Enter and update as needed all parts warranty information into the fleet support system.
6. Prepare requisitions for supplies and equipment. Make purchases as authorized. Approve Process invoices for payment into both the fleet maintenance and financial systems.
7. Responsible for developing a recommended budget for inventory, parts, fuel and other supplies for review by the fleet manager.
- 4-8. Assist in the bidding process and ensure compliance with the City's Procurement Policy, and prepare purchasing requests for Board of Public Works approval.
- 5-9. Establish or coordinate specifications for purchased materials. Inspect materials for conformance to specifications.
6. Maintain computerized inventory records pertaining to stock levels of supplies, parts, and fueling systems

- ~~10.~~ Receives, stores and issue specific classes of goods. [Arrange shipping for department.](#)
- ~~11.~~ Oversee purchase and distribution of hazardous chemicals and related supplies, including gathering proper MSD information and entering it into the MSD database.
- ~~12.~~ Prepare lists of obsolete equipment and coordinate disposition of such equipment.
- ~~13.~~ Maintain and operate underground fuel storage tank facilities in accordance with Wis. Admin code ATCP 93.145. Inspect facilities and manage vendor contract for maintenance and repair.
- ~~7-14.~~ Coordinate with the Environmental Engineer to ensure compliance with state codes for the regulation of the City's fueling facility.
- ~~8-15.~~ Establish and maintain effective relationships with employees of other City departments and vendors.
- ~~9-1.~~ Have ability to work as a team with other staff members to solve problems and complete tasks.
- ~~10-16.~~ Consult with Equipment Services Mechanics regarding needed repairs and appropriate supplies and/or parts including suggesting alternative parts.
- ~~11-17.~~ Process requests for automotive and heavy equipment supplies required by all activities of the motor pool division.
- ~~18.~~ Perform annual and spot inventories as requested. [Run various reports to maintain proper inventory and planning.](#)
- ~~12.~~
- ~~13-1.~~ Perform related work as required.
- ~~14-19.~~ Handle public relations, questions [and](#) comments [,etc.](#) between the City and various sales representatives.
- ~~15.~~ Operate equipment necessary for Petro-Vend system.
- ~~16-1.~~ Run various reports to maintain proper inventory and planning.
- ~~17-1.~~ Arrange shipping for department.
- ~~18.~~ Strong ability to maintain records, compiles data, and prepares accurate reports.
- ~~19-20.~~ Provide technical and administrative assistance to department managers and/or department head [and perform administrative functions specific to the department.](#)
- ~~20-21.~~ Responsible for maintaining department records, bookkeeping and other financial operating and control procedures.
- ~~21-22.~~ May [supervise and](#) coordinate work done by administrative assistants within the department.
- ~~22.~~ Conduct research and take responsibility for general citizen, housing tenant/resident and other program inquiries.
- ~~23-1.~~ Will operate various pieces of office equipment including: calculator, copier, computer and various software programs.
- ~~24-23.~~ Provide department information, gather data and prepare materials as required.
- ~~24.~~ Provide administrative functions specific to the department.
- ~~25.~~ Perform related work as required.
- ~~25.~~

Additional Duties and Responsibilities

- Ability to operate a fork lift.
- Ability to work accurately under pressure and meet deadlines.
- Ability to understand and carry out oral and/or written instructions.
- Ability to establish and maintain effective working relationships with other employees and the public, and to deal with the public in a courteous and tactful manner.
- Assist Fleet Manager in his/her absence as required.

Education and Experience Requirements

This position requires considerable knowledge of inventory control methods and practices.
High School diploma with supplemental education with one to three years of experience in a supply or storeroom handling the types of materials with which the position is involved.

Possession of a valid State of Wisconsin Driver's license is required. Must obtain a Class A and B operator certificate for underground storage tanks within 6 months of hire and maintain throughout employment.

ASE Inventory Certification preferred.

Knowledge, Skills and Abilities

MS-Word-Basic

MS-Excel- Basic

The employee must be able to utilize other software specific to job and departmental functions.

_____ This position requires knowledge of the supplies, materials and equipment and computer-assisted storeroom management. Will operate various pieces of office equipment including: calculator, copier, computer and various software programs.

~~Necessary Requirement: Possession of a valid State of Wisconsin Driver's license, Class D.~~

~~Desirable Requirement: ASE Inventory Certification~~

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment.
- Ability to compare, count, differentiates measure and sort information.
- Ability to assemble, copy, record and transcribe data and information.
- Strong ability to maintain records, compiles data, and prepares accurate reports.
- ~~Have ability~~Ability to work as a team with other staff members to solve problems and complete tasks.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information, such as regulations, non-routine correspondence, billing statements, invoices, payroll records, time sheets, schedules and calendars, a variety of departmental reports, computer software operating manuals, ordinances, contracts and general operating manuals.
- Ability to communicate orally and in writing with Department personnel, other City department personnel, and citizens.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning in and independently apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous functions
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert light physical effort in sedentary.

Physical and Working Environment

Normal office working conditions within minimal exposure to disagreeable elements.

Normal mental and visual attention is required. Minimal physical demand with minimal exposure to workplace hazards.

Acknowledgement

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

Signature of Department Director: _____ Date: _____

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

Printed Name: _____ Signature: _____ Date: _____

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

Human Resource Committee Packet

February 8, 2021

Agenda Item
Discussion and possible action approving an incentive program for employees who elect to receive a COVID-19 vaccine.
Background
Federal leave protection for COVID-19 related absences expired December 31, 2020; the City of Wausau has extended these benefits until July 1, 2021. At this point, the Human Resources Department does not support requiring employees to receive the COVID-19 vaccine. As these extended benefits related to COVID-19 expire, the City would like to encourage employees to be proactive in guarding their own health and the health of the community. The CDC presents the following benefits of the COVID-19 vaccine (https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html): • COVID-19 vaccination will help keep you from getting COVID-19 • COVID-19 vaccination is a safer way to build protection • COVID-19 vaccination will be an important tool to help stop the pandemic The CDC and the FDA both support the COVID-19 vaccines as safe. More information about the safety of the COVID-19 vaccine can be found at https://www.cdc.gov/coronavirus/2019-ncov/vaccines/safety.html, https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines/mrna.html, https://www.fda.gov/emergency-preparedness-and-response/coronavirus-disease-2019-covid-19/covid-19-vaccines. The decision whether or not to vaccinate remains a personal decision for each employee. However, to advance both employee health and the health of our community, City administration would like the Common Council to consider offering an incentive for employees to voluntarily elect to receive a COVID-19 vaccine. The City considered both additional pay and time off as an incentive. Additional pay at 100% participation costs approximately \$10,000 per hour, while properly managed additional time off is budget neutral.
Fiscal Impact
No fiscal impact provided the additional personal holiday usage and worktime for vaccination do not result in overtime.
Staff Recommendation
• Allow employees paid time to receive the vaccine. Allow employees up to ½ hour (30 minutes) of paid worktime to receive their vaccine if they receive their vaccine during normal work hours.

Human Resource Committee Packet

February 8, 2021

- After registering for a vaccine employees may be called with very short notice to appear at the provider, but the employee must receive supervisor approval before leaving a work assignment; supervisors will approve an employee absence for vaccination purposes whenever possible. Employees may also develop mild symptoms after receiving the vaccine. For this reason, we encourage employees to work with their supervisors to stagger requests for appointments. This will allow City departments to work to maintain sufficient staffing levels.
- Employees who provide proof of COVID-19 vaccination shall be eligible for two additional personal holidays.
- If an employee is unable to receive a COVID-19 vaccine due to a protected reason, please contact the Human Resources department. Eligibility shall be determined on a case-by-case basis in consultation with legal recommendations.
- Safety protocols (wear a mask, social distance, wash hands, etc.) remain in place even for those employees who are vaccinated or recovered from COVID-19, until health authorities (CDC, DHS, etc.) determine otherwise.
- The incentive should remain available until such time as all employees have been reasonably able to receive the vaccine.

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