

**\*\*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: | <b>Human Resources Committee</b>                                          |
| Date/Time:      | <b>Monday, June 13, 2022 at 4:45 PM</b>                                   |
| Location:       | City Hall (407 Grant Street) – Council Chambers – 1 <sup>st</sup> Floor   |
| Members:        | Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens, Becky McElhaney |

### **AGENDA ITEMS FOR CONSIDERATION**

- 1) Approval of May 9, 2022 Minutes.
- 2) Human Resources Report for May.
- 3) Discussion and Possible Action Creating an Extended Retirement Notice Incentive.
- 4) Discussion and Possible Action Approving the Alternate Work Arrangements Policy.
- 5) Discussion and Possible Action Reallocating Bus Operator I Positions.
- 6) Discussion and Possible Action Approving a Market Study.
- 6) Discussion and Possible Action Approving Midyear Cost of Living Adjustment for Non-Represented Employees.
- 7) Discussion and Possible Action Approving Recruitment for Human Resources Director position.
- 8) Adjournment

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <https://tinyurl.com/WausauCityCouncil>, or live by cable TV, Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may e-mail [toni.vanderboom@ci.wausau.wi.us](mailto:toni.vanderboom@ci.wausau.wi.us) with "Human Resources Committee public comment" in the subject line prior to the meeting start. All public comment, either by e-mail or in person, if agendized, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 6/09/2022 at 3:00 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](mailto: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: May 9, 2022, at 4:45 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Gary Gisselman, Dawn Herbst, Tom Killian, Michael Martens, Becky McElhaney  
MEMBERS ABSENT:  
Also Present: T. Vanderboom, K. Bernarde

**Select a Chairperson and Vice Chairperson for the 2022-2024 term.**

City Clerk Kaitlyn Bernarde asked for nominations for chairperson. Nomination by Herbst to have McElhaney serve as chairperson for the 2022-2024 term. Nomination received a second vote by Killian. Bernarde asked McElhaney if she would accept the nomination; McElhaney indicated that she would accept. Bernarde asked if there were any other nominations for chair; none were presented.

Motion by Gisselman to approve McElhaney as chairperson for the 2022-2024 term. Second by Herbst. All ayes. Motion passed 4-0 (*McElhaney abstained from this vote.*)

McElhaney asked for nominations for Vice Chairman for the 2022-2024 term.

Motion by Herbst to nominate Martens for Vice Chair. Second by Martens. All ayes. Motion passed 4-0 (*Martens abstained from this vote.*)

**Establish Regular Meeting Date and Time for 2022-2024 term.**

McElhaney asked if the committee would like to remain at 4:45 p.m. or if there was another time. All members agreed that 4:45 p.m. works and can be the regular meeting time for the 2022-2024 term.

**Approval of the 4/11/2022 Minutes.**

Motion by Martens to approve the minutes of the April 11, 2022 Human Resources Committee meeting. Second by Herbst. All ayes. Motion passed 5-0.

**Human Resources Report for April.**

Vanderboom explained that the report has evolved based on requests from the committee and asked if anyone had questions or if they would like to see anything else in the report. Gisselman asked how the City is handling people leaving and the need for employees. Vanderboom said that the report contains information on staffing but if Gisselman wished to have a more in-depth conversation about the topic that it should be put on a future agenda. Gisselman said the report would be a great place to have all information available such as any information gathered from exit interviews.

No other questions or comments were brought forward.

**Discussion and Possible Action Creating and Classifying a Community Outreach Specialist Position.**

Vanderboom said that this request was received by the Police Department based on information received by the Policing Task Force. The department used to have a Housing Task Force Officer that was a sworn position who worked with the unsheltered population in Wausau. The officer in that position is now serving in a different capacity in the department, and Vanderboom said she thought the position was grant-funded and that the funding ended. The request before the committee is to create a non-sworn position who will pick up where the Housing Task Force Officer left off. An evaluation of the duties and responsibilities of the position by the Human Resources Department places the position at salary grade 17, which is \$48,223.97 - \$67,509.31 annually. Vanderboom asked Chief Bliven to speak more about the department's need for the position.

Bliven reiterated that this position will replace the sworn Housing Task Officer position in the department that was held by Officer Lemirand for 18 months at the recommendation of the Policing Task Force, and that a decision was made to change it to a non-sworn position. Bliven said that if the HR Committee approves the creation of the position, he will make a request to the Finance Committee to fund the position with ARPA funds, though Finance and Council may make other recommendations.

Bliven said that the department has received requests for information related to the homeless or unhoused, but explained that calls are not tracked by this category, so the department searched for keywords in their dispatch records and reports to come up with data, which he feels is under-reported by this method. Bliven said that in April 2021 officers spent about 37 hours responding to incidents involving homeless individuals. In February 2022 the department had 65 hours devoted to those types of responses. March was about the same, and April was about 54 hours. Bliven explained that extra patrol time of the parking ramps and library are not included in these totals.

Bliven provided an overview of his conversations with downtown business owners and the Library Director as well as examples of complaints and incidents. Bliven said that the department does not want to be perceived as criminalizing homelessness, but rather wants to help and serve all who are in the community. Bliven provided information about the ways that Officer Lemirand was able to help the homeless population find resources and decrease the number of homeless.

Martens asked for clarification if this is a separate position than the CSO position that will be requested to serve the downtown area. Bliven said that this is separate. Martens asked if the duties and responsibilities of this position will be the same as what Officer Lemirand did. Bliven said yes, that the duties are regular daily contact with the homeless, connecting them to resources, and helping them build relationships and partner with available services. Martens also asked about this position assisting with patients that the Fire Department come into contact with, to which Bliven said that he and Chief Barteck have talked about what that partnership would like, and lastly, Martens asked if it was the task force who recommended that the position be a non-sworn position, to which Bliven said yes. Bliven said that people may be more open to help from the person in the position since some people do not feel comfortable talking with police officers.

Gisselman asked who this position will report to and how they will work with the CART team. Bliven said that the position will report to a lieutenant, most likely in investigations. Bliven said that this position will most likely connect with the CART team at some point, but not necessarily regularly. Gisselman also asked about the connection with Northcentral Healthcare and homelessness in Marathon County. Bliven said that other communities in Marathon County do not have the unsheltered population like Wausau, because Wausau has more services available. However, access and availability of services has declined recently and someone may have to wait a month or more to go into a treatment program. Bliven commended Officer Lemirand on his willingness to find people the help they needed no matter where it was. Gisselman asked why Bliven is requesting to fund the position with ARPA funds instead of something more permanent. Bliven said he thinks it is the fastest way that funding could be available for the position instead of waiting for the next budget or other funding sources.

Killian also commended the work of Officer Lemirand in the Housing Task Force Officer role. Killian discussed how he feels that the City need a Health and Human Services Department to better address issues such as this even though the Police Department has done a great job taking on this task, and that putting this position and others under a different umbrella would make more sense, enable people to locate the resources more easily as one would not expect this service to fall under the Police Department, and would maybe give the position a different perspective in the community not being tied to the Police Department. Killian asked Bliven if he had a number of incidents that were reported. Bliven said he did not have that information, as he just looked at total amount of time, but that he can provide that in the future. Killian said that this would be a great time for the City and County to use funds that are available for these types of needs. Killian asked Bliven if he was familiar with state legislature that had been proposed regarding homeless camps and what the department's stance is on something like this. Bliven said that he is aware of other communities who have created encampment areas for the unhoused but does not have a perspective on this at this time and would be a discussion for City Council to

have, as it would be a policy decision that the community would make. Bliven said that he believes the Police Department has done a good job of problem-solving and providing resources to the community if they are needed and not available elsewhere. Bliven provided the example of the Victim Resource Unit that sees victims of all types of crime that do not have access to mental health services that they might need, and this is a free resource. Bliven said that the Community Outreach Specialist position is similar in that it will be able to provide a free resource to all who need it and asked for support on this item as it is a need for the community. Killian said that he appreciates the Police Department's willingness to step up and add this position but feels that it would be a better fit in a new or repurposed department.

Gisselman asked what would need to be done to move this item forward. McElhaney explained that the committee can move to approve the created and classified position before them.

Motion by Gisselman to approve the creation and classification of a Community Outreach Specialist position. Second by Herbst. Killian asked if the motion could be amended to include language indicating that if there is a better location for the position in the future that it could be moved over. McElhaney asked Vanderboom if the position would need to be reclassified in the future for a department change to happen. Vanderboom said that a reclassification would not be the method used for such a change, and that if the City created a new department that the item would come to HR Committee regarding the organizational structure of the department with the positions that are selected to reside in it. Killian said that if the language could be added that this item would have his full support. (A member of the public came up to speak without permission, disrupting the meeting. The person was told that public comment was not on the agenda and that they would need to sit down. McElhaney said that the person could speak to the committee members after the meeting, per direction from the attorney's office. The person continued to try to speak for several minutes until finally leaving.) McElhaney asked Killian if he wished to amend the motion; Killian said yes.

Motion by Killian to approve creating and classifying the Community Outreach Specialist position in the Police Department, but that should another relevant department arise in the future that consideration of transition to said department take place. Second by Gisselman. Gisselman said that he agrees with the vision expressed by Killian but is not sure how the City would proceed. McElhaney said that she sees the amendment as sitting there until such time that a department change could happen in the future to be acted upon. McElhaney asked Killian if that was his intent; Killian indicated that it is. Herbst said she would like to proceed with creating the position and forget all the other discussion that happened. Martens said he had concerns on the amendment and didn't like the uncertainty that the language would create for where the position may end up. Killian said his intent is to ensure that if the City creates a department that fills the void it has for services that the position would be considered for said department. Herbst said that she would vote against the amendment and wished to just approve the agenda item as brought forward. Motion passed 3-2 (*Herbst and Martens were the dissenting votes.*) Vote on original motion to approve the creation and classification of a Community Outreach Specialist position was all ayes. Motion passed 5-0.

Vanderboom said that regarding public comment, if not on the agenda, it may take place after the meeting has adjourned.

### **Adjournment.**

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

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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 |
|-------------------|----------|---------|-----------------|
| 39                | 33       | 2       | 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 |
|------------------|-----------|--------------|
| 14               | 2         | 12           |

## Recordable (YTD)

| Department | Nature          | Medical/Indemnity | Open/Closed | Date of Injury |
|------------|-----------------|-------------------|-------------|----------------|
| DPW        | Shoulder Strain | Medical           | Closed      | 01/03/22       |
| Police     | Smoke in Lungs  | Medical           | Closed      | 01/11/22       |
| Police     | Hip Injury      | Medical           | Closed      | 01/25/22       |

**HR PERFORMANCE REPORT**

|        |                     |           |        |          |
|--------|---------------------|-----------|--------|----------|
| DPW    | Knee Strain         | Medical   | Closed | 01/27/22 |
| 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 |
| Metro  | Rib Fracture        | Medical   | Open   | 03/23/22 |
| Police | Shoulder            | Medical   | Open   | 04/28/22 |
| Police | Knee and wrist      | Medical   | Open   | 05/08/22 |
| DPW    | Foreign Object -eye | Medical   | Open   | 05/09/22 |
| Fire   | Leg Strain          | Medical   | Open   | 05/17/22 |
| Police | Hand Abrasion       | Medical   | Open   | 05/18/22 |
| Police | Leg Contusion       | Medical   | Open   | 05/20/22 |

**Open Cases from previous years**

| Department | Nature              | Medical/Indemnity | Open/Reopened | Date of Injury |
|------------|---------------------|-------------------|---------------|----------------|
| Police     | Strained Knee       | Indemnity         | Open          | 12/15/21       |
| Police     | Privacy Case        | Medical           | Open          | 10/01/21       |
| Police     | Privacy Case        | Medical           | Open          | 08/21/21       |
| Fire       | Back                | Indemnity         | Open          | 01/26/21       |
| DPW        | Back                | Indemnity         | Open          | 01/18/21       |
| 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**

**HR PERFORMANCE REPORT**

| 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 |

**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      | 5/13            |
| 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      | 5/31            |
| 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      |                 |
| Andrew Lynch      | Community Development | Assistant Planner            | 5/09      |                 |
| Marissa Wilson    | Fire                  | Firefighter/Paramedic        | 5/09      |                 |

**HR PERFORMANCE REPORT**

| Employee Name | Department      | Job Title                         | Hire Date | Separation Date |
|---------------|-----------------|-----------------------------------|-----------|-----------------|
| Stephen Annen | Fire            | Firefighter/Paramedic             | 5/09      |                 |
| Matthew Riley | Fire            | Firefighter/Paramedic             | 5/09      |                 |
| Leon Zemski   | Water           | Water Plant Operations Technician | 5/17      |                 |
| Kristin Wood  | Municipal Court | Administrative Assistant II       | 5/31      |                 |

**Separations YTD**

| Total Number of Separations | Resignations | Retirements | Terminations |
|-----------------------------|--------------|-------------|--------------|
| 20                          | 13           | 6           | 1            |

**Separations by Department for 2022 YTD**

|                   |                           |                     |                |
|-------------------|---------------------------|---------------------|----------------|
| Clerk/Finance – 2 | Public Works - 1          | Municipal Court – 1 | Assessment – 1 |
| Fire – 5          | Community Development - 1 | Water - 1           |                |
| Police - 6        | Sewer - 1                 | Metro Ride - 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           |
| James Marchel    | Bus Operator I              | Bus Operator II           | Nicholas Olson     | 3/18           |
| Nicholas Walters | Police Officer              | Detective                 | Jennifer Holz      | 4/04           |

**HR PERFORMANCE REPORT**

| Employee Name    | Old Job Position                   | New Job Position              | Previous Incumbent | Effective Date |
|------------------|------------------------------------|-------------------------------|--------------------|----------------|
| Kenneth Kroeplin | Bus Operator I                     | Bus Operator II               | William Medo       | 4/11           |
| Nicole Holzem    | Bus Operator II                    | Transit Operations Supervisor | Andrew Klaschus    | 4/18           |
| Jacob Heil       | Bus Operator I                     | Bus Operator II               | Nicole Holzem      | 4/18           |
| Aaron Moss       | Senior Equipment Services Mechanic | Fleet Supervisor              | Solomon King       | 4/18           |

**Active Recruitments**

| Job Title                                            | # of Vacancies | Date Vacant         | Status                  |
|------------------------------------------------------|----------------|---------------------|-------------------------|
| Bus Operator I                                       | 9              | 2020                | On-going Recruitment    |
| Equipment Services Mechanic                          | 3              | 5/24/21, 1/03, 4/18 | Candidates In Process   |
| Firefighter/Paramedic                                | 2              | 3/31, 5/08          | In Process              |
| Police Officer                                       | 3              | 1/3, 1/1, 2/3       | In Process              |
| Sewer Maintainer                                     | 2              | 11/12/21, 2/4       | Candidate In Process    |
| Water Distribution Maintainer                        | 2              | 12/22, 4/22         | Candidates In Process   |
| Deputy City Assessor                                 | 1              | 5/31/22             | In Process              |
| Administrative Assistant III (Finance/Cust. Service) | 1              | 5/31                | In Process              |
| Community Outreach Specialist                        | 1              | New Position        | Recruitment Closes 6/12 |
| Wastewater Plant Operations Technician               | 1              | 4/23/21             | Recruitment Closes 6/09 |

**Vacant Positions (Not Being Recruited at this time)**

| Job Title | Number of Vacancies | Date Vacant | Status |
|-----------|---------------------|-------------|--------|
|           |                     |             |        |
|           |                     |             |        |

**HR PERFORMANCE REPORT***Employee Recognitions – Discretionary Performance Incentives*

| <b>Last Name</b> | <b>Job Title</b> | <b>Dept</b> | <b>Reason</b>                                                                                                                                                | <b>% Increase</b> | <b>Lump Sum Increase</b> | <b>Other Incentive</b>     | <b>Date Issued</b> |
|------------------|------------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|----------------------------|--------------------|
| 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             |
| 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            |

**HR PERFORMANCE REPORT**

|          |                     |       |                                                                                                                                                                                                                                                                                     |      |             |  |         |
|----------|---------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------|--|---------|
| 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 |
| Barnes   | Deputy Police Chief | PD    | <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>      | 4.5% |             |  | 2/7/21  |
| Abbiehl  | DPW Supervisor      | DPW   | <i>instrumental in maintaining services during coworkers medical leave, resulting in much heavier workload</i>                                                                                                                                                                      | 3.0% |             |  | 2/7/21  |
| Fitzke   | Equip Service Mech  | DPW   | <i>volunteered for developmental opportunities including temporary assignment to senior mechanic, improved communications with first shift, critical</i>                                                                                                                            | 3.0% |             |  | 2/7/21  |

**HR PERFORMANCE REPORT**

|                   |                              |              |                                                                                                                                                                                                                                                                                                                                                                                      |             |                    |  |                |
|-------------------|------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------|--|----------------|
|                   |                              |              | <i>roles of automotive diagnostic tech increased level of service of division</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>  |
| <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 intitial 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>  |



## HR PERFORMANCE REPORT

|            |                    |       |                                                                                                                                                                                                                                                                            |      |  |  |        |
|------------|--------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--|--|--------|
| Enzenbach  | Electrician III    | Insp. | <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> | 3.0% |  |  | 5/3/21 |
| Hilgendorf | Electrician III    | Insp. | <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>                   | 3.0% |  |  | 5/3/21 |
| King       | Equip Service Mech | DPW   | <i>certified as Emergency Vehicle Technician and updated preventative maintenance to incorporate NFPA regulations</i>                                                                                                                                                      | 3.0% |  |  | 5/3/21 |
| Kremer     | City Clerk         | Fin.  | <i>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</i>                     | 3.0% |  |  | 5/3/21 |
| Kruzan     | Battalion Chief    | FD    | <i>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</i>                                                                                | 4.5% |  |  | 8/9/21 |
| Becker     | Battalion Chief    | FD    | <i>in command for large 5-alarm fire coordinating with SAFER, as well as ability</i>                                                                                                                                                                                       | 3.0% |  |  | 8/9/21 |



## HR PERFORMANCE REPORT

|                 |                                   |                |                                                                                                                                                                                                                                          |             |  |  |                |
|-----------------|-----------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--|--|----------------|
|                 |                                   |                | <i>to mentor and coach staff, and responsible for the Firefighter Explorer Group.</i>                                                                                                                                                    |             |  |  |                |
| <i>Lipscomb</i> | <i>Admin Asst I</i>               | <i>Assess.</i> | <i>Anchor for the department during covid, performing double-entry along with verification and managing work flow.</i>                                                                                                                   | <i>3.0%</i> |  |  | <i>8/9/21</i>  |
| <i>King</i>     | <i>Property Appraiser</i>         | <i>Assess.</i> | <i>exceeded expectations by keeping up with demand of the most active assessment areas in the City while assistning with new hire training including double-entry needs</i>                                                              | <i>3.0%</i> |  |  | <i>8/9/21</i>  |
| <i>Celona</i>   | <i>Sewer Maintainer</i>           | <i>Sewer</i>   | <i>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</i>                                       | <i>3.0%</i> |  |  | <i>8/23/21</i> |
| <i>Olsen</i>    | <i>Sewer Maintainer</i>           | <i>Sewer</i>   | <i>served as mentor to newer employees offering training on multiple items</i>                                                                                                                                                           | <i>3.0%</i> |  |  | <i>8/9/21</i>  |
| <i>Steinke</i>  | <i>Payroll Coordinator</i>        | <i>Fin.</i>    | <i>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.</i> | <i>3.0%</i> |  |  | <i>1/31/22</i> |
| <i>Merriam</i>  | <i>Parking Control Specialist</i> | <i>PD</i>      | <i>Learned at accelerated rate and exceeded ticketing rate of peers in first year of work, took leadership role troubleshooting IT issues, exceptional customer service</i>                                                              | <i>3.0%</i> |  |  | <i>3/7/22</i>  |

**HR PERFORMANCE REPORT**

|                  |                              |              |                                                                                                                                                             |             |               |  |                |
|------------------|------------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------|--|----------------|
| <i>Raduechel</i> | <i>Senior Equip Operator</i> | <i>DPW</i>   | <i>Took on scheduling duties in the absence of a supervisor, lead and mentored large pavement overlay transition</i>                                        | <i>4.5%</i> |               |  | <i>3/7/22</i>  |
| <i>Van Krey</i>  | <i>Admin Asst III</i>        | <i>Fin.</i>  | <i>Took on webex responsibilities including evening work and assisted with software implementation</i>                                                      | <i>3%</i>   |               |  | <i>4/18/22</i> |
| <i>Kline</i>     | <i>Admin Asst III</i>        | <i>Fin.</i>  | <i>Process improvements (badger books, express voting tech) and revamped election inventory and supplies</i>                                                | <i>3%</i>   |               |  | <i>4/18/22</i> |
| <i>Stratz</i>    | <i>Comm Dev Manager</i>      | <i>Dev.</i>  | <i>Institutional knowledge, Affordable Housing Task force staffperson</i>                                                                                   |             | <i>\$1000</i> |  | <i>4/29/22</i> |
| <i>Engen</i>     | <i>Admin Asst II</i>         | <i>Insp.</i> | <i>Primarily responsible for onboarding new inspectors and expert trainer for software system, critical to implementing new rental registration program</i> | <i>3%</i>   |               |  | <i>5/1/22</i>  |

*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 |



## HR PERFORMANCE REPORT

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 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 | <p>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.</p> <p>Police Lieutenant annual increase effective dates are set at January 1, due to compression adjustments in this job title.</p> | 2/1/22   |
| 8.04 Vacation                         | Add The Mayor may, at his/her discretion, grant temporary exceptions to the maximum vacation accumulation limits. However, the limits approved by Council shall still apply to any vacation payouts upon separation.                                                                                                                                                                                                                                                                                                                                                                                                        | 6/8/22   |

# Human Resource Committee Packet

June 13, 2022

| Agenda Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Discussion and possible action creating an extended retirement notice incentive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Background                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p>The City of Wausau currently has two separation notice requirements:</p> <ol style="list-style-type: none"><li>1. Upon voluntary separation (resignation or retirement) with 10 days written notice to HR, an employee receives payout of remaining vacation time, compensatory time, and perfect attendance leave.</li><li>2. Upon retirement, non-represented employees hired before 1/1/13, Transit union employees hired before 1/1/13, Fire union employees and Police union employees with 3 months written notice shall be eligible for a Perfect Attendance Leave conversion.</li></ol> <p>The average recruitment takes 3-4 months from start to finish (job posted for 3-4 weeks, 2-4 weeks for candidate selection, 2 weeks for pre-employment screening, 2 weeks for notice to a current employer). If a department seeks to revise or reclassify a vacant position, or if key participants are on leave during the selection period, the process can take even longer. This makes it challenging to provide overlap between the current incumbent and new hire for training and onboarding, since the longest notice period received is equal to the average recruitment timeline.</p> |
| Fiscal Impact                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Staff Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>A six-month advance notice period would give departments sufficient time to reorganize and recruit for a vacancy. Unfortunately, there is no reasonable way to incentivize a resigning employee to grant a lengthy notice. However, we can create an incentive for a longer retirement notice.</p> <p>The City is currently granting a \$2,000 hiring bonus for difficult to fill positions. Staff propose offering a similar incentive for a 6-month retirement notice. This will be instrumental in granting ability to plan for upcoming vacancies, and can be universally applied to all employees regardless of union status or hiring date.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Staff contact: Toni Vanderboom (715-261-6634)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |



# Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

MEMO: Incentive pay for additional retirement notice

DATE: 05/31/22

TO: Wausau City Council

The police department has been working cooperatively with the human resources department to address current and future staffing shortages. We currently have four vacancies we expect 3-5 more retirements by January, 2023. The union contract requires a 60 day notice of retirement to receive full benefits. The police department is seeking to incentivize a 6 month notice of retirement by offering \$2,000 for an extended notice.

If the city council authorizes an incentive for a 6 month retirement notice, we expect to see the a reduction in 2023 overtime costs. If we receive a 6 month notice, we will be able to hire candidates early (likely before September, 2022). Candidates will then be out of the police academy or out of field training by the time the retiring officer actually leaves the department. Either way, it reduces the timeframe in which we are short staffed by 4-5 months.

With a six month notice prior to a retirement, we would have the ability to hire and exceed our authorized staffing levels temporarily. This would allow our new officers time to train while the retiring staff are still working. We find significant value in a six month retirement notice and support this proposal that recognizes the value and incentivizes staff to give that notice.

Thank you,

Deputy Chief Matthew Barnes

Benjamin Bliven  
Chief

Matthew Barnes  
Deputy Chief

Todd Baeten  
Patrol Captain

Benjamin Graham  
Detective Captain

Melinda Pauls  
Administrative Captain

# Human Resource Committee Packet

June 13, 2022

| Agenda Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Discussion and possible action approving the Alternate Work Arrangements Policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Background                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p>The Employee Handbook authorizes a Flexible Work Schedule and an Alternate Work Schedule. During Covid, City staff were given a remote work option. The Alternate Work Arrangement Policy includes all three work options in one policy, since they are closely related and employees may use a flexible or alternate work schedule with the remote work option.</p> <p><b>Definitions</b></p> <p><b>Alternate Work Schedule:</b> An alternate work schedule is a schedule which deviates from the City's standard hours of work of 8 a.m. – 4:30 p.m., Monday through Friday, or the department's designated hours of work. An alternate work schedule enables an employee to adjust their scheduled hours of work within the <i>core hours of work</i>, which is typically during a work unit's peak operational hours of work. This does not apply to occasional flexible time or temporary schedule changes.</p> <p><b>Flexible Work Schedule:</b> A flexible work schedule enables an employee to adjust their scheduled hours of work on a temporary or short term basis.</p> <p><b>Remote Work Schedule:</b> On one of more days per week, an employee works at an offsite location, including their home, and is connected to the office by computer and/or telephone.</p> |
| Fiscal Impact                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Staff Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>A draft of the policy was provided to department directors for feedback, and the Employee Relations Committee is strongly supportive of work from home options.</p> <p>Approve the Alternate Work Arrangements Policy.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Staff contact: Toni Vanderboom (715-261-6634)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



Human Resources Department  
407 Grant Street · Wausau WI 54403  
Phone 715-261-6630

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## POLICY

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DATE: June 1, 2022  
TITLE: **Alternative Work Arrangement Program Policy**  
ISSUER: Human Resources  
COVERAGE: Non-Represented Employees  
AUTHORITY:  
DURATION: Indefinite

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### **Purpose**

The Alternative Work Arrangement policy establishes administrative procedures for Flexible Work Schedules, Alternative Work Schedules, and Remote Work Schedules to position the City of Wausau as a modern employer and help employees balance work and personal responsibilities.

The Alternative Work Arrangement program provides supervisors with a methodology for meeting operational goals while allowing employees flexibility to balance their work and personal responsibilities. Alternate Work Arrangements are offered by the City to benefit the organization, the customers and the employee.

The Alternate Work Arrangement program is a privilege and may be discontinued at any time if it does not meet the operational needs of the City of Wausau. Employees do not have a vested right to an Alternate Work Arrangement.

### **Definitions**

**Alternate Work Schedule:** An alternate work schedule is a schedule which deviates from the City's standard hours of work of 8 a.m. – 4:30 p.m., Monday through Friday, or the department's designated hours of work. An alternate work schedule enables an employee to adjust their scheduled hours of work within the *core hours of work*, which is typically during a work unit's peak operational hours of work. This does not apply to occasional flexible time or temporary schedule changes.

**Flexible Work Schedule:** A flexible work schedule enables an employee to adjust their scheduled hours of work on a temporary or short term basis.

**Remote Work Schedule:** On one of more days per week, an employee works at an offsite location, including their home, and is connected to the office by computer and/or telephone.

**Normal Workday or Standard Hours:** Defined in Section 4.03 of the Employee Handbook as 8:00 a.m. to 4:30 p.m., Monday through Friday with a 30-minute unpaid lunch break.

Exceptions:

- Community Development Maintenance Division, Engineering Division, GIS Division, Inspections Division (Inspectors only) work 7:00 a.m. to 12:00 p.m. and 12:30 p.m. to 3:30 p.m., Monday through Friday.
- Streets and Maintenance Division, Inspections Division (Electricians only), Water Division, and Wastewater Division work 7:00 a.m. to 3:00 p.m. (1<sup>st</sup> shift), 2:30 p.m. to 10:30 p.m. (2<sup>nd</sup> shift), and 10:30 p.m. to 6:30 a.m. (3<sup>rd</sup> shift) Monday through Friday with a 20-minute paid meal break on the work site.
- Patrol Lieutenant and Battalion Chief normal workday hours details may be found in Section 4.03 of the Employee Handbook.

### **Compliance**

As part of this program, the City of Wausau must follow ordinances and federal laws that regulate work hours and break times, and these should be taken into account when developing alternate work schedules.

FLSA: The Fair Labor Standards Act (FLSA) defines an employee's workweek as a fixed and regularly recurring period of 168 hour – 7 consecutive 24-hour periods. Additionally, it describes the maximum number of hours an employee can work, without incurring an overtime obligation, as 40 (or 38.75) hours during the said workweek. During a week in which a paid holiday falls, compressed workweeks shall revert to a standard 5-day work week for consistent holiday pay.

The Fair Labor Standards Act (FLSA) governs work performed away from City work locations. Supervisors must ensure that FLSA non-exempt (hourly) remote workers comply with City and department policies regarding hours worked. Hours worked outside of the non-exempt employee's defined schedule may qualify for overtime compensation under the FLSA or under an employee's applicable unit labor agreement. Overtime must be approved in advance by the supervisor.

Employee Handbook 4.03 – Hours of Work established the normal workday from 8:00 a.m. to 4:30 p.m., Monday through Friday with a 30 minute unpaid lunch break. The normal workweek shall be considered to be forty (40) hours year round. Employees who work this schedule will be give a 20 minute or two 10 minute paid rest break.

Additional regular hours of work are established in Employee Handbook 4.03.

There is no change in how any type of paid leave is earned, paid, or used under an alternate work arrangement.

### **Eligibility**

The primary consideration for approving alternative work arrangements is the City of Wausau's ability to provide a high level of service to the public, while balancing the needs of the employees.

This policy applies to non-represented City employees. Part-time, probationary, and temporary employees may be scheduled for alternative work arrangements at the discretion of management, but full-time employees will be provided priority consideration.

The Department Director may limit the number of employees who may be regularly scheduled to be off or work remotely. The department may also identify a day or days of the work week where employees are required to be onsite due to operational needs.

Alternative work arrangements shall not diminish the ability of the City to meet all operational requirements, service to the residents, or the ability to assign responsibility and accountability to individual employees for the provision of services and performance of their duties. Alternative work arrangements shall not result in a delayed opening or early closing of any offices.

No new positions are to be created as a result of alternative work arrangements. Alternative work arrangements shall not result in automatic overtime or compensatory time.

The Department Director will have the authority to approve or deny alternative work arrangements for each situation. Decisions to approve or deny an alternate work arrangement request shall be based on business operational needs. Decisions regarding alternate work arrangements should be consistently and fairly applied to employees in similar circumstances. The Department Director shall have the right to terminate an alternative work arrangement at any time with two (2) weeks' written notification. An alternative work arrangement may be terminated without prior notice as a result of a disciplinary action. Alternative work arrangements may be revoked if the employee is at any time unable to demonstrate adequate attendance and responsiveness; ability to meet deadlines; effective and timely communication with supervisors, co-workers, and customers; or consistent productivity with measurable work product.

## **FLEXIBLE WORK SCHEDULE**

### **Flexible Work Schedules**

The Employee Handbook, Section 4.04 – Flexible Work Schedules, grants employees the ability to utilize flexible working schedules to achieve improved service levels and to accommodate particular needs of the employees when this does not conflict with the effective delivery of City services or result in overtime.

Flexible work schedules are temporary or short-term in nature. If a requested schedule change results in a schedule change lasting more than one work week, the request should be processed as an alternate work schedule (below).

### **Eligibility**

When considering an alternative work schedule request, the Department Director shall consider the extent to which such arrangements support and enhance departmental efficiency, productivity, and services to the public. Positions that may not qualify for an alternate work schedule include but are not limited to; those that depend upon a work crew remaining intact from the start to the finish of a shift, emergency shift work, and those positions that depend upon the schedules of co-workers for workflow or direction.

The Department Director and the employee's supervisor shall consider the following criteria when determining an employee's request to have an alternative work schedule:

1. Department Operational Needs – Business and operational needs of the department and work unit can be met.
2. Employee Leave History – Employee has not violated Department work rules related to attendance in the last calendar year.
3. Employee Disciplinary History – Employee has exhibited acceptable behavior with no discipline on file of written warning or above in the last calendar year.
4. Employee Performance – Employee has no documented performance issues in the last calendar year and can perform the expected job responsibilities without direct and constant supervision.

### **Request and Approval Process**

An employee may request a flexible work schedule orally or in writing to their supervisor for consideration. The request should be made no less than one (1) week prior to the desired start of the flexible schedule.

## **ALTERNATE WORK SCHEDULE**

### **Alternate Work Schedule**

The Employee Handbook, Section 4.03 – Hours of Work, establishes the authority for Department Directors to grant alternate work schedules. Alternate work schedules are permitted provided that:

- The Department Director approves the alternate schedule.
- Service to the public during the normal workday hours remains unaffected by the alternative schedule.
- The number of daily hours worked by the affected employees remains unchanged.

### **Eligibility**

When considering an alternative work schedule request, the Department Director shall consider the extent to which such arrangements support and enhance departmental efficiency, productivity, and services to the public. Positions that may not qualify for an alternate work schedule include but are not limited to; those that depend upon a work crew remaining intact from the start to the finish of a shift, emergency shift work, and those positions that depend upon the schedules of co-workers for workflow or direction.

The Department Director and the position's supervisor shall consider the following criteria when determining a position's eligibility for an alternate work schedule:

- Ensuring the needs of internal and external customers are met
- Workload impact on other staff
- Avoidance of additional operational costs
- Health or safety considerations
- Group scheduling and shift needs
- Communication with co-workers
- Access to support and/or supervisory staff
- Need for supervision, direction, and support
- Compliance with the Fair Labor Standards Act (FLSA)

The Department Director and the employee's supervisor shall consider the following criteria when determining an employee's request to have an alternative work schedule:

5. Department Operational Needs – Business and operational needs of the department and work unit can be met.
6. Employee Leave History – Employee has not violated Department work rules related to attendance in the last calendar year.
7. Employee Disciplinary History – Employee has exhibited acceptable behavior with no discipline on file of written warning or above in the last calendar year.
8. Employee Performance – Employee has no documented performance issues in the last calendar year and can perform the expected job responsibilities without direct and constant supervision.

### **Request Process**

Employees may request an alternate work schedule by following the approval process below:

1. Talk with supervisor to determine eligibility.
2. All requests must be submitted at least 30 days prior to the employee's desire to make the schedule change to allow enough time to review the request, schedule, plan, and consult with

the employee's supervisor. Exceptions to the 30-day timeline may be made on a case-by-case basis should immediate needs arise.

3. Complete and submit **FORM**.

#### **Approval Process**

1. Request will be sent to the employee's immediate supervisor to recommend or deny. Requests must include an anticipated duration and must be reviewed at least annually. If the immediate supervisor denies the request, the employee may appeal the decision to the Department Director.
2. The request will be sent to the Department Director to approve or deny the request within 14 working days before the requested schedule change.
3. If the request is denied, the Department Director will file the reason(s) for the denial in writing and forward a copy of the denial to the Human Resources Director for review.
4. All alternate schedule requests (approved or denied) are sent to the Human Resources Director for review and tracking.

In positions where an alternate work schedule is granted, requests from employees for any change will follow the same procedure as above and be considered based on the standards and the workload of the City. Any changes to the agreement must be approved by the Department Director, after consultation with the employee's supervisor, with a copy provided to the Human Resources Director.

## **REMOTE WORK SCHEDULE**

### **Remote Work Schedule**

Remote work schedules can offer the opportunity for mutual benefits to both the employee and the employer. However, no employee is guaranteed a remote work schedule. Remote work schedules do not change the duties, obligations, responsibilities or terms and conditions of City employment. Remote working employees must comply with all City rules, policies, practices, and instructions. Remote work locations are limited to the State of Wisconsin.

### **Remote Work Models:**

**Full-Time Remote Work Model:** Employee works from a remote location but is at the onsite work location a minimum of 2 or 3 days per month.

**Hybrid Remote Work Model:** Employee works from a combination of onsite work location and remote work location. The employee works from onsite work location a minimum of 2 days per week.

**Majority Workplace Work Model:** Employee regularly works from the onsite work location but may work at a remote work location on an ad hoc/occasional basis.

### **Position Eligibility**

The Department Director shall determine which positions are eligible to participate in a remote work schedule and if eligible, at what level (full-time remote, hybrid remote, or majority workplace). The Department Director shall consider the extent to which such arrangements support and enhance departmental efficiency, productivity, and services to the public. Positions that may not qualify for an alternate work schedule include but are not limited to; those that depend upon a work crew remaining intact from the start to the finish of a shift, emergency shift work, and those positions that depend upon the schedules of co-workers for workflow or direction.

The Department Director and the position's supervisor shall consider the following criteria when determining a position's eligibility for an alternate work schedule:

- Ensuring the needs of internal and external customers are met
- Budgetary impact
- Avoidance of additional overtime or other operational costs
- Health or safety considerations
- Liability issues
- Group scheduling and shift needs
- Communication with co-workers
- Equipment and technology availability (does not require hands-on installation and maintenance of infrastructure)
- Access to support and/or supervisory staff
- Need for supervision, direction, and support
- Compliance with the Fair Labor Standards Act (FLSA)

### **Remote Work Eligibility**

The Department Director and the position's supervisor shall consider the following criteria when determining a position's eligibility for remote work:

1. The position duties are appropriate for remote work and remote work does not negatively impact the delivery of public services and programs.
2. The position does not require an employee to be physically present in City facilities to accomplish their assigned duties.
3. The position has minimal or no face-to-face contact with members of the public.
4. The position's methods of communication may primarily be accomplished via telephone, e-mail, video conferencing, or other forms of electronic communication.
5. The position responsibilities include large blocks of time handling information and data, such as writing, reading, analysis, planning, computer programming, word processing, data entry, and telephoning.
6. The position does not require or requires limited usage of City materials or special equipment.
7. The position's responsibilities are clearly defined with measurable work activities, goals, and objectives.
8. The Department has available technology to support the position working remotely.

### **Employee Eligibility**

Once a Department Director determines which positions are eligible for a remote work schedule, the Department Director has the discretion to approve or deny a request based on established eligibility criteria and operational needs. The Department Director shall consider the extent to which such arrangements support and enhance departmental efficiency, productivity, and services to the public.

The Department Director shall consider the following criteria when determining an employee's request to have a remote work schedule:

9. Department Operational Needs – Business and operational needs of the department and work unit can be met.
10. Employee Leave History – Employee has not violated Department work rules related to attendance in the last calendar year.
11. Employee Disciplinary History – Employee has exhibited acceptable behavior with no discipline on file of written warning or above in the last calendar year.
12. Employee Performance – Employee has no documented performance issues in the last calendar year and can perform the expected job responsibilities without direct and constant supervision.

### **Request and Approval Process**

#### **Employee Request Process**

An employee who wishes to request a remote work schedule shall follow the process listed below:

1. Review whether their position is eligible for a remote work schedule as determined by the Department Director. If there are questions regarding the position eligibility, communicate with their supervisor.
2. Complete and submit a Remote Work Request form to your supervisor. Discuss the suitability of their job functions to work remotely with their supervisor.
3. If the supervisor supports the request, the supervisor and employee shall meet to establish the standards and expectations utilizing the Remote Work Agreement form.

4. The supervisor and employee complete and sign the Remote Work Agreement form. A copy of the Remote Work Request Form and Remote Work Agreement form shall be signed and provided to the Department Director to approve or deny. The Department Director shall have the discretion to approve or deny the agreement based on established criteria and/or operational needs.
5. Upon receipt of the final approval, comply with the Remote Work Agreement and meet responsibilities listed in this policy.

### **Department Approval Process**

When an employee requests a Remote Work Schedule, the department shall follow the process listed below:

1. Upon receipt of a Remote Work Request form, a supervisor shall determine whether or not the employee's position is eligible for remote work.
2. The supervisor then shall review and approve or deny the request based on established criteria and departmental operational needs.
3. If the supervisor approves the request, the supervisor shall meet with the employee to establish the standards and expectations utilizing the Remote Work Agreement form.
4. The supervisor shall ensure that the employee's performance evaluation is up to date.
5. The supervisor and employee complete and sign the Remote Work Request form and Remote Work Agreement form. The supervisor shall forward a copy of both forms to be approved or denied and signed Department Director.
6. The Department Director shall approve or deny and sign and approve the Remote Work Agreement form. The Department Director has the discretion to approve or deny the agreement based on established criteria and/or operational needs.
7. Copies of completed agreement forms shall be sent to the employee and the Human Resources Department for inclusion in the employee's personnel file.
8. The supervisor shall monitor compliance with the Remote Work Agreement form and meet responsibilities listed in this policy.

### **Roles and Responsibilities**

#### **Supervisory Responsibilities**

1. Communicate expectations and requirements of alternate work schedules to employees utilizing the Remote Work Agreement form. A supervisor shall communicate expectations and requirements around topics, including but not limited to:
  - Regular or intermittent schedules
  - Hours of work, lunch, and break periods
  - Requirements for overtime approval (non-exempt employees)
  - Expectations for performance, attendance, and conduct
  - Acceptable response timeframes for external and internal customers
  - Reporting and documentation responsibilities
  - Dress and appearance standards
2. Establish regular communication methods to monitor employee performance and productivity.
3. Accommodate employees working remotely and in-person when scheduling meetings and other activities.
4. Evaluate ongoing operational needs and employee performance to determine if changes in work assignments are necessary.

5. Ensure inventory control for all City-owned assets, including inventory utilized by remote workers.
6. Communicate any temporary or full-time modifications to a Remote Work Schedule with reasonable advanced notice.
7. Provide appropriate and regular performance feedback.
8. Complete annual performance reviews.
9. Review employees' Remote Work Schedules at a minimum of every 90 days in the first year, and once per year thereafter.

### **Employee Responsibilities**

1. Submit a request for an alternate work schedule in accordance with this policy.
2. Acknowledge expectations and agreements as approved in the Remote Work Agreement.
3. Comply with all City and departmental policies and established procedures.
4. Have frequent, open communication with supervisor and colleagues.
5. Meet appropriate dress and appearance standards when virtually interacting with co-workers, leaders, and customers.
6. Maintain attendance in accordance with City policies.
7. Notify direct supervisor and submit appropriate leave requests per City and department policies.
8. Respond within expected timeframes to communication and requests from internal and external customers, as established by your supervisor.
9. Attend meetings and training in-person at a designated City work location as required.
10. Report any issues with remote access or other technology resources promptly. If access cannot be resolved quickly, it may be necessary to report to a City work location or to submit appropriate leave time.
11. Immediately report any work-related injuries to your supervisor.

### **Remote Work Locations**

1. When working remotely, employees are required to comply with all City policies and procedures and conduct standards that apply in a City work location.
2. Remote workers should manage personal business in a manner that does not interfere with the performance of job duties. Remote work is not a substitute for dependent care, except as expressly approved for emergency situations. If a remote worker needs to stop work for a long period of time to attend to personal business, they should request permission from their supervisor and use appropriate leave as necessary.
3. The City is not responsible for loss or damage to employee-owned furniture or equipment and does not assume liability for injuries to members of the employee's household or other third parties that occur on the employee's premises.
4. An employee who is on an approved remote work schedule may have their worksite office space reconfigured or may share a workspace at the onsite work location.
5. Employees must have a space around their remote workstation that is safe and free from hazards that could cause injury.
6. Employees are expected to use their own furniture. Exceptions based on special circumstances, such as equipment that may be provided as part of an approved accommodation under the American Disability Act or for a documented medical need must be discussed with Human Resources.

7. The City is not responsible for the payment of a remote working employee's utilities (gas, electric, water, etc.) and is not obligated to reimburse employee for any use, wear and tear, maintenance, or damage to employee-owned property, devices, or systems.
8. Mileage between remote work location and City work location is not reimbursable.

### **Remote Work Equipment and Supplies**

1. The employee must comply with the expectations and policies for equipment use set forth by CCIT.
2. Equipment, software, or supplies provided by the City are for City of Wausau work use only.
3. The City will provide a computer for the employee's primary work location. The employee is responsible for either transporting or providing the needed equipment to their secondary work location. Only computer equipment, such as laptops, tablets, docking stations and/or monitors, should be taken to the off-site work location for the purposes of working remote.
4. Hardware and software purchased by the City and work products and documents created while working remote are the property of the City. Documents created while working remotely are subject to public records requests and the City's records retention policies. These documents are subject to inspection by the City and may be considered in administrative or disciplinary investigations.
5. Any office supplies needed to perform job duties remotely must be acquired from the employee's department with supervisory approval.
6. The employee is responsible for paying the costs of internet service at their remote work location. All other required equipment must be provided by the employee.
7. A remote work employee must protect City equipment, software, and supplies from possible theft, loss or damage. The remote work employee may be liable for replacement or repair of equipment, software, or supplies in compliance with applicable laws and City policies.

### **Information Security for Remote Workers**

Many employees handle information that is considered sensitive or confidential. Remote workers must make reasonable efforts to ensure that others in the household cannot access City systems or information related to City business.

1. Remote workers must ensure that no other persons in their remote work location use City assets. Remote workers should use passwords and screen locks to safeguard all information related to City business.
2. Remote workers should use caution when printing documents in a remote work setting, and ensure all information is secured and disposed of in accordance with City records retention and destruction policies.
3. Supervisors should clearly identify what tasks and handling of documents are appropriate for remote work locations and communicate any exceptions to their employees.

### **Safety and Workplace Injuries for Remote Workers**

Remote workers are responsible for maintaining safe working conditions in their remote work location. This includes the configuration of an ergonomically sound work area and mitigation of hazards that could result in injury.

1. The workspace should be free of objects that could fall on the employee or present trip and fall hazards. Cords, cables, and other equipment should be arranged to prevent tripping hazards.

2. Employees must ensure that electrical equipment is in good condition, power strips are not overloaded, extension cords are kept to a minimum, and surge protectors are used.
3. Employees should follow recommended ergonomic guidelines for equipment configuration, seating, and body positioning while working.

The Workers' Compensation Program provides benefits to employees who are injured while performing service growing out of and incidental to their employment. In the event of an injury sustained while working remotely, the employee is required to immediately report the injury to their direct supervisor and follow the Workers' Compensation reporting procedures. If the incident involves a medical emergency, employees should seek immediate medical attention or call 911

# Human Resource Committee Packet

June 13, 2022

| Agenda Item                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Discussion and possible action approving market study.                                                                                                                                                                                                           |
| Background                                                                                                                                                                                                                                                       |
| The labor market is currently extremely competitive, and it has been three years since the City last compared the current salaries to market rates. A custom market study will compare the City's pay to market rates and recommend adjustments to best position |
| Fiscal Impact                                                                                                                                                                                                                                                    |
| \$40,000-\$80,000 anticipated expenses for the study. Additional expense for implementation should be anticipated.                                                                                                                                               |
| Staff Recommendation                                                                                                                                                                                                                                             |
| Approve a market study.                                                                                                                                                                                                                                          |
| Staff contact: Toni Vanderboom (715-261-6634)                                                                                                                                                                                                                    |

**CITY OF WAUSAU**  
**AMERICAN RESCUE PLAN - SLFRF APPLICATION**  
**PUBLIC HEALTH AND ECONOMIC IMPACTS OF COVID 19**  
**PUBLIC SECTOR CAPACITY - STAFFING**

Public Sector Capacity spending category is designed to restore and bolster public sector capacity. Common examples would include:

- \*Allocating payroll and benefits of police officers and firefighters/paramedics for the time responding to COVID 19 to the grant
- \*Providing worker retention incentives including increases in compensation
- \*Increase staffing levels (FTE's)
- \*Administrative time managing created retention programs
- \*Premium Pay



|                                |                     |                      |                 |
|--------------------------------|---------------------|----------------------|-----------------|
| <b>Project Title</b>           | <b>Market Study</b> |                      |                 |
| <b>Department</b>              | Human Resources     | <b>Contact Name:</b> | Toni Vanderboom |
| <b>Priority 1-6 (low-high)</b> | 5                   |                      |                 |

6=Emergency, 5=Urgent, 4=High Priority, 3 Medium Priority, 2 Low Priority, 1 No Priority

**Project Type** *(Refer to the Department of Treasury Expenditure Category and enter the EC Code next to the appropriate area)*

|                                                   |                                                               |
|---------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> COVID Payroll Allocation | <input type="checkbox"/> Worker Retention Incentives          |
| <input type="checkbox"/> Increased staffing       | <input type="checkbox"/> Administration of Retention Programs |
| <input type="checkbox"/> Premium pay              |                                                               |

**SPENDING/PROGRAM DESCRIPTION**  
**attach additional information if needed**

The Employee Handbook establishes that the City of Wausau shall conduct a full review of market data for all City jobs every five years. The City last conducted a salary study in 2018. This study was implemented in 2019 (fully implemented in 2022). The labor market is currently extremely competitive, and the salary market is changing accordingly. A custom market study will re-align the City of Wausau pay scales with the current market.

**JUSTIFICATION**

**Describe the proposed programs impact on public sector capacity and how delay or deferral of the proposal will impact government service capacity**

Recruiting and retention is extremely competitive. Aligning with market conditions will ensure the City is positioned to recruit and retain employees. Failure to align with market will result in difficulty recruiting employees and increased employee turnover.

**OTHER AVAILABLE FUNDING SOURCES FOR THE PROGRAM (check all that apply)**

|                                      |                                           |
|--------------------------------------|-------------------------------------------|
| <input type="checkbox"/> 2022 Budget | <input type="checkbox"/> Other (Describe) |
|--------------------------------------|-------------------------------------------|

**PAYROLL GROUPS IMPACTED (Check all that Apply)**

|                                        |                                          |
|----------------------------------------|------------------------------------------|
| <input type="checkbox"/> Police Union  | <input type="checkbox"/> Fire Union      |
| <input type="checkbox"/> Transit Union | <input type="checkbox"/> Non-represented |

# PUBLIC HEALTH EMERGENCY - GOVERNMENT CAPACITY - FINANCIAL DETAIL

## Market Study

| ONE TIME EXPENSE                       | 2022 | 2023 | 2024 | 2025 | 2026 | Total |
|----------------------------------------|------|------|------|------|------|-------|
| Planning /Design                       |      |      |      |      |      | -     |
| LandAcquisition                        |      |      |      |      |      | -     |
| Construction/Maintenance               |      |      |      |      |      | -     |
| Equipment/Vehicle/Furnishings Purchase |      |      |      |      |      | -     |
| Other(Describe)                        |      |      |      |      |      | -     |
| Total Costs                            | \$ - | \$ - | \$ - | \$ - | \$ - | \$ -  |

### FUNDING SOURCES

#### ARPA Funding

|                    |      |      |      |      |      |      |
|--------------------|------|------|------|------|------|------|
| Donations          |      |      |      |      |      | -    |
| User Fees          |      |      |      |      |      | -    |
| Debt Issuance      |      |      |      |      |      | -    |
| Other Grant Income |      |      |      |      |      | -    |
| Other (Describe)   |      |      |      |      |      | -    |
| Total Sources      | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Shortfall          | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

| ONGOING NEW OPERATIONAL EXP | 2022      | 2023 | 2024 | 2025 | 2026 | Total |
|-----------------------------|-----------|------|------|------|------|-------|
| Staff Costs                 |           |      |      |      |      | -     |
| Contractual Services        | 40-80,000 |      |      |      |      | -     |
| Supplies/Materials          |           |      |      |      |      | -     |
| Maintenance                 |           |      |      |      |      | -     |
| Other (Describe)            |           |      |      |      |      | -     |
| Total Costs                 | \$ -      | \$ - | \$ - | \$ - | \$ - | \$ -  |

### FUNDING SOURCES

#### ARPA Funding

|                       |      |      |      |      |      |      |
|-----------------------|------|------|------|------|------|------|
| Donations             |      |      |      |      |      | -    |
| User Fees             |      |      |      |      |      | -    |
| Other Grant Income    |      |      |      |      |      | -    |
| Other (Describe)      |      |      |      |      |      | -    |
| Total Funding Sources | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Shortfall             | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

### IDENTIFY ONGOING FUNDING SOURCE FOR NEW OPERATIONAL EXPENSES AFTER THE ARPA GRANT PERIOD

DESCRIBE EVENTS OR CIRCUMSTANCES THAT WOULD PREVENT COSTS FROM BEING OBLIGATED BY DECEMBER 31, 2024 AND EXPENDED BY DECEMBER 31, 2026 attach additional information if needed

## Market Study

[illegible]

**CITY OF WAUSAU - REQUEST FOR PROPOSALS  
COMPENSATION MARKET STUDY**

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**CITY OF WAUSAU  
REQUEST FOR PROPOSALS  
COMPENSATION MARKET STUDY**

**The City of Wausau is requesting proposals from consultants to review current pay ranges to determine if the current level of compensation for employees not represented by the terms of a collective bargaining agreement (hereinafter referred to as non-represented) is competitive with the market rate for non-represented employees and to make recommendations for ensuring accurate compensation for work performed. The City's objective is to provide a competitive, destination work force that retains skilled workers while attracting highly qualified new applicants. The recommendations from this study should be designed to determine the correct market pay for each position utilizing the City's current pay plan. Proposals will be accepted until 4:00 PM, July 15, 2022.**

The City conducted a comprehensive salary plan review in 2018, reviewing each position, updating job descriptions and categorizing each into a salary band based upon a review of qualifications and work performed. The new pay plan took effect in April 2019 with the intent to review the ranges approximately every 5 years for maturation as necessary to remain competitive with the market. The City is seeking a consultant to make recommendations for adjustments to pay scales and/or pay that may be needed to remain competitive.

The City of Wausau employs approximately 180 non-represented employees within approximately 90 job classifications compensated within a salary structure with 23 pay ranges. This staff is employed in government operations consisting of Assessments, Customer Service and Finance, Human Resources and the City Attorney's Office, Transportation which includes the Department of Public Works and Metro Ride, Economic and Community Development as well as Commission Operations which includes Wausau Water Works and Community Development. This proposal only includes public safety insofar as the support needs Police and Fire employee administrative and managerial positions not represented under the terms of a collective bargaining agreement. The City currently operates under the Mayor/Council form of government.

**SCOPE OF WORK AND DELIVERABLES**

The study will provide the City with recommendations for updating and refining to ensure market competitiveness. The consultant will be expected to identify implementation recommendations that are effective and achievable in the context of an overall strategy.

The following components are considered essential to the study:

**CITY OF WAUSAU - REQUEST FOR PROPOSALS  
COMPENSATION MARKET STUDY**

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- Review current compensation structure and propose modifications to the existing wage schedule and compensation system based on internal and external comparisons, include market comparable.
- Review comparability and compression issues in areas where there are little or no differences in pay, coupled with large differences in responsibility, skill levels or qualification. The goal is to prevent or eradicate inequalities which may occur between supervisors and subordinates; new and experienced personnel; or between pay range midpoints of successive job grades. Compression and comparability issues arise not as deliberate compensation strategy, but on account of other issues. Improving comparability and reducing compression is a critical goal.

The study will be conducted in consultation with various City staff and officials and will be coordinated with and supported by the Human Resources Department as the delegate for the Human Resources Committee.

**INCURRING COSTS**

The City is not responsible for any costs incurred for the preparation of responses to this request for proposal.

**SELECTION PROCESS**

Proposals will be reviewed and a consultant will be recommended by the selection committee to the City's ***Human Resources Committee***. The recommendation will be based upon the consultant's experience/capabilities, project approach, and cost, all of which are described below under "Proposal Specifications."

**TIMELINE**

The estimated timeline for completion of the selection process is outlined below.

|                              |                                                            |
|------------------------------|------------------------------------------------------------|
| June 16, 2022                | Distribution date of RFP                                   |
| July 8, 2022                 | Last day for submitting written questions                  |
| July 15, 2022                | Deadline to submit proposal (4:00 p.m.)                    |
| July 15-August 5, 2022       | Evaluation of Proposals Period                             |
| August 8, 2022               | Finalists present to Human Resources Committee (4:45 p.m.) |
| On or before August 31, 2022 | Selected Firm Notified                                     |

**PROPOSAL SPECIFICATIONS**

Consultants are asked to submit concise proposals describing their capacity to manage projects, their experience with similar projects, and their approach to the proposed project. Proposals should be prepared on standard size paper. Standard advertising brochures should not be included in the body of the proposal. The proposal shall include the following information:

**Business Organization** – This section shall include the firm's name, areas of expertise, and a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included. If sub-consultants are being utilized, similar information should be included for all subcontracted firms.

**CITY OF WAUSAU - REQUEST FOR PROPOSALS  
COMPENSATION MARKET STUDY**

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**Experience and Capabilities** - The consultant shall describe relevant qualifications of the firm and experience with similar projects. Qualification summary and list of staff intended for the project. Provide a description of similar projects along with a list of a minimum of three (3) references for each similar public organizational assessment completed.

**Project Approach** – The consultant shall describe the approach to the proposed project and project schedule to include key milestones, the method of conducting the work, along with the quantity in terms of time, the nature and scope or services to be provided by City staff to assist in the study’s completion. To be included at a minimum:

- Describe the more specific philosophy of the consultant and provide a recommendation in the following areas:
  - Method of identifying comparables and if comparable would vary depending upon department, position, or pay grade;
  - Comparison of only public sector data or private and public sector data;
  - Methodology to be used in benchmarking and determining salary ranges;

**Separate Envelope** – Provide cost information in a separate envelope.

**SUBMITTAL REQUIREMENTS**

One (1) original and six (6) copies of the proposal along with an electronic file stored on a jump drive, must be submitted in a sealed envelope by **4:00 p.m. Friday, July 15, 2022**. Please mark “Proposal for City of Wausau Salary (Pay Grade Maturation) Study” on the envelope.

The mailing and hand delivery address is:

**Wausau City Hall  
Human Resources Department  
407 Grant Street  
Wausau, WI 54403**

**CONTACT**

Questions about the RFP or the project should be directed to the Human Resources Department at (715) 261-6630 or email [anne.keenan@ci.wausau.wi.us](mailto:anne.keenan@ci.wausau.wi.us).

**TERMS AND CONDITIONS**

The City reserves the right to accept or reject any or all proposals or portions thereof without stated cause. Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist; the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The City may also elect to reject all proposals and re-issue a new RFP.

**CITY OF WAUSAU - REQUEST FOR PROPOSALS  
COMPENSATION MARKET STUDY**

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Clarification of proposals: The City reserves the right to obtain clarification of any point in a consultant's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within three (3) business days.

The City is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability and most qualified to meet the needs of the City. The City reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the City. The City reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the consultant.

**Note: Please return this page with your proposal.**

The undersigned, an authorized agent of his/her company, hereby certifies:

- ( ) the receipt of this letter to solicit bids (on this date): \_\_\_\_\_
- ( ) familiarization with all terms, conditions, and specifications herein stated,
- ( ) company is qualified to perform work and services as proposed,
- ( ) that the proposal submitted is valid until \_\_\_\_\_ (date).

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Type of Entity (S-Corp, LLC, etc.)

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Web Site

\_\_\_\_\_  
Email Address

# Human Resource Committee Packet

June 13, 2022

| Agenda Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Discussion and possible action approving midyear cost of living adjustment for non-represented employees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Background                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>According to the Consumer Price Index for the Midwest Region's April report, the CPI-U rose 8.2% over the last 12 months.</p> <p>The City granted a 2% cost of living increase in the 2022 budget for non-represented employees. The Transit union negotiated a 2% increase for 2022 and are negotiating a successor agreement currently, to be effective June 30, 2022. The Police union negotiated a 3% increase for 2022, split midyear. The Fire union negotiated a 2.5% increase for 2022, split midyear 1.5/1%).</p> <p>The Human Resources Department has submitted an AARPA request to fund a market study to align our non-represented pay structures to the existing labor market. However, that study is expected to take at a minimum 3-4 months. A cost of living adjustment can be implemented quickly and will offset the implementation costs of the market study.</p> |
| Fiscal Impact                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Approximately \$115,000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Staff Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Approve a cost of living adjustment for non-represented employees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Staff contact: Toni Vanderboom (715-261-6634)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

# Human Resource Committee Packet

June 13, 2022

| Agenda Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Discussion and possible action approving recruitment plan for Human Resources Director.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Background                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>I am sorry to announce that I have tendered my resignation from the City of Wausau to accept a position closer to my family. I have enjoyed my time here in Wausau, and I will miss all of the amazing people I have had an opportunity to meet.</p> <p>With my resignation, the City needs to prepare a recruitment for the position of HR Director. HR staff generally handle recruitments in house, but there is a conflict of interest in staff choosing their own supervisor. For this reason, the Mayor recommends using an outside recruiting firm to assist with the filling of this vacancy. An outside firm can guide the recruitment and selection process, ensuring a nation-wide search for the best possible candidate.</p> |
| Fiscal Impact                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| \$10,000 budget modification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Staff Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Approve external recruitment for HR Director.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Staff contact: Toni Vanderboom (715-261-6634)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

# Human Resource Committee Packet

June 13, 2022

| Agenda Item                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Discussion and possible action reallocating Bus Operator I positions                                                                                                                                                                                                                                                                                                                                                    |
| Background                                                                                                                                                                                                                                                                                                                                                                                                              |
| The MetoRide Transit department has been struggling to recruit Bus Operator I candidates and has reached critical short-staffing levels. Bargaining agreement negotiations are ongoing, but the department has requested four Bus Operator I positions be reallocated to Bus Operator II. This will grant the department to recruit to either full- or part-time positions based on the candidate and department needs. |
| Fiscal Impact                                                                                                                                                                                                                                                                                                                                                                                                           |
| None. Funded through salary savings due to vacancies                                                                                                                                                                                                                                                                                                                                                                    |
| Staff Recommendation                                                                                                                                                                                                                                                                                                                                                                                                    |
| Reallocate 4 Bus Operator I positions to Bus Operator II                                                                                                                                                                                                                                                                                                                                                                |
| Staff contact: Toni Vanderboom (715-261-6634) and Greg Seubert (715-261-6561)                                                                                                                                                                                                                                                                                                                                           |