



OFFICIAL NOTICE AND AGENDA

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

Meeting of the:	Human Resources Committee
Date/Time:	Monday, June 14, 2021 at 4:30 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (Chair), Dawn Herbst (Vice Chair), Lou Larson, Michael Martens, James Wadinski

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of 4/12/2021 Minutes.
- 2) Human Resources Report for May.
- 3) Discussion and Possible Action Reclassifying Parts Specialist.
- 4) Discussion and Possible Action Reclassifying Public Relations Specialist to Community Relations Manager.
- 5) Discussion and Possible Action Creating Administrative Assistant II position shared between the Mayor's Office and Development Department.
- 6) Discussion and Possible Action Approving Updated Policy for Employees with Symptoms or Exposure of Novel Covid-19 Flu (Coronavirus)
- 7) Discussion and Possible Action Approving Updated Non-DOT Regulated Employee Alcohol Misuse Prevention and Anti-Drug Policy.
- 8) Discussion and Possible Action Approving a Pilot Reduced Summer Schedule.
- 9) **Closed Session** pursuant to 19.85(1)(f) Considering financial, medical, social or personal histories of specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data for the purpose of considering leave of absence requests exceeding 30 days for two employees.
- 10) Reconvene into Open Session.
- 11) Discussion and Possible Action Approving Leave of Absence Requests.
- 12) Adjournment.

*Due to the COVID-19 pandemic, this meeting is being held in person and via teleconference. Members of the media and the public may attend in person, subject to the social distancing rules of maintaining at least 6 feet apart from other individuals, or by calling **1-408-418-9388**. The Access Code is **1464 08 4536**. Password: **WausauHR**

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

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 6/09/2021 at 10:00 AM

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

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

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

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

DRAFT

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

DATE/TIME: April 12, 2021 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Dawn Herbst, Lou Larson, Michael Martens, Becky McElhaney
MEMBERS ABSENT: James Wadinski
Also Present: Mayor Rosenberg, T. Vanderboom

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

Approval of the 3/08/21 Minutes.

Motion by Larson to approve the minutes of the March 8, 2021 Human Resources Committee meeting. Second by Herbst. All ayes. Motion passed 4-0.

Human Resources Report for March.

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

Discussion and Possible Action Reclassifying Stockroom Specialist to Parts Specialist.

Vanderboom explained that the Stockroom Specialist position would be vacant in the near future due to a retirement and a requisition to fill to position included additions to the current job duties and responsibilities that make the position eligible for reclassification to a higher salary grade, including the management of the underground fuel storage tank facilities. Vanderboom recommended that the position be reclassified two pay grades higher than it currently is.

Martens asked who was responsible for the management of the underground fuel tank storage before the responsibility was moved to this position. Vanderboom said that the Fleet & Facilities Manager, Mark Hanson, currently manages this.

Motion by Martens to approve reclassifying the Stockroom Specialist to Parts Specialist. Second by Herbst. All ayes. Motion passed 4 – 0.

Discussion and Possible Action Approving an Incentive Program for Employees who Elect to Receive a COVID-19 Vaccine.

McElhaney said that this is a return item to the Human Resources Committee. When the item was presented to Council, it was learned that it could cost up to \$40,000 for overtime for the Fire Department and would not be budget neutral. The Council voted to send the item back to the Human Resources Committee. McElhaney said that the incentive to employees who elected to receive the vaccine would be one day per shot.

Martens asked if the cost to the Fire Department would be a moot point as many first responders have already received the vaccine. Vanderboom said that employees who received the vaccine prior to the incentive being approved would receive the incentive.

Herbst said she did not feel that the incentive was necessary as most people are getting the vaccine and would not support the incentive program.

Larson said he would be in favor of the incentive program if there was not cost involved. Interim Chief Barteck spoke of how the department handles time off for employees and how the incentive program could impact cost to the department. Barteck provided options that could make the incentive work for the department potentially without the overtime cost, including offering only 1 day off for 24 hour-shift employees of the department.

McElhaney asked if it was possible to offer a different number of days off for employees based on their work day. Vanderboom said that because this is an incentive that the City would be offering and not tied to any law, the City could make it what they want but would still need to bargain the incentive with the unions. McElhaney said that she was not aware that this would need to be bargained and felt further less inclined to support it. Vanderboom said that the City negotiates with the unions any time that benefits for general employees are changed. Further discussion took place regarding the incentive and its purpose. Herbst asked if Vanderboom knew the percentage of employees who have received the vaccine. Vanderboom said that she does not know the percentage since the City is not tracking the information.

After further discussion, McElhaney said that she would not support this item. McElhaney said that she was on the fence when it was first brought to the committee and has since heard from residents that are not supportive of this and wonder what will be next, such as if booster shots are needed. Mayor Rosenberg said that she is still supportive of this and what it could look like. Larson said that is in agreement with McElhaney and will not support this item. Vanderboom said that she is willing to do additional research or surveys regarding this item if it is the will of the committee.

Motion by Martens to approve an incentive programs for employees who elect to receive a covid-19 vaccine. No second. Motion died on the floor.

Adjournment.

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

Rebecca McElhaney
Human Resources Committee, Chair

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

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date
Stockroom Specialist	SG 22, \$32,489.60-\$45,468.80	Parts Manager	SG 19 \$40,934.40-\$57,304	3/6/2021
Stockroom Specialist	SG 22, \$32,489.60-\$45,468.80	Parts Specialist	SG 19 \$40,934.40-\$57,304	5/1/2021
Public Relations Specialist	SG 17 \$47,278.40-\$66,185.60	Community Relations Manager	SG 15 \$52,832-\$79,227.20	6/1/2021

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date
Building Maintenance Coordinator	SG 18, \$43,741-\$61,237	Facilities Manager	SG 14 \$55,514 - \$83,270	1/12/21

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

Requests Received	Approved	Pending	Denied/Canceled
46	39	5	2

FMLA Denial Reasons

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

**HR PERFORMANCE REPORT****Workers Compensation (YTD)**

Number of Claims	Lost Time	Medical Only
8	3	5

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Fire	Back Strain	Indemnity	Open	01/26/21
Fire	Dislocated knee	Indemnity	Closed	02/09/21
Fire	Back Strain	Indemnity	Open	03/22/21
DPW	Broken Wrist	Medical	Open	03/26/21
Fire	Privacy Case	Medical	Closed	04/03/21
DPW	Broken Finger	Medical	Open	04/16/21
Police	Leg Sprain	Medical	Open	04/25/21
Police	Hand sprain	Medical	Open	05/19/21

Open Cases from previous years

Police	Privacy Case	Medical	Open	09/06/20
CDA	Knee	Indemnity	Reopen	11/22/19
DPW	Multiple body parts	Indemnity	Open	09/13/19
Fire	Shoulder	Indemnity	Reopened	10/29/18
Metro	Knees	Indemnity	Reopened	09/01/17
DPW	Multiple body parts	Indemnity	Reopened	02/07/17

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

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

**HR PERFORMANCE REPORT****Open Grievances**

Employee Name	Union	Issue	Date Filed	Status

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

Recruitment & Selection**New Hires**

Employee Name	Department	Job Title	Hire Date
Jacob Heil	Metro Ride	Bus Operator I	1/21
Gina Vang	Water	Administrative Assistant II	2/15
Edwin Zoborowski	Water	Plant Operations Technician	2/22
Mark Brener	Sewer	Sewer Maintainer	2/26
Emily Ley	Finance	Assistant Finance Director	3/01
Basil Smith	Public Works	Street Maintainer	3/22
Leo Gau	Public Works	Facilities Manager	3/29
Joseph Niewolny	Wastewater	Plant Maintenance Mechanic	4/12
Stephanie Luisier	Mayor's Office	Community Communications Assistant	4/26
Samuel Wessel	Community Development	Assistant Planner	5/24

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
17	11	5	1

**HR PERFORMANCE REPORT****Promotions/Transfers**

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Brad Ludwig	Engineer	Firefighter, Inspector	Shahn Kariger	1/11
Rebecca Bliven	Administrative Assistant III	Transit Operations Supervisor	Megan Newman	3/08
James Marchel	Bus Operator I	Bus Operator II	Robert Kurkowski	3/08
Dustin Kraege	Fleet Supervisor	Public Works Superintendent	Ric Mohelnitzky	4/22
Floyd Smith	Water Distribution Maintainer	Water Maintainer/Relief Operator	New Position	5/13
Solomon King	Sr. Equipment Services Mechanic	Fleet Supervisor	Dustin Kraege	5/24

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Bus Operator I	4	2020	On-going Recruitment
Equipment Services Mechanic	3	10/02, 11/20, 4/30	Application Deadline 6/04
Fire Chief	1	4/01	In Process
Firefighter/Paramedic	4	12/29, 1/05, 2/06, 4/01	Application Deadline 6/06
Plant Maintenance Mechanic	1	11/30	On Hold
Street Maintainer	1	1/04	In Process
Property Appraiser	1	New Position	Application Deadline 5/23
Accountant – Revenue & Payroll	1	4/16	In Process

Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status

**HR PERFORMANCE REPORT***Handbook Modifications*

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

Human Resource Committee Packet

June 14, 2021

Agenda Item
Discussion and possible action reclassifying the Parts Specialist position.
Background
In April, the Human Resources Committee recommended reclassifying the Stockroom Specialist (Salary Grade 22, \$32,489.60-\$45,468.80) position to Parts Specialist (Salary Grade 20, \$38,126.40-\$53,372.80). This reclassification was made because the position now requires and Class A and B operator certification and will be responsible for the operation of the underground fuel storage tank facilities. Since that HR Committee meeting, a draft report of the Fleet Study has been received by the City. The Fleet Study recommends a parts specialist position have “an extensive fleet background and take a more active and technical role in the sourcing, acquisition, and disbursement of fleet parts and supplies to free up the technicians to ‘turn wrenches’” and that the parts position should be “picking and disbursing parts to the technicians.” The job description has been updated to clarify the purchasing and selection responsibilities of the position. The position has the authority to make budgeted purchases and vendor selections within the established budget and Procurement Policy guidelines, and to identify maintenance trends and make adjustment recommendations to the Fleet Manager. The Human Resources Department has evaluated the position responsibilities under the Decision Band Matrix and recommends the position be reclassified into Salary Grade 19, \$40,934.40 – \$57,304.
Fiscal Impact
Fiscal impact is difficult to determine, as it depends on the salary negotiated by the new employee. Fiscal impact can be as high as \$12,000 plus benefits.
Staff Recommendation
Approve the reclassification as recommended.
Staff contact: Toni Vanderboom (715-261-6634) and Eric Lindman (715-261-6745).



JOB DESCRIPTION

Stockroom Specialist

Job Title:	Stockroom Specialist	Reports To:	Fleet & Facilities Manager
Department:	Public Works & Utilities	FLSA Status:	Non Exempt
Division:	Streets & Maintenance	EEO Code:	6-Administrative Support
Salary Grade:	19	Occupational Code:	4440
Employee Group:	General Employee	Training Category:	D-Staff
Created:	December 2013	Last Revision:	June 8, 2021

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

Purpose of the Position

This position is responsible for day-to-day operations and record-keeping of inventory of the Department of Public Works stockroom. Work is performed in accordance with departmental procedures and budgetary limitations requiring careful monitoring of supplies under a just-in-time philosophy.

Essential Duties and Responsibilities

1. Process requests for automotive and heavy equipment supplies in coordination with Equipment Service Mechanics and Management for the operation of the facility within the existing budget. This includes making purchasing selections within the guidelines established by the City's Procurement policy and preparing requisitions for supplies and equipment. Responsible for identifying compatible parts, selecting the best vendor and part available, and processing invoices for payment into both the fleet maintenance and financial systems.
2. Receives goods for inventory including verification of receipt, ticketing into inventory system, and proper placement in stockroom/designated areas.
3. Maintains Petro-Vend system including vendor, contracts, fuel, fuel supplies, and operating equipment for the system. Coordinates with the Environmental Engineer in accordance with Wis. Admin code ATCP 93.145.
4. Maintains and operates the automated inventory supply system which includes outside vendors, order tracking, price management, and order change capability. Ability to run system reports on an as needed bases.
5. Responsible for assisting the Fleet Manager in the development of a budget including inventory, parts, fuel and other supplies based on reports and forecasts. Identifies maintenance trends and presents budget and preventative maintenance adjustments to the Fleet Manager.
6. Enter and update as needed all parts warranty information into the fleet support system.
7. Assist in the bidding process by following the guidelines under the City of Wausau Procurement Policy, including purchase requests submission to the Board of Public Works.
8. Oversees the purchase and distribution of hazardous chemicals and related supplies including SDS forms and entry into MSDS System.
9. Prepare lists of obsolete equipment and coordinate disposal of such equipment.
10. Responsible for outbound shipping and shipping regulations.

11. Establish and maintain effective relationships with employees, other City departments, the public, and vendors.
12. Provide technical and administrative functions and assistance to department managers and/or department head. May coordinate work with other administrative assistants within the department.
13. Responsible for maintaining department records, bookkeeping and other financial operating control procedures.
14. Performs related work as assigned.

Additional Duties and Responsibilities

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

Education and Experience Requirements

This position requires considerable knowledge of inventory control methods and practices.

High School diploma or equivalent with supplemental education with a minimum of one year of experience in a supply or storeroom handling automotive/diesel mechanical materials.

Possession of a valid Wisconsin Driver's license is required.

Ability to obtain and maintain UST Operator Certification for underground storage tanks. PASS' Class A/B Operator through the Wisconsin Department of Agriculture, Trade, and Consumer Protection within 6 months of hire.

ASE Inventory Certification preferred.

Knowledge, Skills and Abilities

MS-Word-Basic

MS-Excel- Basic

This position must be proficient with specific inventory software for departmental functions.

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of judgement.
- Ability to compare, count, differentiate measure and sort information.
- Ability to assemble, copy, record and transcribe data and information.
- Strong ability to maintain records, compile data, and prepares accurate reports.
- Ability to advise and provide interpretation to others how policies apply, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information, such as regulations, non-routine correspondence, billing statements, invoices, payroll records, time sheets, schedules and calendars, a variety of departmental reports, computer software operating manuals, ordinances, contracts and general operating manuals.
- Ability communicate orally and written with Department personnel, other City department personnel, and citizens.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

- Ability to use functional reasoning in and independently apply rational judgement in performing diversified work activities.
- Ability to exercise the judgement, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

Physical and Working Environment

May be exposed to disagreeable elements of high and low outdoor temperatures. Employee may be exposed to repetitive activities; and chemical hazards.

Employee performs standard activates requiring physical effort the duties of the job include physical activities such as stooping, kneeling, standing, walking, lifting (lift and carry objects weighing 100 pounds or less with the assistance of one, pushing pulling objects weighing up to 100 pounds), fingering, grasping, talking, hearing/listening (perceiving sounds in order to understand signals such as spoken directions, warning alarms, or request for information), seeing/observing/ bending/twisting of the neck, back, or torso in order to reach, lift.

Acknowledgement

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

Signature of Department Director: _____ Date: _____

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

Printed Name: _____ Signature: _____ Date: _____

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

Human Resource Committee Packet

June 14, 2021

Agenda Item
Discussion and possible action reclassifying Public Relations Specialist to Community Relations Manager.
Background
February 1, 2021 the job description for the Executive Assistant position (SG 17 \$47,278.40-\$66,185.60) in the Mayor's office was edited to highlight some of the support granted to the Mayor, including drafting communications and advising the Mayor of legislative changes of interest to the City. The job title was adjusted at that time from Executive Assistant to Public Relations Assistant. These changes did not result in a change in salary range and were considered administrative updates. The Mayor is requesting a reorganization that would carve out the administrative support responsibilities from the position to be performed by an Administrative Assistant II and reclassify the Public Relations Specialist position to a Community Relations Manager position. An Administrative Assistant II position would be created to provide administrative support to the Mayor's office and Development Department, while the existing Public Relations Assistant position would be reclassified to Community Relations Manager. The Community Relations Manager position is described in the attached job description and will be responsible for community relations, marketing and media. The Human Resources Department has evaluated the new responsibilities under the Decision Band Matrix and recommends the Community Relations Manager position be classified at Salary Grade 15 (\$52,832-\$79,227.20).
Fiscal Impact
Salary grade would increase from SG17 (\$47,278.40-\$66,185.60) to SG15 (\$52,832-\$79,227.20). Current incumbent salary to midpoint of the new salary range is approximately \$17,000 plus benefits.
Staff Recommendation
Approve the reclassification as described.
Staff contact: Toni Vanderboom (715-261-6634)



JOB DESCRIPTION

Community Relations Manager

Job Title:	Community Relations Manager	Reports To:	Mayor
Department:	Mayor	FLSA Status:	Exempt
Division:	Mayor's Office	EEO Code:	
Salary Grade:	15	Occupational Code:	
Employee Group:	General Employee	Training Category:	D-Staff
Created:	June 7, 2021	Last Revision:	

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

Purpose of the Position

The purpose of this classification is to perform customer relations and marketing responsibilities for the City of Wausau. An employee in this position must demonstrate integrity, honesty, loyalty, compassion and empathy towards the residents as this position focuses on constituent relations. This position also requires the employee to be an ombudsperson and confidant. The employee in this position may be asked to represent the Mayor's Office and Common Council in a wide variety of internal and external activities.

Essential Duties and Responsibilities

1. Receives and handles citizen complaints and inquiries including investigating complaints and developing responses. Coordinates with the appropriate City staff to ensure service and timely resolution of complaints. Performs follow-up and develops response letters to complainants.
2. Independently prepares a variety of correspondence including announcements, proclamations, resolutions, and press releases. Assists the Mayor by responding to inquiries and general correspondence.
3. Leads and coordinates the City's overall marketing presence, including developing and coordinating overall marketing and social media presence.
4. Responsible for the development and the management of the Government and Public Access Television programming and staff.
5. Keeps the Mayor advised of pending State and Federal legislation which may affect the City. Analyzes, studies and researches items of special interest or concern for the Mayor.
6. Works with the Mayor to recruit and appoint individuals to Boards and Commissions.
7. Manages events that are coordinated through the Mayor's office. Recruits special events for the City of Wausau, coordinates and oversees the administrative process of special events with the event organizer and City staff.
8. Works with the local media to update the community on issues that impact city residents.

Additional Duties and Responsibilities

- Maintain real-time information on social media sites
- Other duties as assigned.

Education and Experience Requirements

Bachelor's degree in Public or Business Administration, Political Science, Marketing or related field with a minimum of four year related experience, or a combination of equivalent experience and/or education may be considered.

Knowledge, Skills and Abilities

Basic Level – Excel and PowerPoint

Intermediate Level – MS Word

- Comprehensive knowledge of or ability to learn the major principles, practices, methods and techniques of public administration, knowledge of municipal, state and federal laws, knowledge of Council proceedings, general organization, responsibilities, functions and procedures of a municipality. Comprehensive knowledge of business letter writing, forms, procedures, and terminology. Considerable knowledge of ramifications and impact of federal grant programs.
- Skill in planning and working with others; skill in analyzing problems and developing appropriate recommendations. Good management and conflict resolution skills; good team skills.
- Considerable ability to plan, formulate policy and procedures. Ability to proficiently utilize a computer and the required software. Ability to work independently without specific instructions and handle confidential material with discretion. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff, elected officials and the public. Ability to work the required hours of the position.
- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiates measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information, such as regulations, non-routine correspondence, billing statements, invoices, payroll records, time sheets, schedules and calendars, a variety of departmental reports, computer software operating manuals, ordinances, contracts and general operating manuals.
- Ability to communicate orally and in writing with Department personnel, other City department personnel, and citizens.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning in and independently apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.
- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/terminal, calculator, multi-line telephone, photocopier, fax machine and computer printer.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert light physical effort in sedentary work.

Physical and Working Environment

Normal office working conditions within minimal exposure to disagreeable elements.

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

Acknowledgement

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

Signature of Department Director: _____ Date: _____

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

Printed Name: _____ Signature: _____ Date: _____

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Human Resource Committee Packet

June 14, 2021

Agenda Item
Discussion and possible action creating an Administrative Assistant II position shared between the Mayor's Office and the Development Department.
Background
January 13, 2014 a .75 FTE Administrative Assistant position in Community Development was created by the HR Committee. According to the meeting minutes, prior to the creation of this position work was completed by staff, temporary staff, and the Mayor's office. Mayor Tipple stated that "as more work comes into the Mayor's office they are not able to provide as much help," and Director Anne Werth stated that "the department has tried to operate without the position and it has not been successful." March 13, 2017 the .75 FTE was approved by the HR Committee to increase to a full time 1 FTE. August 12, 2019 the Administrative Assistant III position in Community Development was eliminated to support the creation of the Business Development position (this position has subsequently been reclassified to Economic Development Manager. Economic Development Manager had previously been eliminated in 2017 to allow the creation of the Assistant Planner position.) The Human Resources Committee is asked to consider the creation of an Administrative Assistant position to be shared between the Mayor's office and the Development Department. During recent interviews with Development Department staff, the need for administrative support in the Development Department was highlighted repeatedly by the employees. Community relations responsibilities including handling complaints and marketing responsibilities would be handled by the reclassified Community Relations Manager, freeing up an Administrative Assistant position to support both the Mayor's office and Development Department. The Human Resources Department has evaluated the position responsibilities under the Decision Band Matrix and recommends the position be classified as an Administrative Assistant II position, salary grade 20 (\$38,126.40 - \$53,372.80).
Fiscal Impact
Administrative Assistant II salary range is \$38,126.40 - \$53,372.80 plus benefits.
Staff Recommendation
Approve position creation as requested.

Human Resource Committee Packet

June 14, 2021

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



JOB DESCRIPTION

Administrative Assistant II

Job Title:	Administrative Assistant II	Reports To:	Mayor / Development Director
Department:	Mayor / Development Department	FLSA Status:	Non Exempt
Division:	Administrative	EEO Code:	6-Administrative Support
Salary Grade:	20	Occupational Code:	0062
Employee Group:	General Employee	Training Category:	D-Staff
Created:	June 7, 2021	Last Revision:	

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

Purpose of the Position

The purpose of this classification is to perform confidential and non-confidential secretarial support and administrative tasks in assigned Department for the City of Wausau. An employee in this position must demonstrate integrity, honesty, loyalty, compassion and empathy towards the residents as this position focuses on constituent relations. This position also requires the employee to be an ombudsperson and confidant. The employee in this position may be asked to represent the Development Department, Mayor's Office, and Common Council in a wide variety of internal and external activities.

Essential Duties and Responsibilities

1. Operate office equipment such as a typewriter, word processor, personal computer, calculator, copier, digital camera and/or recorder, and postage meter.
2. Provide exceptional customer service when performing reception tasks for both the Development Department and Mayor's office. These tasks include but are not limited to answering the telephone, assisting walk-ins and providing information on the Development Department and City of Wausau. May also refer inquiries to the appropriate person.
3. Prepare documents and materials working from rough drafts or form templates using correct grammar, spelling, punctuation and sentence structure. Independently prepare routine or template written and electronic correspondence, announcements, forms, memos, etc. for distribution.
4. Post agendas, collate, organize and distribute multi-paged and complex document packets to committees and staff under tight deadlines. Maintains minutes for various department and City meetings.
5. Prepare and maintain department payroll and assist with annual department budget preparation.
6. Researches, compiles and responds to information requests from City staff and outside entities for the submission of local, state and federal grants and Community and Economic Development projects.
7. Organizes and maintains files and documents in different areas of concentration, including but not limited to down payments, rehabilitation, commercial loan, economic development and sub-recipient files of federal grants for the Development Department and coordinating materials between the Mayor and City Council members and other City departments for the Mayor's office.
8. Develops and maintains a system of follow up on various department reporting requirements, including but not limited to development agreements, job creation and rental rehabilitation.
9. Provides technical and clerical support to department personnel. Files and retrieves documents, records, and reports.
10. Schedules and coordinates appointments, meetings and events for the Mayor, Development Director and staff. Prepare reports and compiled information as needed to prepare staff for scheduled meetings.

11. Assist with special events including ordering ceremonial plaques, refreshments, etc.
12. Maintains and orders office supplies for both departments, including maintaining an inventory of City promotional items and maintaining the City's online store. Prepares payment vouchers, invoices and purchase orders.
13. Receives, deciphers, and responds to Open Record Requests for the Mayor's office and Development Department. Redacts reports in compliance with Open Records Laws, with support and guidance from the Attorney's office.

Additional Duties and Responsibilities

- Provides clerical support to Wausau Area Access Channels and Economic Development
- Other duties as assigned.

Education and Experience Requirements

- High school diploma or equivalent and one to three years increasingly responsible clerical experience. Associate degree in secretarial science, administrative assistant or directly related field preferred.
- A combination of equivalent experience and/or education may be considered.

Knowledge, Skills and Abilities

Basic Level – Excel and PowerPoint

Intermediate Level – MS Word

- Comprehensive knowledge of or ability to learn the major principles, practices, methods and techniques of public administration, knowledge of municipal, state and federal laws, knowledge of Council proceedings, general organization, responsibilities, functions and procedures of a municipality. Comprehensive knowledge of business letter writing, forms, procedures, and terminology. Considerable knowledge of ramifications and impact of federal grant programs.
- Skill in planning and working with others; skill in analyzing problems and developing appropriate recommendations. Good management and conflict resolution skills; good team skills.
- Considerable ability to plan, formulate policy and procedures. Ability to proficiently utilize a computer and the required software. Ability to work independently without specific instructions and handle confidential material with discretion. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff, elected officials and the public. Ability to work the required hours of the position.
- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiates measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information, such as regulations, non-routine correspondence, billing statements, invoices, payroll records, time sheets, schedules and calendars, a variety of departmental reports, computer software operating manuals, ordinances, contracts and general operating manuals.
- Ability to communicate orally and in writing with Department personnel, other City department personnel, and citizens.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to use functional reasoning in and independently apply rational judgment in performing diversified work activities.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

- Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/terminal, calculator, multi-line telephone, photocopier, fax machine and computer printer.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert light physical effort in sedentary work.

Physical and Working Environment

Normal office working conditions within minimal exposure to disagreeable elements.

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

Acknowledgement

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

Signature of Department Director: _____ Date: _____

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

Printed Name: _____ Signature: _____ Date: _____

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

Human Resource Committee Packet

June 14, 2021

Agenda Item
Discussion and possible action updating Wausau's Policy for Employees with Symptoms or Exposure of Novel COVID-19 Flu (Coronavirus) for 2021.
Background
The Human Resources Department continues to update the City's policy as CDC, DHS and Marathon County Health Department learn more about COVID-19. On May 13, 2021 the CDC and Wisconsin DHS updated their recommendations on preventative measures for individuals who have been fully vaccinated against Covid-19. Mask requirements for unvaccinated employees remain unchanged, but vaccinated employees may now work indoors without wearing a face covering. Unvaccinated employees who have close contact with an individual who has tested positive are required to quarantine and follow CDC guidelines to determine when they are able to return to work. The City, in conjunction with the Human Resources Department, may continue to Exclude from Employment an employee who: • Is being tested or has tested positive for Covid-19 • Has been named by the Health Department as a close contact with someone diagnosed with Covid-19 (unless the employee is fully vaccinated or has had Covid-19 within the past 3 months) • Is symptomatic with Covid-19 Social distancing protocols remain in place for all employees regardless of vaccination status. <u>Expiring Safety Measures and Benefits</u> As we return to normal work, several previous safety measures and benefits have expired or are scheduled to expire shortly: • Emergency Paid Sick Leave and Emergency Responder Paid Sick Leave benefits are scheduled to expire on July 1, 2021. • Normal vacation maximum limits return on July 1, 2021. Any vacation time over the maximum will remain in the employee vacation bank until October 31, 2021 but employees will not accrue additional vacation time until the balance is below the maximum. • Alternate work schedules have expired. • Telework assignments remain available to City employees, but departments should ensure that telework arrangements do not result in a reduction of services to external or internal customers. All Departments should have in-person representatives available during normal business hours.

Human Resource Committee Packet

June 14, 2021

• Business travel restrictions have been removed. Employees are still expected to follow post-travel guidance according to the CDC. • After July 1, 2021 Covid-related absences will no longer be exempt from Perfect Attendance leave impact.
Fiscal Impact
None.
Staff Recommendation
Approve the updated policy as drafted.
Staff contact: Toni Vanderboom (715-261-6634)

CITY OF WAUSAU
POLICY FOR EMPLOYEES WITH SYMPTOMS OR EXPOSURE OF NOVEL COVID-19 FLU (CORONAVIRUS)

Effective: March 18, 2020

Revised: June 3, 2021

On May 13, 2021 the Centers for Disease Control and Wisconsin Department of Health Services significantly updated their recommendations on preventative measures for individuals who have been fully vaccinated for Covid-19. Data indicates that Covid-19 is trending downward, and the policy has been revised toward getting employees back to work and ensuring regular service to the public.

Prevention

While numbers are trending downward, there is still work to be done. Employees are required to follow the recommendations of health authorities regarding preventing the spread of Covid-19. Information can be found at the [CDC website](#), [Wisconsin DHS website](#), and on the [Marathon County Health Department Covid website](#). Each employee has a critical role in protecting themselves, their families, their co-workers, and the public.

Employees, regardless of vaccination status, should continue to self-monitor for Covid [symptoms](#). Not everyone who has COVID-19 suffers from all of the symptoms, and some individuals experience mild or moderate symptoms. Employees are in the best position to know how they typically feel and whether the symptoms they are experiencing are due to other factors such as seasonal allergies, loss of sleep, or other reasons. Employees suffering from Covid symptoms should stay home, follow established call-in procedures, and contact their medical provider. Notify your supervisor if you, or someone with who you have been in [close contact](#), are being tested or have tested positive for Covid-19. Your supervisor will contact Human Resources to determine what workplace restrictions will apply.

Unvaccinated employees who have close contact with an individual who has tested positive are required to [quarantine](#) and follow CDC guidelines to determine when they are able to return to work. The City, in conjunction with the Human Resources Department, may continue to [Exclude from Employment](#) an employee who:

- Is being tested or has tested positive for Covid-19
- Has been named by the Health Department as a close contact with someone diagnosed with Covid-19 (unless the employee is fully vaccinated or has had Covid-19 within the past 3 months)
- Is symptomatic with Covid-19

Face-coverings are required in the workplace according to CDC recommendations. Vaccinated employees are able to work without face coverings. Unvaccinated employees continue to need

to wear face coverings when inside City of Wausau facilities in public, shared or common areas and when conducting indoor business within 6 feet of another individual for more than 15 minutes.

Expiring Safety Measures and Benefits

As we return to normal work, several previous safety measures and benefits have expired or are scheduled to expire shortly:

- Emergency Paid Sick Leave and Emergency Responder Paid Sick Leave benefits are scheduled to expire on July 1, 2021.
- Normal vacation maximum limits return on July 1, 2021. Any vacation time over the maximum will remain in the employee vacation bank until October 31, 2021 but employees will not accrue additional vacation time until the balance is below the maximum.
- Alternate work schedules have expired.
- Telework assignments remain available to City employees, but departments should ensure that telework arrangements do not result in a reduction of services to external or internal customers. All Departments should have in-person representatives available during normal business hours.
- Business travel restrictions have been removed. Employees are still expected to follow [post-travel guidance according to the CDC](#).
- After July 1, 2021 Covid-related absences will no longer be exempt from Perfect Attendance leave impact.

Human Resource Committee Packet

June 14, 2021

Agenda Item
Discussion and possible action approving the updated Non-DOT Regulated Employee Alcohol Misuse Prevention and Anti-Drug Policy.
Background
Attached is the updated drug and alcohol policy for non-DOT regulated employees. The updated policy follows the DOT policy closely. The main difference from the previous policy is the new policy established a threshold of under .02 for alcohol (in accordance with the DOT policy) instead of the zero tolerance from the old policy.
Fiscal Impact
None.
Staff Recommendation
Approve the updated policy as drafted.
Staff contact: Toni Vanderboom (715-261-6634)



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

POLICY

DATE: June 2021
TITLE: Non-DOT Regulated Employee Alcohol misuse prevention and Anti-Drug Policy
ISSUER: Human Resources
COVERAGE: All employees
AUTHORITY: Risk Management Committee
DURATION: Indefinite, review in 2023

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POLICY COVERAGE

This policy applies to all full-time, part-time, seasonal, and limited-term employees. This policy also applies to employees who perform “safety sensitive functions” in association with the operation of a commercial motor vehicle in situations where the employee is not governed by the DOT Drug and Alcohol Use Policy.

PURPOSE

In compliance with the Drug-Free Workplace Act of 1988, the City of Wausau has a longstanding commitment to provide a safe, quality-oriented and productive work environment consistent with the standards of the community in which the City operates.

POLICY

Alcohol and drug abuse poses a threat to the health and safety of the City of Wausau employees and to the security of the City of Wausau equipment and facilities. For these reasons, City of Wausau is committed to the elimination of drug and alcohol use and abuse in the workplace. Employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity and morale. The City has established a drug-free workplace program that balances the respect for individuals with the need to maintain a drug and alcohol free environment.

A. Prohibited Conduct for all City Employees

1. As required by the Drug Free Workplace Act, all City employees are strictly prohibited from using, possessing, manufacturing, distributing, or dispensing controlled substances while on City property, or operating City equipment or vehicles.
2. City employees are prohibited from reporting for or remaining on duty or performing assigned job duties while under the influence of alcohol or a controlled substance.
3. City supervisors are prohibited from deliberately misusing this policy in regard to subordinates, as well as providing false information in connection with a test, or falsifying test results through tampering, contamination, adulteration or substitution.

B. Report of Criminal Conviction

Criminal convictions for manufacturing, distributing, dispensing, possessing or using controlled substances in the workplace must be reported **in writing** to the City’s Human Resources Department no later than **5** calendar days after such conviction. Appropriate action, which may consist of discipline up to and including termination, will be taken within 30 days of notification. Federal contracting agencies will be notified when appropriate.

C. Drug and Alcohol Tests

1. Pre-Employment

After a conditional offer of employment has been made, the applicant is required to take a pre-employment drug test. The applicant shall not be allowed to assume the position until such time the City has received a verified negative drug test result. An offer of employment will be withdrawn if the employee fails to report for testing or the applicant’s test result is anything but negative.

2. Reasonable Suspicion

An employee is required to submit to an alcohol or controlled substance test upon a supervisor's reasonable suspicion to believe that the employee is in violation of this policy. The determination of reasonable suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

a. Reasonable Suspicion Testing Procedure

1. Upon the employee's removal from the job site, the supervisor should contact the HR Department. If contact cannot be made at that time, the supervisor should proceed to the next step of this procedure and make contact with the HR Department as soon thereafter as possible.
2. The supervisor is to then take the employee to the collection site for drug and/or alcohol testing, and must remain at the site until the test is completed.
3. If the alcohol test is conducted more than two (2) hours, but less than eight (8) hours, after the supervisor makes the reasonable suspicion determination, the supervisor should, if feasible, complete a report explaining the reason for the delay in conducting the test. If the alcohol test is not conducted within eight (8) hours after the supervisor makes such reasonable suspicion determination, or if the drug test is not conducted within twenty-four (24) hours after such determination, the supervisor should, if feasible, complete a report explaining the reasons why the test was not conducted.
4. Once the drug and/or alcohol test has been completed the supervisor is to make arrangements for the employee to be taken home. The employee will not be permitted to drive their own car home at that time. The employee may have a family member or a friend pick them up or the supervisor may take the employee home.
5. The employee is to be advised not to report to work. The City will contact the employee once the test results are known (this normally takes 24-48 hours) and a decision has been made as to the employee's status.
6. The results of the drug and/or alcohol test will be sent directly to the HR Department. When the results are obtained, the employee's supervisor(s) will meet with the HR Department to determine the appropriate course of action to be taken.
7. This is a confidential process. Test results will be held strictly confidential and are not to be discussed or shared with anyone who does not need to know. Likewise, a supervisor must not discuss the suspected reason for a referral or termination with anyone who does not need to know.
8. Once the test has been completed and the employee has been taken home, the supervisor must submit a written report to the Human Resources Department outlining in detail what happened and what behavior was observed that led the supervisor to believe the employee was under the influence of alcohol and/or drugs. This report is to be done within 24 hours of testing.

3. Return-to-Duty/Follow-Up Testing

An employee is required to undergo an alcohol and/or drug test prior to returning to duty, following a violation of this policy and evaluation by a substance abuse professional (SAP). The results of the test must indicate an alcohol concentration of less than 0.02 and/or a

negative result for drug use. The City is responsible for deciding whether the employee is returned to duty.

Following successful compliance with a recommendation for education and/or treatment, the employee must submit to the follow-up testing plan established by the SAP, which shall be provided to the City of Wausau. The City must carry out the SAP's follow up testing requirements and must ensure that the tests are unannounced with no pattern to their timing and that the employee is given no advance notice.

4. Test Refusal

The following behavior constitutes a test refusal for drugs and alcohol:

- a. Failure to appear for the test in the time frame specified by the City, with the exception of pre-employment.
- b. Failure to remain at the testing site until the testing process is completed.
- c. Failure to provide a urine specimen, saliva or breath specimen, as applicable.
- d. Failure to provide a sufficient volume of urine or breath without a valid medical explanation for the failure.
- e. Failure to undergo a medical examination as part of the verification process.
- f. Failure to cooperate with any part of the testing process.
- g. Failure to permit the observation or monitoring of specimen donation when so required.
- h. Failure to take a second test required by the City or collector.
- i. A drug test result that is verified by the MRO as adulterated or substituted (applicable to drug test only).

5. Results of a Positive Alcohol or Drug Test

Any employee who tests positive for drugs or for alcohol concentration of 0.02 or higher is subject to discipline, up to and including discharge.

6. Controlled Substances, Over-the-Counter, and Prescription Medications

a. Non-Safety Sensitive Positions

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (i.e. call in sick, use leave, request change of duty, change medications, notify supervisor, notify City's Occupational Health Clinic) to avoid unsafe workplace practices.

b. Safety-Sensitive Positions

A safety sensitive position refers to jobs that would be particularly dangerous if performance under the influence of drugs or alcohol. Some examples of safety-sensitive positions would be Police Officers, Firefighters, Bus Operators, CDL Operators and Mechanics.

Before performing any work-related duties, employees must notify their supervisor if they are taking any legally prescribed medication, therapeutic drug, or any non-prescription (over-the-counter) drug especially if it contains any measurable amount of alcohol or if it carries a warning label that indicates the employee's mental functioning, motor skills, or judgment may be adversely affected by the use of this medication, or if the medication impairs the employee's ability to perform their job. It is the responsibility of the employee to inform their physician of the type of duties that they perform in order that the physician may determine if the prescribed substance could interfere with the safe and effective performance of their duties or operation of the City of Wausau, vehicle and other equipment. However, any employee who uses or possesses medication containing alcohol while on duty or who tests positive for alcohol will be removed from his or her position, and subject to the provisions of this policy, even though the reason for the positive alcohol test is the fact that the employee's prescription medication contains alcohol.

The appropriate use of Rx and OTC is not prohibited. A legally prescribed drug is one where the employee has a prescription or other written approval from a physician for the use of the drug in the course of medical treatment. The prescription must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal controlled substances while performing City business is prohibited.

It is the responsibility of any employee to remove themselves from service if they are experiencing any adverse effects from medication or the use of a medication that could compromise the safety of the employee, fellow employees or the public. It is the employee's responsibility to use appropriate personnel procedures (i.e., call in sick, use leave, request change of duty, notify supervisor, notify City Occupational Health Clinic) to avoid unsafe workplace practices.

The City may require an employee to provide documentation from a medical professional verifying the use of a prescription or a legal non-prescription controlled substance will not impair his/her ability to safely and effectively perform his/her job. A physician must specifically advise the employee that the substances in a prescription will not adversely affect the employee's ability to safely perform their job.

Depending on the circumstances, employees may be reassigned, prohibited from performing certain tasks, or prohibited from working if they are determined to be unable to perform their jobs safely and properly while taking the prescription.

c. Medical Review Officer (MRO)

The MRO serves as an independent, impartial gatekeeper regarding the accuracy and integrity of drug testing. As a safeguard to quality and accuracy, the MRO reviews each test for accuracy.

When the laboratory reports a confirmed positive, adulterated, substituted, or invalid drug test from the laboratory, test results are reviewed and interpreted by the MRO before they are reported to the City. The MRO conducts a verification process with the

employee during which time he/she will obtain information to determine if an alternative medical explanation for the test result.

If the MRO determines that a legitimate medical explanation exists, the drug test result may be reported as negative to the City. Even if there is a legitimate medical explanation and verifies a negative test, the MRO has a responsibility to raise fitness-for-duty considerations with the City. When no legitimate medical reason is established, the MRO may verify a test result as a positive or refusal to test, as applicable.

7. Confidentiality of Records

The City respects the confidentiality and privacy rights of all employees. Accordingly, the results of any test administered under this policy and the identity of any employee participating in the City's EAP or other assessment or treatment program will not be revealed by the City to anyone except as required by law. The City will release any employee's records as directed by the express written consent of the employee authorizing release to an identified person. In addition, the City will ensure that any lab, agency or Medical Review Officer (MRO) used to conduct testing under this policy will maintain the confidentiality of employee test records.

The Medical Review Officer (MRO) will not reveal individual test results to anyone except the individual tested, unless the MRO has been presented with a written authorization from the tested employee. The City may be requested by the MRO to have a tested employee contact the MRO if the employee was unable to be reached after a minimum of three (3) attempts over a 24 hour period. The MRO will disclose information related to a verified positive drug or alcohol test of an individual to the Director of Human Resources or designee. The City may disclose information to the employee or to the decision maker in a lawsuit, grievance or other proceeding by or on behalf of the individual which arises from any action taken in response to a positive drug or alcohol test; or as required by law, including court orders and subpoenas; or upon the tested employee's written authorization and consent.

All records related to drug and alcohol tests of individual employees will be maintained in individual files separate from the employee's personnel file. These records will be stored in a locked cabinet and access will only be allowed to those City employees who have a legitimate need to review the records of a particular employee.

D. Prevention and Rehabilitation

The goals of this policy are prevention and rehabilitation whenever possible, rather than discipline or termination. The City encourages employees who have an alcohol or other drug problem to seek help to deal with their problem.

Help is available through the City's Employee Assistance Program (EAP). For more details on this program, contact 800-540-3758.

EMPLOYEE ACKNOWLEDGMENT FORM

Detach and return this page to the HR Department after you have read and understood this policy.

I acknowledge that I have received and read the City of Wausau's Drug and Alcohol-Free Workplace Policy contained therein on the dated indicated below.

Signed _____

Date _____

Human Resource Committee Packet

June 14, 2021

Agenda Item
Discussion and possible action approving a pilot reduced summer schedule.
Background
The HR Committee is asked to approve a pilot program for a reduced summer schedule. The hours of business for the City of Wausau would be altered in August from 8 a.m. to 4:30 p.m. Monday through Friday to 8 a.m. to 4:30 p.m. Monday through Thursday and 8 to noon on Friday. Employees who participate in the summer schedule would add 1 hour to their workday (either to the start and/or end of the workday) Monday through Thursday, and leave at noon on Friday. Not all employees will be able or desire to change to the established summer schedule. Department Directors can approve an employee to remain on the normal schedule. Some departments would be exempted from the summer hours, based on service needs. Each department director must determine whether their divisions can participate. The attached survey reflects a preliminary participation review by department directors. Employee Handbook Section 5.05 Overtime would be adjusted for Community Development Maintenance if they participate in the summer schedule. This section of the Handbook grants overtime after 8 hours to certain employee groups. Community Development Maintenance staff would be eligible for overtime after 40 hours of work performed while under the summer schedule.
Fiscal Impact
Approve pilot program
Staff Recommendation
Staff contact: Toni Vanderboom (715-261-6634)

CITY OF WAUSAU - SUMMER HOURS DEPARTMENT PARTICIPATION SURVEY - JUNE 2021

Department	Participation Availability
Fire	40 hour employees can participate
Police	admin can participate may need to alternate schedule for coverage
Metro	can't participate
Water	can't participate, admins could participate may need to alternate schedule for coverage
Sewer	can't participate, admins could participate may need to alternate schedule for coverage
Housing	can participate if alternate schedule for coverage
Finance/Clerk	can participate
Attorney	can participate
Municipal Court	
Assessment	can participate
Inspections	can't participate, admins could participate may need to alternate schedule for coverage
Engineering	can't participate
Street/Maintenance	can't participate, admins could participate may need to alternate schedule for coverage
Human Resources	can participate
Development	can participate
Mayor's office	can participate

Summer Hours Survey for Administrative Staff

Municipality	Population	Summer Hours	Year-Round Hours
Village of Allouez	13,882	Summer Hours Run April through October: Monday-Thursday: 7:00am – 4:30pm Friday: 7:00am – 11:00am	
City of Anitgo	7,780		Monday – Thursday: 7:30am – 4:30 pm Friday: 7:30am – 12:00pm
City of Clintonville	4,384	Monday – Thursday: 7:00am – 4:30pm Friday: Closed	
Town of Darien	1,704	Summer Hours Run May 1 – September 30: Monday – Thursday: 7:00am – 4:00pm Friday: 7:00am – 11:00am	
Village of Deerfield	2,538		Monday – Thursday: 7:30am – 4:30 pm Friday: 7:30am – 12:00pm
Town of Eagle	6,856		Monday – Thursday: 9:00am – 4:00pm Friday: 9:00am – 12:00pm
Village of Fox Point	6,650		Monday – Thursday: 8:00am – 4:00pm Friday: 8:00am – 12:00pm
Town of Grafton		Summer Hours Run June 1 through September 30: Monday – Thursday: 8:00am – 4:30pm Friday: Closed	
Village of Hammond	2,033	Summer Hours Run April through October: Monday – Thursday: 7:00am – 4:30pm Friday: 7:00am – 12:00pm	

Town of Merton	3,672		Monday – Thursday: 8:00am – 4:00pm Friday: 8:00am – 3:00pm
City of Milton	5,573		Monday – Thursday: 8:00 am – 4:30 pm Friday: 8:00am – 12:00pm
Village of Mt. Horeb	7,449		Monday – Thursday: 7:30am – 4:30 pm Friday: 7:30am – 12:00pm
Town of Oakland	3,100		Monday – Thursday: 8:30am – 4:00pm Friday: 9:00am – 12:00pm
Town of Ottawa	3,921	Summer Hours Run May through August Monday – Thursday: 8:00am – 4:00pm Friday: 8:00am – 1:00pm	
Town of Star Prairie	732		Monday – Thursday: 9:00am – 5:00pm Friday: Closed
City of Waunakee	13,730		Monday – Thursday: 7:00am – 4:15pm Friday: 7:00am – 12:00pm
Village of Whales	2,581		Monday – Thursday: 7:30am – 3:00pm Friday: 7:30am – 12:00pm
Village of Wrightstown	3,086		Work ½ days on Fridays all year, but are open until 6:00pm every Tuesday evening.

City of Dodgeville – (pop. 4,681) Added some flexibility to their personnel handbook. City Hall was still open though. This is what it says regarding Summer Hours

Workweek: During the period beginning the first Monday of June, up to and including the last Friday before Labor Day, all full-time City Hall staff employees may choose to work an adjusted work day schedule (i.e. four ten-hour days with one day off; four nine-hour days and one ½ day) with approval by the City Clerk and compliance with labor standards. Regular City Hall hours must be maintained with adequate staff.