

****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, September 12, 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) Public Comment for Items Appearing on the Agenda
- 2) Approval of August 8, 2022 Minutes.
- 3) Human Resources Report for August.
- 4) Presentation by Gallagher for the Wage Study.
- 5) Discussion and Possible Action Approving Gallagher for the Wage Study.
- 6) 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 9/07/2022 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: August 8, 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, A. Keenan

Approval of June 13, 2022 Minutes.

Motion by Herbst to approve the June 13, 2022 Human Resources Committee Meeting minutes.
Second by Killian. No questions or discussion. All ayes. Motion passes 5-0.

Human Resources Report for July.

Gisselman asked if the job descriptions were revised to include additional duties for those who have received Discretionary Performance Incentives (DPI). Keenan said that the job descriptions are not changed, that an employee receives a DPI for taking on additional duties or responsibilities, but it is not enough to warrant a change to the job description wage grade.

No other questions were received by the committee.

Discussion of the Recruitment for the Human Resources Director Timeline.

McElhaney provided an update to the committee regarding the timeline expected to have an HR Director hired. Gisselman asked who will be on the hiring panel; Keenan said that the mayor and some department heads will be part of the process, as far as she knows. Gisselman asked if McElhaney as HR Committee Chair would be involved; McElhaney said she has not been asked at this time. Killian asked if the Committee could request for the Chair to be part of the hiring process; Keenan said the mayor decides who will be involved, and by the thumb's up provided by the mayor in the audience, the request was acknowledged.

Discussion and Possible Action Approving a One-Time Lump Sum Non-Base Building Market Adjustment to Designated Employees.

McElhaney said that this item was being brought back from last term, where it was named as a bonus, but that it really is not a bonus. McElhaney explained that when the City started to look at ways to compete with other employers, steps 1 and 2 were suspended from the non-represented salary range, new employees who were at those steps were brought up to step 3, and vacation was increased (employees under midpoint also began receiving increases every 6 months until they reach midpoint, allowing them to progress faster). For employees who were above mid-point, a recommendation of giving a one-time lump sum of \$1000 at the end of December 2021 was proposed. Council sent this

item back for review and McElhaney said that she feels this is still an appropriate way to provide something to non-represented employees who are above midpoint.

Killian spoke of his concern of treating non-represented employees differently than represented employees. Gisselman asked for clarification of how employees move through the steps and how the full implementation was done in 2022; he also asked if the \$1000 would affect where they are in the scales, which he feels needs to be looked at. McElhaney spoke again that she feels approving this is fair and agreed with Gisselman that the City needs to look at pay rates for its employees. Herbst said that she is in favor of this and that it should have been done last year. Gisselman asked how many employees would receive this. McElhaney said 101. Killian asked for clarification that this was for non-represented employees only; McElhaney said yes.

Motion by Herbst to approve a one-time lump sum non-base building market adjustment to designated employees. Second by Martens. Motion passed 4-1. (*Killian was the dissenting vote.*)

Discussion and Possible Action Approving a Cost of Living Adjustment for Non-Represented Employees for 2023.

Keenan explained that negotiations for Transit union have been completed and that the rates for Police and Fire Union increases are set through 2022 and will have negotiations later this year for their increases. A wage study RFP has been sent out for non-represented employees, however, it will take some time before that information is available, and a cost of living adjustment budgeted for 2023 should help with any additional adjustments determined by the study that may be needed.

Martens asked when the COLA would take effect; Keenan said the first pay period of 2023. Killian asked if this could be postponed and revisited after the market study. McElhaney said they could but Finance would have to set aside the money, and the purpose of proposing it now is to include it in the 2023 budget. McElhaney asked Keenan how fast she thought they could get the wage study done; Keenan said she thinks it will be after January before the study would be done. Mayor Rosenberg said that other municipalities are impressed with what Wausau has done so far with changes to wages and benefits and that some are looking at higher COLAs because they haven't done anything yet. Rosenberg said that she thinks it is a good move now and would also like to look at this after the wage study but understands that it is a process. Gisselman asked when the wage study would be done; Keenan said that she anticipates it would not be ready to implement until after January, and this COLA would help offset any further increases recommended by the wage study. Gisselman said that he understands asking for the COLA but would like to also have money appropriated in the 2023 budget for any additional increases suggested by the wage study instead of having to delay the increases to 2024. McElhaney said that she agreed with Gisselman and that the mayor and Finance need to be aware that extra funds will most likely be needed to implement the recommendations of the wage study in 2023. Killian said that he agrees with Gisselman and that the City needs to budget according to priorities and that the employees should be a top priority and paid well. Herbst asked if this adjustment will be for water and wastewater department employees also, and provided a quote from Water Superintendent Scott Boers regarding the City's wages.

Motion by Gisselman to approve a cost of living adjustment for non-represented employees for 2023. Second by Herbst. Motion passed 4-1. (*Killian was the dissenting vote.*)

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.

Motion by Martens to enter into 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. Second by Herbst. Roll call was taken and members present included Gisselman, Killian, Martens, Herbst, and McElhaney. The committee entered into closed session.

RECONVENE into Open Session, for Discussion and Possible Action on the approval of a collective bargaining agreement with the Amalgamated Transit Union.

Motion by Martens to approve the collective bargaining agreement with the Amalgamated Transit Union. Second by Killian. 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
69	52	7	8

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
7			1

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
22	2	20

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
DPW	Ankle	Medical	Open	08/02/22
Fire	Privacy Case	Medical	Open	08/09/22
Police	Privacy Case	Medical	Open	08/17/22

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

**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
1	1		1		

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	

**HR PERFORMANCE REPORT**

Employee Name	Department	Job Title	Hire Date	Separation Date
Ashley Lange	Finance	Administrative Assistant III	1/31	6/17
Spencer Blaschka	Public Works	Street Maintainer	1/31	
Jorgen Tessmann	Public Works	Equipment Services Mechanic	2/07	
Gua Lor	Finance	Administrative Assistant III	2/17	
Amanda Goetsch	Police	Administrative Assistant II	2/28	
Vincent Litza	Public Works	Utility Worker	3/21	
Andrew Lynch	Community Development	Assistant Planner	5/09	
Marissa Wilson	Fire	Firefighter/Paramedic	5/09	
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	8/17
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	
Amber Channel	Municipal Court	Administrative Assistant II	8/15	
John Hanson	Police	Police Officer	8/19	
Devin Talg	Police	Police Officer	8/19	
Andrew Larson	Police	Police Officer	8/19	
Ashley Berndt	Police	Police Officer	8/19	

**HR PERFORMANCE REPORT****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
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
Evan Smail	Street Maintainer	Equipment Operator	Tim Baumann	8/23

**HR PERFORMANCE REPORT****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)	Candidates In Process
Equipment Services Mechanic	1	4/18	Recruitment Closes 9/08
Firefighter/Paramedic	3 (+3 New)	3/31, 5/08, 7/14	Recruitment Closes 9/18
Police Officer	1	9/6/22	
Sewer Maintainer	1	2/4	Recruitment Closes 9/12
Water Distribution Maintainer	1	4/22	In Process
Wastewater Plant Operations Technician	1	4/23/21	Recruitment Closes 9/11
Transit Operations Supervisor	1	7/21	In Process
Administrative Assistant II – Municipal Court	1	8/17	In Process

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.
Deputy City Assessor	1	5/31	Job Description Review in Process and will Repost.

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

**HR PERFORMANCE REPORT**

Larsen	Accounting Asst	Fin.	<i>instrumental in implementation of new utility billing software system, involving extra work and hours</i>	3.0%			12/18/19
Dubore	Engineering Tech	Eng.	<i>exemplary work on Thomas Street construction project, establishing relationships and keeping project on track</i>	3.0%			1/30/20
Wendtland	Plant Maint Mech	Sewer	<i>identified significant cost saving in department</i>	3.0%			2/9/20
Kline	Admin Asst III	Fin.	<i>exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process</i>			3 vacation days (prorated)	4/14/20
Kremer	City Clerk	Fin.	<i>exception work on election, adjusting to pandemic impact and last minute legislative changes</i>			3 vacation days	4/14/20
Krivoshein	Admin Asst III	Fin.	<i>exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process</i>			3 vacation days (prorated)	4/14/20
Thompson	EMT Division Chief	FD	<i>completed a number of priority projects and initiatives in a short time, directly enhancing prehospital care</i>	3.0%			4/19/20

**HR PERFORMANCE REPORT**

<i>Bliven</i>	<i>Police Chief</i>	<i>PD</i>	<i>exceptional performance on homelessness problem, collaborative response to George Floyd death demonstrations, Policing Task Force, establishing dept efficiencies with Dragon Naturally speaking software, established emergency shift schedule to respond to covid pandemic</i>	<i>4.5%</i>			<i>10/5/20</i>
<i>Dwelly</i>	<i>Supervisor</i>	<i>Sewer</i>	<i>exemplary performance including assuming on-call responsibilities and extra hours, creating SOPs and operation manual, leading City response on 8/9 sewer main collapse</i>		<i>\$ 1,500.00</i>		<i>10/9/20</i>
<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</i>	<i>3.0%</i>			<i>2/7/21</i>



HR PERFORMANCE REPORT

			<i>diagnostic tech increased level of service of division</i>				
<i>Kraege</i>	<i>Motor Pool Supervisor</i>	<i>DPW</i>	<i>through own initiative took on organizing and improving efficiency of vehicle maintenance scheduling and tracking system, and researched and develop</i>	<i>3.0%</i>			<i>2/7/21</i>
<i>Maszk</i>	<i>Equip Service Mech</i>	<i>DPW</i>	<i>instrumental in finding solutions to ongoing problems with equipment, including adapting hydraulics for new plow part and repainting paver tracks on the road to prevent crew downtime</i>	<i>3.0%</i>			<i>2/7/21</i>
<i>Fitzgerald</i>	<i>Econ Dev Manager</i>	<i>Dev.</i>	<i>taken on tasks traditionally assigned to Director due to position vacancy including lead in economic development process and writing staff memos and RFPs, also improved 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>

**HR PERFORMANCE REPORT**

Enzenbach	Electrician III	Insp.	<i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also responsible for several critical installations including Fire Station 1 barracks remodel and installation of new audible crosswalks on Bridge St</i>	3.0%			5/3/21
Hilgendorf	Electrician III	Insp.	<i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also critical and sometimes solo worker on critical projects including LED conversions and lighting projects in city lots and ramps</i>	3.0%			5/3/21
King	Equip Service Mech	DPW	<i>certified as Emergency Vehicle Technician and updated preventative maintenance to incorporate NFPA regulations</i>	3.0%			5/3/21
Kremer	City Clerk	Fin.	<i>went above and beyond in 2020 responding to covid challenges and sensitive election climate, including implementing driveup voting, relocating polling sites, installed a ballot box with appropriate security, and established covid protocols</i>	3.0%			5/3/21
Kruzan	Battalion Chief	FD	<i>in command for two large and complex incidents, showing ability to mentor, coach, and lead crew. Also streamlined HazMat team including</i>	4.5%			8/9/21



HR PERFORMANCE REPORT

			<i>developing coordination with Marathon County</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>
<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</i>	<i>3.0%</i>			<i>1/31/22</i>

HR PERFORMANCE REPORT

			<i>implementation demands will further her importance to the organization and the ERP project success.</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>
<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</i>	<i>4.5%</i>			<i>6/12/22</i>



HR PERFORMANCE REPORT

			<i>added duties, additional duties in the absence of an HR director</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>
<i>Fifrick</i>	<i>Economic Development</i>	<i>Comm Devel</i>	<i>Streaming processes, going above and beyond with getting a contract signed.</i>	<i>1.5%</i>			<i>07/24/22</i>
<i>Holzem</i>	<i>Transit Supervisor</i>	<i>Transit</i>	<i>Coming up to speed faster than others. Scheduling, working with bargaining team.</i>	<i>3%</i>			<i>08/07/22</i>
<i>Wegner</i>	<i>Lab Technician</i>	<i>Wastewater</i>	<i>Helped streamline processes. Helped with testing of items for new plant.</i>	<i>3%</i>			<i>08/07/22</i>

Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver
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**HR PERFORMANCE REPORT**

MaryAnne Groat		12/31/24	ERP project needs
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 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.	2/1/22



HR PERFORMANCE REPORT

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

Human Resource Committee Packet

September 12, 2022

Agenda Item
Discussion and possible action approving Gallagher for the Wage Study
Background
The City of Wausau Human Resources Department was tasked to do an RFP for a wage study. The City received 3 proposals. The committee chosen to look over the proposals found fault with all of the proposals. The committee found that it would be difficult to choose due to the fact that none of the proposals offered labor market data based on local, state and regional sources. There was also concern that since our current system is proprietary that there could be a potential issue with blending together to get useful data. The committee found that time is of the essence and that doing another RFP was not an option.
Fiscal Impact
\$24,500.00
Staff Recommendation
The recommendation is to sole source the wage study to Gallagher. Gallagher did the wage study for the City of Wausau in 2018. They have also outlined a plan for how they would recalibrate our current structure to provide us with the wage data we are looking for. Based on the fiscal impact, a formal written justification shall be forwarded to the Finance Director in advance of the purchase, after approval by the Human Resources Committee. Based on this and our sole source procurement policy, I believe purchasing services from Gallagher meets several of the criteria laid out in the sole source procurement policy.
Staff contact: Anne Keenan (715-261-6632)