

****All present are expected to conduct themselves in accordance with our City's Core Values****



OFFICIAL NOTICE AND AGENDA

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

Meeting of the:	Human Resources Committee
Date/Time:	Monday, August 8, 2022 at 4:45 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of June 13, 2022 Minutes.
- 2) Human Resources Report for July.
- 3) Discussion of the recruitment for the Human Resources Director timeline.
- 4) Discussion and Possible Action Approving a One-Time Lump Sum non-base building Market Adjustment to Designated Employees.
- 5) Discussion and Possible Action Approving a Cost of Living Adjustment for Non-Represented Employees for 2023.
- 6) CLOSED SESSION pursuant to Section 19.85(1)e of the Wisconsin State Statutes deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussing the tentative bargaining agreement with the Amalgamated Transit Union.
- 7) RECONVENE into Open Session, for Discussion and Possible Action on the approval of a collective bargaining agreement with the Amalgamated Transit Union.
- 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 anne.keenan@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 agendaized, 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 8/02/2022 at 8:00 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 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: June 13, 2022, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney, Gary Gisselman, Dawn Herbst, Tom Killian, Michael Martens
MEMBERS ABSENT:
Also Present: Mayor Rosenberg, T. Vanderboom, G. Seubert

Approval of May 9, 2022 Minutes.

Motion by Gisselman to approve the May 9, 2022 Human Resources Committee Meeting minutes. Second by Herbst. No questions or discussion. All ayes. Motion passes 5-0.

Human Resources Report for May.

Vanderboom highlighted a change to the Employee Handbook that allows the Mayor to grant temporary exceptions to the maximum vacation accumulation limits. This item has been an issue due to large projects such as the new payroll/finance/HR system that is being set up. This does not change the approved payout limits upon separation.

Gisselman asked if this item can be reported back to the committee with the exceptions granted. Vanderboom said that a section can be added to the report to track the exceptions granted.

Discussion and Possible Action Creating an Extended Retirement Notice Incentive.

Vanderboom explained that employees who wish to retire and are eligible for the PEHP (Post Employment Health Plan) benefit are required to give a 3-month notice to receive this benefit. Employees who retire but are not eligible for this benefit due to being hired after it went away are only required to give a 2-week notice to have their eligible balances paid out. The idea is to create an incentive, like the hiring bonus incentive, that will pay employees who wish to retire \$2000 if they provide a 6-month notice. This incentive would provide enough time for a recruitment to take place and a new person to be hired before the retiring employee leaves.

Gisselman asked how this would affect the unions and their members. Vanderboom said that if this passes, MOU's would have to be put into place with the three unions in order for it to be applicable for their union employee retirements.

Killian asked if cost savings would result in this happening, especially in a department like Police where new recruits might be in the academy and the impending retirees would stay on staff longer, avoiding possible overtime for officers. Vanderboom said that this is the intention, however not all departments will see savings, especially if the position is exempt from overtime.

Motion by Killian to approve creating an extended retirement notice incentive. Second by Martens. No further discussion. All ayes. Motion passed 5-0.

Discussion and Possible Action Approving Alternative Work Arrangements Policy.

Vanderboom provided an overview of the proposed policy, explaining that the handbook currently allows for alternative work schedules but does not include any language about working remotely. Working remotely was allowed, when possible, during the beginning of the pandemic. This policy provides clarification on the differences between alternative work schedules, flexible work schedules, and remote work schedules, and

guidance on eligibility and the request and approval process for each. Vanderboom stressed that service to internal and external customers must be the number one priority, and that managers and department directors can grant or deny requests for these work schedules at their discretion based on their department's needs.

Gisselman asked for more information on the Employee Relations Committee (mentioned on the staff memo for this item). Vanderboom explained that the Employee Relations Committee is very new and has met twice so far. It consists of employees from each department and has a lead representative, nominated by the members. The committee can then discuss items that they feel are important and communicate these items with Human Resources and management. This item was discussed by the committee and felt that it was a very positive policy for the work place.

Killian asked if these alternative work arrangements were tested out during the beginning of covid and any issues ironed out at that time. Vanderboom said yes.

Motion by Gisselman to approve the alternative work arrangements policy as presented. Second by Herbst. No further discussion. All ayes. Motion passed 5-0.

Discussion and Possible Action Reallocating Bus Operator I Positions.

Vanderboom explained that the Metro Ride department has Bus Operator I positions, which are part-time, and Bus Operator II positions, which are full-time. The City has been struggling to fill the part-time positions, so the department would like to change 4 Bus Operator I positions into Bus Operator II positions, which would give the department the flexibility to hire both part-time and full-time staff. This may help to determine if the barrier to hiring is caused by the part-time positions. Vanderboom said that the City is in contract negotiations with the transit union and some other changes may happen as well. This change would be fiscally neutral since the department has been short of staff for so long.

McElhaney agreed that this item is critical for the transit department and explained that Bus Operator I positions take kids to and from school so they work a split shift, which is especially hard to fill. McElhaney said that hiring people for full-time and finding things for them to do in between the run hours will hopefully help.

Greg Seubert spoke of the department being critically short-staffed and unable to get interest to fill the positions. He said that there is a window of time now before the next school year starts to try this out, and if the department is not able to find help it will need to look at cutting routes in the fall. Seubert shared that supervisors are driving and drivers are working overtime and on their days off, creating an issue with morale.

Martens asked if all the full-time positions are full at this time. Seubert said yes, the department has nine part-time vacancies and no full-time vacancies. Martens asked if this would also help alleviate stress on the current staff and help shift some work around. Seubert said yes, that it would, and the department is in the middle of its 5-year plan and is talking about various opportunities to expand service, such as Saturday service, and these extra full-time positions would then have more hours available to them.

Motion by Killian to approve reallocating 4 Bus Operator I positions to Bus Operator II positions. Second by Martens. All ayes. Motion passed 5-0.

Discussion and Possible Action Approving a Market Study.

Vanderboom said that the City schedules a market study to be completed every five years, but because of the changing market, she would like the City to be able to do one now using AARPA funds, which would be at three years, in order to not be left behind. Vanderboom believes that a custom market study would be best at this time, in which the City would request specific data from those entities which the City would like to compare itself to. Vanderboom said that the quickest turnaround time would be four months, but a realistic timeframe for this to be completed would be longer.

Gisselman asked if the City is prepared to handle any budget changes that might arise from the study unlike the last time, and that he would hate to see a study done and for the City to not be able to afford to implement the recommendations. Gisselman said he would like to know that the other committee members will be ready to sell the study recommendations to the Finance Committee and Council. McElhaney said the only way to handle this is to move forward with the market study, and that the City understands that it needs to pay its employees what they are worth in order to retain them, but also look at the whole package that it is offering. McElhaney said that having market data to back up any wage increases that might happen will help residents and tax payers accept any increases that happen.

Herbst spoke in support of approving a market study. Mayor Rosenberg spoke in support of the market study also. Killian agreed, saying that the employees make the City run and that this should be a high priority. Killian asked if there is another funding source that could be used instead of AARPA funds. Vanderboom said that she spoke with the Finance Director and they were looking to fund the study with AARPA funds, which is allowable under the AARPA guidelines, but not the outcome of the study. Vanderboom said that if the Finance Committee does not wish to use AARPA funds that she would ask them to identify another source of funding because this is a critical item. Killian said that he will not let this come in the way of his support of the item, but he would like to see AARPA funds used to help the community recover from the impact of the pandemic, especially the vulnerable population. Martens said he thinks that the City has done everything it can to attract employees and this is the next step to take to look at wages. Martens also would like to find an alternative funding source for this project rather than use AARPA funds and is concerned about the information not being available in time for next year's budget approval process. Vanderboom said that an option would be that when a vendor is selected to ask the vendor for an estimated implementation budget that could be built into the 2023 budget. Gisselman asked if this could be included in the RFP so that it doesn't get lost. Vanderboom said that this could be put into the RFP.

Motion by Martens to approve a market study with an amendment to direct the Finance Committee either rate this request for AARPA dollars or to recommend an alternate funding source for this project. Second by Killian. All ayes. Motion passed 5-0.

Discussion and Possible Action Approving Midyear Cost of Living Adjustment for Non-Represented Employees.

Vanderboom said that her concern about the market study is the delay in any action to wages until it is completed in the future and the possible negative affects on recruitments and retention in the interim. This request would offset the implementation cost of the market study and change the pay scale rates for non-represented employees.

Killian asked what percentage of increase is being asked for, as it was not included in the memo. Vanderboom said that the fiscal impact listed on the memo represents a 2% increase. McElhaney talked about wages increasing dramatically over the last months and said that this would provide some immediate relief to employees.

Motion by Killian to approve a midyear cost of living adjustment of 2% for non-represented employees. Second by Herbst. All ayes. Motion passed 5-0.

Discussion and Possible Action Approving Recruitment for Human Resources Director Position.

Vanderboom shared that she has accepted another role in the Milwaukee area and will be leaving the City on June 16th. Vanderboom said that she has always been supportive of the City hiring a vendor to conduct recruitments for the director positions, and this is what this request is for.

Motion by Herbst to approve hiring an outside vendor to conduct a search to fill the Human Resources Director role. Second by Gisselman. Gisselman asked how the City proceeds with the recruitment and what the role of the committee will be in the process. Vanderboom said that the City has used GovHR in the past and that they were actually used when she was selected. The firm has also helped with the Development Director position and Public Works Director position in the past. GovHR would work with the mayor for this recruitment since the HR Director is appointed by the mayor.

The committee members expressed their gratitude for the work done by Vanderboom as Human Resources Director.

All ayes. Motion passed 5-0.

Adjournment.

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

Rebecca McElhaney
Human Resources Committee, Chair

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

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

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
59	44	8	7

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
6			1

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
19	2	17

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
DPW	Knee Strain	Medical	Closed	01/27/22

**HR PERFORMANCE REPORT**

Fire	Back Strain	Medical	Closed	01/30/22
Metro	Knee Strain	Medical	Closed	01/21/22
WW	Multiple body parts	Indemnity	Open	02/10/22
Metro	Rib Fracture	Medical	Closed	03/23/22
Police	Shoulder	Medical	Closed	04/28/22
Police	Knee and wrist	Medical	Closed	05/08/22
DPW	Foreign Object -eye	Medical	Closed	05/09/22
Fire	Leg Strain	Medical	Open	05/17/22
Police	Hand Abrasion	Medical	Open	05/18/22
Police	Leg Contusion	Medical	Closed	05/20/22
Water	Leg-knee	Medical	Open	05/26/22
Police	Shoulder Dislocated	Medical	Open	06/16/22
Police	Back/Hip	Indemnity	Open	06/26/22
Fire	Privacy Case	Medical	Open	07/10/22
Fire	Privacy Case	Medical	Open	07/18/22

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	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		

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

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

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	7/14
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	

**HR PERFORMANCE REPORT**

Employee Name	Department	Job Title	Hire Date	Separation Date
Marissa Wilson	Fire	Firefighter/Paramedic	5/09	
Stephen Annen	Fire	Firefighter/Paramedic	5/09	
Matthew Riley	Fire	Firefighter/Paramedic	5/09	
Leon Zemski	Water	Water Plant Operations Technician	5/17	6/24
Kristin Wood	Municipal Court	Administrative Assistant II	5/31	
Basil Smith	Wastewater	Collection System Technician	6/06	
Jayden Neiter	Public Works	Equipment Services Mechanic	6/15	
Andrew Kuhnert	Water	Water Distribution Maintainer	6/27	
Christopher Savickis	Public Works	Equipment Services Mechanic	7/05	
Matthew Hieronimus	Fire	Firefighter/Paramedic	7/18	
Jason Ladwig	Wastewater	Wastewater Plant Operations Technician	7/18	
Tim Rubow	Finance	Administrative Assistant III	7/25	
Kyle Hanson	Metro Ride	Bus Operator II	7/25	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
27	20	6	1

Separations by Department for 2022 YTD

Clerk/Finance – 2	Public Works - 2	Municipal Court – 1	Assessment – 1
Fire – 6	Community Development - 1	Water - 2	Human Resources - 1
Police - 8	Sewer - 1	Metro Ride - 2	

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



HR PERFORMANCE REPORT

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
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
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	5	2020	On-going Recruitment
Bus Operator II	2	(Switched 4 PT to 4 FT)	Recruitment Closes 8/01
Equipment Services Mechanic	1	4/18	Recruitment Closes 8/08
Firefighter/Paramedic	3	3/31, 5/08, 7/14	In Process
Police Officer	4	1/3, 1/1, 2/3, 1/20/23	Candidates In Process
Sewer Maintainer	1	2/4	Recruitment Closes 8/04
Water Distribution Maintainer	1	4/22	Candidate In Process
Deputy City Assessor	1	5/31/22	Recruitment Closes 8/19
Community Outreach Specialist	1	New Position	Candidate In Process
Wastewater Plant Operations Technician	1	4/23/21	Recruitment Closes 8/09
Transit Operations Supervisor	1	7/21	Recruitment Closes 8/15
Administrative Assistant II – Municipal Court	1	8/01	Candidate In Process
Administrative Assistant I – Assessment	1	1/13/23	In Process

**HR PERFORMANCE REPORT****Vacant Positions (Not Being Recruited at this time)**

Job Title	Number of Vacancies	Date Vacant	Status
Parking Control Specialist	1	7/08	Job Requisition Needed from Department to Start Recruitment.

Employee Recognitions – Discretionary Performance Incentives

Last Name	Job Title	Dept	Reason	% Increase	Lump Sum Increase	Other Incentive	Date Issued
Walker	Admin Asst III	FD	goes above and beyond daily and added duties beyond those normal in the job classification	3.0%			6/2/19
Quade	DPW Supervisor	DPW	performed extremely well during challenging circumstances	3.0%			8/26/19
Larsen	Accounting Asst	Fin.	instrumental in implementation of new utility billing software system, involving extra work and hours	3.0%			12/18/19
Dubore	Engineering Tech	Eng.	exemplary work on Thomas Street construction project, establishing relationships and keeping project on track	3.0%			1/30/20
Wendtland	Plant Maint Mech	Sewer	identified significant cost saving in department	3.0%			2/9/20

HR PERFORMANCE REPORT

Kline	Admin Asst III	Fin.	exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process			3 vacation days (prorated)	4/14/20
Kremer	City Clerk	Fin.	exception work on election, adjusting to pandemic impact and last minute legislative changes			3 vacation days	4/14/20
Krivoshein	Admin Asst III	Fin.	exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process			3 vacation days (prorated)	4/14/20
Thompson	EMT Division Chief	FD	completed a number of priority projects and initiatives in a short time, directly enhancing prehospital care	3.0%			4/19/20
Bliven	Police Chief	PD	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	4.5%			10/5/20
Dwelly	Supervisor	Sewer	exemplary performance including assuming on-call responsibilities and extra hours, creating SOPs and operation manual, leading City response on 8/9 sewer main collapse		\$ 1,500.00		10/9/20

**HR PERFORMANCE REPORT**

<i>Barnes</i>	<i>Deputy Police Chief</i>	<i>PD</i>	<i>served as front person of new evidence building, taken leadership role on homeless issue, main contact for NCHC, played significant role in department covid response, and instituted cost-saving measures like outsourcing crossing guards and changing carwash vendor</i>	<i>4.5%</i>			<i>2/7/21</i>
<i>Abbiehl</i>	<i>DPW Supervisor</i>	<i>DPW</i>	<i>instrumental in maintaining services during coworkers medical leave, resulting in much heavier workload</i>	<i>3.0%</i>			<i>2/7/21</i>
<i>Fitzke</i>	<i>Equip Service Mech</i>	<i>DPW</i>	<i>volunteered for developmental opportunities including temporary assignment to senior mechanic, improved communications with first shift, critical roles of automotive diagnostic tech increased level of service of division</i>	<i>3.0%</i>			<i>2/7/21</i>
<i>Kraege</i>	<i>Motor Pool Supervisor</i>	<i>DPW</i>	<i>through own initiative took on organizing and improving efficiency of vehicle maintenance scheduling and tracking system, and researched and develop</i>	<i>3.0%</i>			<i>2/7/21</i>
<i>Maszk</i>	<i>Equip Service Mech</i>	<i>DPW</i>	<i>instrumental in finding solutions to ongoing problems with equipment, including adapting hydraulics for new plow part and repainting paver tracks on the road to prevent crew downtime</i>	<i>3.0%</i>			<i>2/7/21</i>

**HR PERFORMANCE REPORT**

<i>Fitzgerald</i>	<i>Econ Dev Manager</i>	<i>Dev.</i>	<i>taken on tasks traditionally assigned to Director due to position vacancy including lead in economic development process and writing staff memos and RFPs, also improved initial proposal for Cherry Tree Dental, developed RFP for District 3, cultivated partnership with McDevco and the Entrepreneurial Education Center for a regional approach to economic development</i>	<i>3.0%</i>	<i>\$ 5,000.00</i>		<i>2/26/21</i>
<i>Boers</i>	<i>Water Superintendent</i>	<i>Water</i>	<i>added responsibility for day to day construction management of new \$36 million treatment facility</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>Enzenbach</i>	<i>Electrician III</i>	<i>Insp.</i>	<i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also responsible for several critical installations including Fire Station 1 barracks remodel and installation of new audible crosswalks on Bridge St</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>Hilgendorf</i>	<i>Electrician III</i>	<i>Insp.</i>	<i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also critical and sometimes solo worker on critical projects including LED conversions and lighting projects in city lots and ramps</i>	<i>3.0%</i>			<i>5/3/21</i>
<i>King</i>	<i>Equip Service Mech</i>	<i>DPW</i>	<i>certified as Emergency Vehicle Technician and updated preventative</i>	<i>3.0%</i>			<i>5/3/21</i>

**HR PERFORMANCE REPORT**

			<i>maintenance to incorporate NFPA regulations</i>				
<i>Kremer</i>	<i>City Clerk</i>	<i>Fin.</i>	<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>	<i>3.0%</i>			<i>5/3/21</i>
<i>Kruzan</i>	<i>Battalion Chief</i>	<i>FD</i>	<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>	<i>4.5%</i>			<i>8/9/21</i>
<i>Becker</i>	<i>Battalion Chief</i>	<i>FD</i>	<i>in command for large 5-alarm fire coordinating with SAFER, as well as ability to mentor and coach staff, and responsible for the Firefighter Explorer Group.</i>	<i>3.0%</i>			<i>8/9/21</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 assisting with new hire training including double-entry needs</i>	<i>3.0%</i>			<i>8/9/21</i>



HR PERFORMANCE REPORT

<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>
<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>

**HR PERFORMANCE REPORT**

<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>
<i>Walker</i>	<i>Admin Asst III</i>	<i>Fire</i>	<i>Additional IT projects, including project to develop new City website</i>	<i>4.5%</i>			<i>6/12/22</i>
<i>Kannenberg</i>	<i>Admin Asst III</i>	<i>HR</i>	<i>Exemplary worker, pivotal member in the Workday project with many added duties, additional duties in the absence of an HR director</i>	<i>4.5%</i>			<i>6/12/22</i>
<i>Beran</i>	<i>Equipment Operator</i>	<i>DPW</i>	<i>Took on updating the map of the City properties. Trainer for the mowing crew, part of the risk management team and is a lead salt/sander who is first out for adverse weather.</i>	<i>3%</i>			<i>06/12/22</i>
<i>Noel</i>	<i>Asst. Dir. Comm. Dev. Authority</i>	<i>CDA</i>	<i>Exceptional National Equity Fund review of record keeping. Exemplary core values.</i>	<i>3%</i>			<i>06/12/22</i>
<i>Woldt</i>	<i>Property Appraiser</i>	<i>Assessment</i>	<i>Taking on new software, new work procedures, staffing vacancies along with an active real estate market.</i>	<i>3%</i>			<i>06/12/22</i>
<i>Berndarde</i>	<i>City Clerk</i>	<i>Finance</i>	<i>Taking on multiple new software programs at one time.</i>	<i>3%</i>			<i>07/10/22</i>

**HR PERFORMANCE REPORT***Vacation Accrual Exceptions*

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver
MaryAnne Groat		12/31/24	
Peggy Steinke		12/31/24	ERP project needs
Jennifer Norton		12/31/24	ERP project needs

Handbook Modifications

Section Modified	Modification	Date
2.01 Employee Conduct and Work Rules & 2.04 Personal Appearance	Granted an additional 10 minute paid break when possible to employees whose work stations don't allow for the removal of a face covering.	8/3/20
2.06 Solicitation	The City may raffle off up to 2 days of vacation based on participation in the United Way campaign. (Note: Union employees are not eligible for this incentive without an MOU).	8/4/20
5.15 Standby Pay	One additional employee per division may be added to the Standby schedule when necessary. This exception should last no more than 3 months, but may be extended at the recommendation of the Department Director with approval by Finance and Human Resources.	8/24/20
5.02 Compensation Plan Administration	Update maximum base-building Discretionary Performance Incentive from 4% to 4.5%, to align with current pay step structure.	10/1/20
8.03 Personal Holidays	Clarify current practice that personal holidays must be used in the calendar year they are received	10/13/20
5.02 Compensation Plan Administration	Add (3) Pay Adjustments (c)(10) Compression: Employees who have a direct supervisory relationship as determined by job description shall whenever possible earn a pay amount at least 5% greater than their direct reports (longevity, experience, education and other items may be considered when evaluating compression). Employees whose salaries are	2/1/22



HR PERFORMANCE REPORT

	determined to cause compression with direct reports may have their salaries adjusted within the established salary range. Police Lieutenant annual increase effective dates are set at January 1, due to compression adjustments in this job title.	
2.04 Personal Appearance	Added casual attire for all days with the exception when schedules call for traditional attire. Added language for religious accommodation.	05/23/22
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
4.06 Separation of Employment	At time of voluntary retirement employees who subsequently leave the employ of the City, upon giving a six (6) month written notice to the Human Resources Department and applied for retirement under WRS , shall receive a payment of \$2000.00 (subject to payroll tax and deductions allowed by law) on final payroll. Employees who change their separation date, will have the six (6) month timeframe restart from the new notice date. No time from first notice to next notice will be credited. Rehired retiree's do not qualify for this payment.	07/12/22



**PROPOSED RECRUITMENT CALENDAR
WAUSAU, WISCONSIN**

HUMAN RESOURCES DIRECTOR POSITION

Target Date	Task
Weeks of July 4 and July 25, 2022	Consultant meets with City officials and staff, and seeks input on candidate experience, background; organizational challenges, opportunities; community challenges, issues, etc. for use in the development of the Position Announcement and Recruitment Profile.
July 29, 2022	Consultant submits Position Announcement.
August 1, 2022	City officials approve Position Announcement.
August 2 – 4, 2022	GovHR places ads (Position Announcement) and kicks off outreach.
August 5, 2022	Consultant submits Recruitment Profile (brochure).
August 8 – 10, 2022	City officials review and finalize Recruitment Profile; Recruitment Profile is placed on GovHR USA Website and sent to potential candidates.
September 6, 2022	Resume deadline.
September 6 – 23, 2022	Consultant reviews resumes, interviews candidates, conducts background reviews, due diligence, etc. Reference checks conducted. Consultant narrows field to 8 – 10 candidates for further consideration.
Week of September 26, 2022	Consultant's Recruitment Portfolio received by the City two-three days prior to next task.
Week of September 26, 2022	Consultant meets with City officials to review the Recruitment Portfolio and discuss interview logistics; City officials choose candidates for interviews.
Week of October 10, 2022	City conducts 1st Interviews.
One week later	City conducts 2nd Interviews, if necessary.
Late November, early December 2022 (depending on length of notice candidates required to give current employer.)	New employee begins employment.

July 29, 2022

Human Resource Committee Packet

August 8, 2022

Agenda Item
Discussion and possible action granting \$1000 one time lump non-base building market adjustment for designated employees.
Background
In October of 2021, the Human Resources staff presented several recruitment and retention initiatives. Two levels of recommendations were discussed, including initiatives that could be implemented immediately and those to be considered in the 2022 budget. One item identified for consideration in the 2022 budget is a lump sum increase for non-represented employees who are at or over midpoint. The Human Resources department identified 101 employees who will be at or over midpoint in 2021. Recruitment and retention efforts are currently focusing on non-represented employees, who have not received cost-of-living increases while the City was funding the implementation of the wage study. The Human Resources and Finance departments compared a flat rate lump sum payment against a lump sum equivalent to 1% of an employee's base pay. A lump sum of \$1000 is greater than 1% of employee pay for all but 8 of our highest paid employees (mostly department directors). For some employees, \$1000 represents a pay increase of nearly 2%. This amount would be prorated for part time employees. At the December 14, 2021, Common Council, the Common Council referred this to go back to Human Resources Committee.
Fiscal Impact
\$101,000
Staff Recommendation
Approve one time lump sum non-base market adjustment for non-represented employees at or above midpoint on December 31, 2021, to be implemented in 2022.
Staff contact: Anne Keenan (715-261-6632)

NON-REPRESENTED LUMP SUM NON-BASE BUILDING MARKET ADJUSTMENT

DISCUSSION AND POSSIBLE ACTION APPROVING A ONE-TIME LUMP SUM NON-BASE
BUILDING MARKET ADJUSTMENT TO DESIGNATED NON-REPRESENTED EMPLOYEES



THE HR DEPARTMENT WAS TASKED WITH ADDRESSING RECRUITMENT AND RETENTION CONCERNS ARISING FROM CURRENT LABOR MARKET CONDITIONS

- One large recruitment and retention concern identified is the amount of time it takes a non-represented employee to reach midpoint of the salary scale
 - A non-represented employee who starts at the minimum starting salary reaches midpoint after 8-9 years, and reaches maximum pay after 17-21 years
 - Under the 2022 budget, time to midpoint for non-represented employees was addressed. However, this created a retention concern for employees above midpoint, who were unaffected by this adjustment.
 - This employee group (non-represented above midpoint) also experienced delayed implementation of the 2019 wage study; they are receiving full implementation of the 2019 wage study in the 2022 budget.

- The lump sum being considered today was not intended as a pandemic hardship or hazard pay.
- Those items would be a separate initiative, which staff can investigate for future consideration but are not agenized for discussion today.
- The lump sum adjustment is also identified for one market group only, non-represented employees, and is a retention effort for employees who are experiencing market pressures but aren't impacted by the step system adjustment.



- Represented employees align with their markets (i.e. Police officer to Police Officer) during contract negotiations which are anticipated to be held next year.
 - Police and Fire contracts are valid through 2022, and the Transit contract expires June 30, 2022.
 - HR and Metro management are in discussions with the Transit union to adjust they pay schedule to address significant recruitment issues; this was done previously under the last contract.
 - Other recruitment and retention efforts such as the increase in vacation time also do not apply to represented employees and are subject to contract negotiation.

THE CITY HAS HISTORICALLY APPROACHED REPRESENTED AND NON-REPRESENTED MARKETS SEPARATELY

COST OF LIVING INCREASES

Cost of Living Increases		
2022		Notes
Police Union	3%	midyear split
Fire Union	2.5%	midyear split
Transit Union	2%	
Non-Represented	2%	
2021		Notes
Police Union	3%	midyear split
Fire Union	2%	3% LT
Transit Union	2%	
Non-Represented	0%	
2020		Notes
Police Union	2.5%	midyear split
Fire Union	2.5%	
Transit Union	3%	5.6% Operator I
Non-Represented	0	
2019		Notes
Police Union	2.5%	midyear split
Fire Union	2.5%	midyear split
Transit Union	2%	midyear split
Non-Represented	0	

STEP INCREASES OVER 3 YEARS

Total Step Increases (3 year period)	
Police Officer	18.7%
Firefighter	12.6%
Bus Operator	22.50%
Non-Represented	9%

THE CITY HAS HISTORICALLY APPROACHED REPRESENTED AND NON-REPRESENTED MARKETS SEPARATELY

- From 2019-2022, a new hire who started at minimum received the following total base pay increase:
 - Police Officer: 29.7%
 - Firefighter: 22.1%
 - Bus Operator: 31.5%
 - Non-Represented: 11%
- If the City wishes to consider cross-market alignment, the benefits will need to flow both ways with non-represented employees receiving commensurate benefits to represented employees.

THE PAY STRUCTURES FOR REPRESENTED AND NON-REPRESENTED EMPLOYEES IS ALSO DISTINCT

- Each pay group reaches maximum pay after different lengths of time:
 - Non-represented: 17-21 years
 - Police Officer: 6 years (less with higher education)
 - Firefighter: 10 years
 - Bus Operator: 6 years
- During last contract negotiations, all three unions negotiated a reduction in either the number of steps or the time it takes to move through steps.

THE PROPOSAL BEFORE YOU TODAY

- This is a retention bonus extended to non-represented employees whose pay structure length reflects negatively in current market, but aren't receiving a base-building adjustment to this structure in 2022 (i.e. non-represented employees who are over midpoint)
- \$1,000 represents approximately 1-2% of an employee's annual salary, with lower-paid employees receiving a larger % impact

THE PROPOSAL BEFORE YOU TODAY

- Why an adjustment?
 - Non-base building reduces ongoing costs
 - Eligible for non-reoccurring funding sources
- FLSA Discretionary adjustments
 - Discretionary adjustments are not eligible for inclusion in overtime calculations
 - To remain compliant with FLSA Discretionary Adjustments regulations, this should be issued as soon as practicable after approval and cannot be contingent upon items like attendance, production or other goals.

THE PROPOSAL BEFORE YOU TODAY

Questions?

Human Resource Committee Packet

August 8, 2022

Agenda Item
Discussion and possible action approving 2023 of a cost of living adjustment for non-represented employees.
Background
According to the Consumer Price Index for the Midwest Region's June report, the CPI-U rose to 9.1% which was an additional .9% from last month. 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 with ratification a successor agreement of an additional 2% for the second half of 2022, and a 3% split for 2023. The Police union negotiated a 3% increase for 2022, split midyear and the Fire union negotiated a 2.5% increase for 2022, split mid-year. With contracts expiring at the end of this year there are expected to be wage increases. The Human Resources Department has initiated the RFP process for a market study to align our non-represented pay structures to the existing labor market. However, that study is expected to take a minimum of 6-9 months to complete and implement. Per handbook section 5.01, Human Resources will coordinate and recommend benefits design changes annually to the Common Council through the Human Resources Committee.
Fiscal Impact
Staff Recommendation
Approve a cost of living adjustment pay scales for non-represented employees of 3%
Staff contact: Anne Keenan (715-261-6632)

Step Increases after 6 years	
Police Officer	25.70%
Firefighter	22.10%
Bus Operator	42.60%
Non-Represented	18%

Cost of Living Increases		
2022		Notes
Police Union	3%	midyear split
Fire Union	2.5%	midyear split
Transit Union	4%	midyear split -tentative
Non-Represented	4%	midyear split
2021		Notes
Police Union	3%	midyear split
Fire Union	2%	3% LT
Transit Union	2%	
Non-Represented	0%	
2020		Notes
Police Union	2.5%	midyear split
Fire Union	2.5%	
Transit Union	3%	5.6% Operator I
Non-Represented	0	
2019		Notes
Police Union	2.5%	midyear split
Fire Union	2.5%	midyear split
Transit Union	2%	midyear split
Non-Represented	0	

Total Step Increases (3 year period)	
Police Officer	18.7%
Firefighter	12.6%
Bus Operator	22.50%
Non-Represented	9%

Total COLAs 2019-2022	
Police Union	11%
Fire Union	9.5%
Transit Union	9%
Non-Represented	2%

Total Increase (3 year period)	
Police	29.7%
Fire	22.1%
Transit	31.5%
Non-Rep	11%

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving bargaining agreement between the City of Wausau and Amalgamated Transit Union for July 1, 2022 – June 30, 2024

Committee Action:

Fiscal Impact:

File Number:

Date Introduced:

FISCAL IMPACT SUMMARY

COSTS	Budget Neutral	Yes ☐	No ☐	
	Included in Budget:	Yes ☐	No ☐	Budget Source:
	One-time Costs:	Yes ☐	No ☐	Amount:
	Recurring Costs:	Yes ☐	No ☐	Amount:
SOURCE	Fee Financed:	Yes ☐	No ☐	Amount:
	Grant Financed:	Yes ☐	No ☐	Amount:
	Debt Financed:	Yes ☐	No ☐	Amount Annual Retirement
	TID Financed:	Yes ☐	No ☐	Amount:
	TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐			

RESOLUTION

WHEREAS, representatives of the City of Wausau (hereafter referred to as “City”) and the Local 1168 Amalgamated Transit Union, AFL-CIO (hereafter referred to as “Association”) have agreed to the provisions of a collective bargaining agreement encompassing the period of July 1, 2022, through June 30, 2024, the summary of the agreement being attached, and

WHEREAS, your Human Resources Committee recommends the adoption of this agreement, and

BE IT RESOLVED, by the Common Council of the City of Wausau that the provisions as summarized on the attachments are approved for incorporation into the labor agreement between the City and the Association, and that all of the remaining unchanged provisions in the latest current agreement shall continue to be in effect, and that the labor agreement shall be a two and a half-year agreement, encompassing the periods of July 1, 2022, through June 30, 2024, inclusive and retroactive, and

BE IT FURTHER RESOLVED, that the Mayor and other proper City officials are hereby authorized and directed to execute the relevant labor agreement encompassing the attached provisions and all other unchanged provisions in the latest current agreement.

Approved:

Katie Rosenberg, Mayor

**Amalgamated Transit Union
Summary of Tentative Agreement, June 16, 2022**

Article	Agreement
Entire Agreement	Updating outdated information. EX; if the CBA stated Effective January 1, 2015 delete dates reference and replace with current dates.
7 – Grievance	Update language/definitions and extended notice from Union after their monthly meeting.
9 – Holidays	Added New Years Eve Day as a working holiday
10 – Vacation	Defined hours paid for full-time and part-time employees. Clarified Scheduling procedures for vacation.
11 – Sick Leave	Defined hours paid for full-time and part-time employees.
12- Perfect Attendance Leave	Defined hours paid for full-time and part-time employees.
16 – Bereavement Leave	Changed Funeral Leave to Bereavement Leave- followed the employee handbook and added usage time extension.
19- Working Hours and Overtime	Added when work schedules will be posted.
32 Entire Memorandum of Agreement	Added language regarding employees seeking Fed Med card and payment up to 2 hours to obtain one.
35 – Voluntary Separation	Added language to match handbook.
Appendix A	Adjusted Bus Operator I wages to a line with Bus Operator II. Added an additional step E with a 48 month service on all classifications with a 3% increase. Eliminated the steps for Bus Operator I in language. 06/26/22 2% Increase 12/25/22 1.5% Increase 07/09/23 1.5% Increase 12/24/23 1.5% Increase