



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 10, 2020 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 7/13/20 Minutes.
- 2) Human Resources Report for July.
- 3) Discussion and Possible Action Increasing Transit Utility Worker Staff Levels.
- 4) 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 146 056 5874. Password: asUPijvz436 (964586090 from phones)**

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

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 08/05/2020 at 8:30 AM

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

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

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

DRAFT

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

DATE/TIME: July 13, 2020 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Dawn Herbst, Lou Larson, Michael Martens, Becky McElhaney, James Wadinski
MEMBERS ABSENT:
Also Present: Mayor Rosenberg, T. Vanderboom

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

Approval of the 6/8/20 Minutes.

Motion by Herbst to approve the minutes of the June 8, 2020 Human Resources Committee meeting. Second by Larson. All ayes. Motion passed 5-0.

Human Resources Report for June.

Vanderboom asked if the committee had any questions about the report. No questions were brought forward.

Discussion and Possible Action Granting Paramedic Incentive Pay to Battalion Chiefs.

Vanderboom said this item was advanced by the Fire Chief. Vanderboom explained that at the end of 2019 the Human Resources Department did a compression analysis to ensure that at least a 5% salary spread existed between supervisors and their direct reports. Vanderboom said that the analysis concluded that most positions had enough of a spread, but the item is complicated in the Fire Department because of the many incentives that their employees receive, most notably the paramedic incentive pay. The Fire Chief has requested that the paramedic incentive pay be granted to the Battalion Chiefs because they also hold a paramedic license.

Motion by Martens to grant Paramedic Incentive Pay to Battalion Chiefs. Second by Wadinski. All ayes. Motion passes 5-0.

Discussion and Possible Action Creating a Sign-On Bonus Program.

Vanderboom explained that this item came up while discussing the mechanic position with Director Lindman. Vanderboom said the City has recently been giving the Human Resources Department some flexibility with incentives in order to fill hard-to-fill positions (e.g., negotiation of vacation for some positions). Passing this item would allow the ability to offer a sign-on bonus for hard-to-fill or executive level positions. Vanderboom said that sign-on bonuses are typically used for highly technical positions or medical field positions, but that this would be a good tool for the City to have. The proposal is a sign-on bonus of up to \$2000 that would have to be paid back on a sliding scale if the person were to leave within 3 years of hire.

McElhaney asked if this was something that would be wildly used or if there are certain positions that are difficult to fill. Vanderboom said that only one position would qualify for this at this time but that there are some others that it could possibly be used for in the future.

Wadinski asked how many positions this would be available for. Vanderboom said it wouldn't be for a finite number of positions but rather for those positions that are repeatedly posted with no hire, and it could also be used for high level executive positions. The positions that would qualify would vary based on the response to the recruitments, which can vary at any time. Human Resources would lay out the standards that would have to be met in order to fairly and equally apply the bonus.

Martens asked where the money for the bonuses would come from and if it would have to go to the Finance Committee. Vanderboom said that departments do not have this item in their budgets and some departments may not be able to absorb the cost, therefore she did put the item on the Finance Committee agenda also.

Director Eric Lindman spoke to the Committee saying that several recruitments have been done for the mechanic position, which has been vacant for a period of time, so they have the savings to cover the bonus. Also, several other positions under Public Works have been hard to fill in the past, such as the Plumbing Inspector position, so he feels that it would be a good tool for the City to have. Lindman said they are having issues hiring in Sewer and Streets at this time.

Motion by Larson to approve creating a Sign-On Bonus Program as presented. Second by Martens. All ayes. Motion passed 5-0.

Discussion and Possible Action on the 2020 Biometric Screening Wellness Program.

Vanderboom provided an overview of the City's biometric screening wellness program for the committee as well as a brief history of wellness programs' litigation in the courts, and current status. Vanderboom said that the vendor the City has used for screenings is now doing them again with safety measures in place. If the committee wishes to suspend the program for a year, Vanderboom recommended still providing the incentive to all those who sign up for health insurance, and if the decision is to proceed with the wellness program, she still recommends providing the incentive to all those who sign up for health insurance until a decision by the EEOC is made.

McElhaney asked how much it costs to offer the program to everyone. Vanderboom said that participation has drastically dropped since the incentive is not tied to participation, but that it is not an expensive program and may cost a couple grand. Vanderboom did say that since the City is no longer self-funded, the insurance company covers the cost of blood draws so there is no cost to the City if an employee with insurance goes to their doctor instead of having it done through the wellness program. McElhaney asked if this was a doubling of services; Vanderboom said it depended on what the doctor ordered and how it was coded.

Herbst asked for clarification. Vanderboom said that we could offer the program now or employees could get it done through their doctor. Herbst asked for Vanderboom's recommendation. Vanderboom said it was up to the comfort level of the committee; we'd be inviting someone in to interact with many of our employees, and if that person is sick it could be a potentially large exposure point. However, the employees would not be in contact with the vendor for more than ten minutes, so their risk of exposure would not be categorized as severe according to health department at this time. Vanderboom said that about 50% of companies have suspended their wellness programs this year.

Martens asked what the benefit is to the City at this point since participation has fallen off so drastically due to it not being tied to receiving the financial incentive at this time. Vanderboom said that the benefit is for people who participate and learn that they have a condition which they did not realize they had; when the incentive was tied to participation, the City had about 95% participation. Last year the participation rate was about 50%, which still was a decent number of participants. If the City would like to use the funds in some other way for a wellness program the City could look into this.

McElhaney reiterated that it is really an incentive for the employee to be able to monitor their health better and catch any underlying conditions that may arise. McElhaney asked how much the incentive costs the City; Vanderboom could not provide a cost at the time, but said that she would recommend regardless not to change the insurance costs to employees this year, whatever is decided. McElhaney asked what year this is for. Vanderboom said the biometric screening would happen this year but that the incentive would kick in next year. Vanderboom also went over the measures being put into place by the vendor to ensure the safety of employees who decide to participate.

An audience member asked who is paying for the program. Vanderboom said that the program was budgeted in the 2020 budget.

Motion by Martens to approve and continue the 2020 Biometric Screening Wellness Program. Second by Larson. All ayes. Motion passed 5-0.

Discussion and Possible Action Granting Settlement Authority to Worker's Compensation Claims.

Vanderboom explained that when she started with the City of Wausau, the authority to grant settlements for worker's compensation claims rested solely in the Human Resources Department. She felt that this was too centralized, so she began talking with the Mayor, City Attorney, and Finance Director before a settlement was reached. However, there is no official location to where the authority is duly designated to a staff person. Vanderboom brought this item forward to see if the Committee would like the process kept the same or changed. Vanderboom provided options with pro's and con's to the Committee for consideration.

Larson asked what type of cap would be recommended. Assistant City Attorney Miller said that based on the variables he did not have a recommendation and that it could be whatever the Committee is comfortable with. Vanderboom said that items over \$25,000 under the Procurement Policy must go to Council, so the Committee could match that if it wished, but it could be whatever number they decide. Vanderboom said that \$20,000 for a worker's compensation claim settlement is pretty low.

Martens asked if the Committee would be violating HIPPA if it was involved with the settlement of claims. Miller said that the Committee would only be determining the amount of the settlement and would not be provided any information that is protected by HIPPA.

Wadinski said that he is willing to be involved in any way to make the process more comfortable for Vanderboom.

Herbst said that she is supportive of the recommendation of the items being approve by Committee and Council.

McElhaney asked for if the Committee would like all settlements brought forward or only those above a certain amount. The Committee agreed they would like all brought forward. McElhaney asked how many cases have been settled. Vanderboom said that in the past three years she recalls five or six cases, and mentioned that if all settlement claims need to go through the HR Committee and Council, it will likely extend the timeframe of the City's response. Further discussion took place about worker's compensation claims in general.

Motion by Larson to continue the handling of settlement of worker's compensation claims by staff unless they are brought forward to the Committee. No second to motion. Motion failed.

Motion by Wadinski to have all settlements brought forward to HR Committee and then recommended to Council. Second by Herbst. All ayes. Motion passed 5-0.

Discussion and Possible Action on Face Covering Policy.

Vanderboom indicated that this item was brought forward by the Mayor. Mayor Rosenberg said that she has bi-weekly meetings with the County and they are implementing a face covering policy for all employees in County buildings in public areas effective 7/13. Rosenberg wanted to bring it to the Committee instead of implementing a policy without input, and said that the policy would require wearing masks in public spaces, such as hallways and restrooms.

McElhaney asked if the Committee understood the policy, and that it would mirror the County's policy and be for employees only while in City-owned buildings, in public areas. Vanderboom said that the City has received some free face masks from the Emergency Management System, from the County, and also face shields for anyone who has a medical condition that prohibits the wearing of a face covering. Vanderboom said that she received an

email from a nurse in favor of a mask policy and a petition from employees (30 employees and 2 contractors) opposing the mandating of wearing masks.

A citizen came up to speak in favor of allowing employees to decide if they wish to wear a mask, asked what brought about this topic now, and what numbers the Committee is looking for in order to end the requirement. Rosenberg said she brought this up because the County is requiring it and that it will be based on CDC recommendations. The citizen asked why Rosenberg is trying to mandate the policy four months after the start of COVID. McElhaney explained that the Committee cannot continue to answer questions due to Robert's Rules of Order.

McElhaney asked for the Committee to discuss the item. Herbst stated that she is not in favor of the policy. Wadinski said that he is in favor of the policy. Larson said he is not in favor and will vote no on this item. Martens said that they could look at the face covering policy coinciding with the COVID policy emergency declaration dates, and that he thinks implementing the face covering policy will help protect employees and citizens in the City buildings. Vanderboom said that the emergency declaration has expired, so the date would need to be tied to something else. Wadinski commented that he feels it is for the safety of everyone and would be in favor of it being for employees in public areas in the City buildings and also when the public enters City buildings.

McElhaney asked if the policy will just cover employees or if the public will also be required to wear face coverings. Rosenberg said that it would only pertain to employees. Vanderboom said it would be for employees in public spaces and also when social distancing of at least 6 feet cannot be maintained between employees for a period of longer than 10-15 minutes.

Larson said that he would not support anything that takes away a person's right to wear or not wear a mask. Larson said it is a personal choice and he is not willing to take that choice away from anyone.

Director Maryanne Groat said that the Elections Commission has said that you cannot mandate face masks for anyone who comes to vote. Groat said that if masks are required for Poll Workers they will have a number that will not work, and that they are already short Poll Workers. Groat said that she is in favor of masks but also understands that people have strong feelings about them.

Vanderboom said that City does require personal protective equipment (PPE) for a number of positions, and that OSHA and other Federal agencies have said that every employer has the obligation to provide employees with a safe workplace and the City's ability to mandate masks is included in this. Vanderboom said if the City does have an outbreak among its employees, the question will be, what has been done to try to keep our employees safe from COVID? To date, the City has put up some face shields in public facing positions, granted the ability to telework, increased our cleaning protocols, we are recommending and social distancing as much as possible.

Wadinski asked if an employee contracted COVID at work, would it be a worker's compensation claim. Vanderboom said that it could be, but the burden of proof for a community spread disease can be very hard to prove.

Herbst asked if she could read an email that she received on this topic. McElhaney asked if the author asked for the email to be read as public comment. Herbst said not, but that the email talks about how the mask does not prevent someone from getting the virus. It's a choice that people can make, it's their freedom. Herbst feels that people will do what they want to do, that the virus is blown out of proportion, Wisconsin is doing quite well and that employees should have the freedom to decide if they want to wear a mask at work.

McElhaney asked Vanderboom if she has received any direct communication from employees as to why they are against the face covering policy. Vanderboom said she has not, that all she has received was the petition, which did not include reasons for opposing the policy. Herbst asked if the employees who signed the petition were for or against the policy. Vanderboom said it was signed by employees who oppose the policy and included 30

employees and 2 contractors, which represents about 10% of the employees. Vanderboom concluded by saying that she believes the petition was only circulated today, for purposes of accuracy.

Wadinski asked if this was a work rule or a freedom. Vanderboom said that the policy would be considered a work rule. Herbst said that she has also received emails from people saying that they will not shop in Wausau if masks are required. Martens spoke again of his support. Wadinski asked if the City would make accommodations to work spaces so that employees might not have to wear them all the time or be able to take a break from having a mask on. Vanderboom said she believes that a number of departments are already looking into what measures can be put into place for such accommodations, and that the City is always willing to work with employees to try to make any accommodations with PPE that will still protect their safety.

McElhaney said that she is for wearing masks, but if people are going to find ways to not wear them, it doesn't matter; she does not want to get into conflict in the workplace. Vanderboom went over the possible ways to accommodate employees again. McElhaney said that she would really like to know the reason some employees do not want the policy, and that she will have a hard time making a decision without that information. Larson said that there is data that face masks can be bad for people and that he will not support the policy. Larson said that if McElhaney is looking for a motion, he would make a motion not to make face masks mandatory for City employees at this time. McElhaney said that a motion would have to be made in the affirmative and be voted down. Larson withdrew his motion.

Wadinski made a motion to accept the face covering policy. Second by Martens. Lindman said that his employees that work outside do not want to wear masks because they are outside, it's not conducive to the environment, and it is too hot. The employees on the 3rd floor at City Hall do not feel it's necessary because they work around each other all the time and do not want to have to put a mask on the run to the restroom or fill up their water bottle. They also feel that if they have a plexi-glass barrier or face shield that should be enough. Lindman said he does not feel it is accommodating to make employees wear masks all day long and that it should be determined on other factors, such as if social distancing isn't possible at meetings and such.

Rosenberg asked if the Committee would like to draft something that is possibly different after they have heard from employees about their views. McElhaney said that she would like to learn more.

Motion by Larson to table item until more feedback is received. Wadinski withdrew his motion to accept the face covering policy. Martens accepted Wadinski's withdraw of the motion. Rosenberg said that she and Vanderboom could look into best practices by the League of Municipalities or Vanderboom can take the lead if she wishes. Second on Herbst. Martens asked if there was a date for bringing the item back; McElhaney said she would want it at the August meeting. Wadinski said he would like to know the measures the City has taken that might prevent the need for a mask policy. All ayes. Motion to table item passed 5-0.

Discussion and Possible Action Amending the City's Position Management System.

Vanderboom explained that currently every budget determines how many employees the City will employ and it stays within that number. Vanderboom said that certain circumstances might require that number to be exceeded, such as covering a vacancy or training for promoting into an upcoming vacancy. Two options were presented to the Committee for consideration and included in the packet.

Motion by Wadinski to approve option 2. Second by Martens. Martens asked for clarification on funding. Vanderboom said that typically a department will use salary savings money from a vacant position to fund an overfill, but if it does not have that ability, it will have to go to Finance Committee for approval for any money that would be moved around. All ayes. Motion passed 5-0.

Discussion and Possible Action on the City's Revised Policy for Employees with Symptoms or Exposure of Novel COVID-19 (Coronavirus).

Vanderboom said this is a third revision. Revisions include an update to the symptoms list. Also included is the ability for Human Resources to revise the policy and have it effective immediately, rather than needing Committee and Council approval for the changes to go into effect. Vanderboom said that the changes that were approved by the Committee last month are still not in effect because the policy did not go to Council last month. Vanderboom said another revision is for employees to provide a doctor's note.

Motion by Martens to approve the City's revised Policy for Employees with Symptoms or Exposure of Novel COVID-19 (Coronavirus). Second by Herbst. All ayes. Motion passed 5-0.

Discussion of Amalgamated Transit Union Grievance, per Step 3 Grievance Procedure of the Collective Bargaining Agreement.

Vanderboom indicated that members of the union were present. Troy Hanson, president of the local Wausau Amalgamated Transit Union introduced himself and said that he was representing Nick Olson, who was formally discharged on April 22, 2020 for a violation of the electron device policy that Metro Ride has. Hanson said they are not there to grieve the offense, as Nick admitted to violating the policy, but rather the varying of the discipline and that it might be a bit extreme for what he did. Hanson said the union would agree to a lesser level of discipline for Nick. Olson spoke his defense to the Committee.

Closed Session pursuant 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration or specific personnel problems or the investigation or charges against specific persons were par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, or date, or involved in such programs or investigations for the purpose of considering ATU Local 1168 union grievance regarding an employee termination.

Motion by Martens to go into Closed Session pursuant 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration or specific personnel problems or the investigation or charges against specific persons were par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories, or date, or involved in such programs or investigations for the purpose of considering ATU Local 1168 union grievance regarding an employee termination. Second by Wadinski. Roll call of members present was taken to include Herbst, Larson, Martens, Wadinski, and McElhaney.

Closed Session pursuant 19.85(1)(e) 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 considering Wausau Professional Police Association and Wausau Firefighters Association Local 415 Collective Bargaining.

Motion by Wadinski to go into Closed Session pursuant 19.85(1)(e) 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 considering Wausau Professional Police Association and Wausau Firefighters Association Local 415 Collective Bargaining. Second by Herbst. Roll call of members present was taken to include Herbst, Larson, Martens, Wadinski, and McElhaney.

The Human Resources Committee went into Closed Session.

Reconvene into Open Session, and Possible Action on Closed Session Item #10 Consideration of ATU Local 1168 union grievance regarding an employee termination.

Motion by Wadinski to uphold the termination. Second by Herbst. Roll call vote: Wadinski, aye. Martens, aye. Larson, aye. Herbst, aye. McElhaney, aye. Motion passed 5-0.

Adjournment.

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

Rebecca McElhaney
Human Resources Committee, Chair

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

Open Reclassification Requests

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

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	4	9 2

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Paperwork not authentic
9			

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
13	4	9

**HR PERFORMANCE REPORT****Recordable Injuries (YTD)**

Department	Nature	Medical/Indemnity	Status	Date of Injury
Inspections	Strained Foot	Medical	Open	02/12/20
DPW	Strained Arm/Neck	Medical	Closed	03/19/20
DPW	Broken Finger	Medical	Closed	04/20/20
Fire	Breathing	Medical	Closed	03/13/20
Fire	Sprained Shoulder	Medical	Closed	01/17/20
Police	Hearing	Medical	Closed	01/16/20
Police	Vehicle Accident	Medical	Open	02/13/20
Police	Hit with Object	Medical	Closed	03/22/20
Police	Privacy Case	Medical	Closed	04/05/20
Police	Sprained hand	Medical	Closed	04/24/20
Police	Sprained Hand	Medical	Closed	06/04/20
DPW	Abdomen Strain	Medical	Closed	04/24/20
DPW	Object in eye	Medical	Closed	05/05/20

Open Cases from previous years

Department	Nature	Medical/Indemnity	Status	Date of Injury
Police	Strained back	Medical	Reopened	12/12/19
DPW	Multiple body parts	Indemnity	Open	09/13/19
DPW	Shoulder	Indemnity	Open	07/19/19
DPW	Leg	Medical	Reopened	06/18/19
Police	Ankle and Wrist	Indemnity	Reopened	06/27/18
Metro	Knees	Indemnity	Reopened	09/01/17
DPW	Multiple body parts	Indemnity	Reopened	02/07/17
Police	Back	Indemnity	Reopened	01/26/14

**HR PERFORMANCE REPORT**

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
2	1	1	1	0	1

Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Nick Olsen	Transit	Discharge Policy Violation		Denied by HR Committee at Step 3

Closed Grievances

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

**HR PERFORMANCE REPORT***Recruitment & Selection***New Hires**

Employee Name	Department	Job Title	Hire Date
Seth Cate	Police	Police Officer	1/22
Mai Vang	Finance	Administrative Assistant III	1/13
Korey Radkowski	DPW	Street Maintainer	1/20
Andrew Kutchenriter	Police	Police Officer	1/23
Hnia Thao	Police	Police Officer	1/23
Gregory Radke	DPW	Street Maintainer	1/27
Lauryn Erdman	Police	Crime Response Specialist	1/30
Betsy Duginski	Comm Dev Authority	Administrative Assistant I	2/03
Leslie Kremer	Finance	City Clerk	2/24
Dylan Landwehr	DPW	Street Maintainer	2/24
Brandon Tousignant	Fire	Firefighter/Paramedic	2/24
Zachary Becker	Fire	Firefighter/Paramedic	2/24
David Briggs	Fire	Fire Training Division Chief	3/11
Sean Fitzgerald	Community Development	Business Development Specialist	5/05
Jacquelyn Gruna	Finance	Administrative Assistant III	6/17
Michael Bedish	Police	Police Officer	6/17
Jeremy Steinman	Sewer	Plant Maintenance Mechanic	6/29
Tyler Wagner	Sewer	Lab Technician	6/29
Christopher Stieber	Fire	Firefighter/Paramedic	7/10
Cody Volm	Fire	Firefighter/Paramedic	7/10
Sethany Sass	Fire	Firefighter/Paramedic	7/10

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
22	12	6	4

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

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Marlon Marks	Firefighter/Paramedic	Engineer	Guy Skidmore	1/12
Mary Jordan	Administrative Asst. III	Administrative Asst. II	Teri Daigle	3/30
Ryan Dwelly	Sewer Maintainer	Collections System Supervisor	Ken Rye	4/20
Nicholas Gehring	Firefighter/Paramedic	Engineer	Andy Adrian	5/07
Michael Becker	Fire Lieutenant	Battalion Chief	Allan Antolik	6/19
Matthew Brockman	Firefighter/Paramedic	Fire Lieutenant	Michael Becker	6/19
William Olsen	Sewer Maintainer	Plant Maintenance Mechanic	New Position	6/29

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Police Officer	2	1/3, 4/24	Written Test Scheduled
Administrative Assistant II (Municipal Court)	1	2/7	Conditional Offer Extended
Sewer Maintainer	3	(New Position 3/3), 4/20, 5/1	1 Conditional Offer Extended, Re-posted until 8/09
Water Distribution Maintainer	1	3/3	Conditional Offer Extended
Equipment Services Mechanic	1	2/18	Interviews Complete
Community Development Director	1	6/29	Applications Under Review
Bus Operator I	3	7/10	Conditional Offers Extended

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

Human Resource Committee Packet

August 10, 2020

Agenda Item
Discussion and Possible Action Increasing Transit Utility Worker Staff Levels
Background
MetroRide has long wished to increase the level of Transit Utility Worker employees, but has been held back by difficult fiscal realities. During the COVID-19 pandemic, part time bus operators have been performing cleaning duties vital to the safety of employees and the public. However, as schools reopen those workers will be returning to driving duties. The memorandum from Transit Director Greg Seubert, attached, explains his reasons for requesting an increase in the number of Transit Utility Workers from 1 FTE to 2 FTE.
Fiscal Impact
Grant funded
Staff Recommendation
Increase the staffing level of Transit Utility Workers from 1 FTE to 2 FTE.
Staff contact: Toni Vanderboom (715-261-6634) and Greg Seubert (715-261-6526)

Memo from Greg Seubert, Transit Director

The Metro Ride Utility Worker performs janitorial tasks for a fleet of 26 buses, 6 bus shelters, our maintenance and operations building, and our Transit Center facility. Tasks performed include cleaning, mowing, snow removal, vehicle fueling, facility maintenance, and incidental vehicle operations.

Metro Ride has just one Utility Worker currently. Despite our efforts to prioritize workload and transfer some shelter maintenance responsibility to property owners, one person cannot adequately perform all of the necessary tasks required of the position. Cleanliness of our vehicles and facilities is inadequate generally, but particularly so during winter months or when the sole Utility Worker is absent.

The COVID-19 pandemic has caused us to reevaluate the resources we dedicate, not just to cleaning, but also to disinfecting our vehicles and facilities. Our conclusion is that a single Utility Worker is entirely insufficient to maintain proper cleaning and disinfection protocols under normal circumstances and a health risk when battling the flu or more serious contagions like COVID-19.

I respectfully request that the Human Resources committee consider the creation of the second Utility Worker position for Metro Ride. Although this position was not included in the 2020 budget, CARES Act funds will cover the cost of this position without any additional investment by the City of Wausau for 2020, 2021 and possibly 2022.

Thank you for your consideration.