



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 *REVISED*
Date/Time:	Monday, September 14, 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 8/10/20 and 8/20/20 Minutes.
- 2) Human Resources Report for August.
- 3) Discussion and Possible Action Creating a Part-Time Police Officer Position.
- 4) Discussion of Department of Public Works Future Organization Chart.
- 5) Discussion and Possible Action Creating Preservation Coordinator Position.
- 6) Discussion and Possible Action Increasing Street Maintainer Staff Levels.
- 7) Discussion and Possible Action Increasing Property Appraiser Staff Levels.
- 8) Discussion and Possible Action Creating DPW Apprentice Positions.
- 9) Discussion and Possible Action Including CCIT on the City of Wausau Insurance Plans.
- 10) Discussion and Possible Action Approving 2021 Health, Dental, and Supplemental Insurance Plan.
- 11) Discussion and Possible Action Granting Overtime Pay to Regular Full-time and Part-time Staff for Drive Up Voting Outside Normal City Hours.
- 12) Adjournment.

***Due to the COVID-19 pandemic, this meeting is being held in person and via teleconference. Members of the media and the public may attend in person, subject to the social distancing rules of maintaining at least 6 feet apart from other individuals, or by calling 1-408-418-9388. The Access Code is 146 663 3491. Password: j4uN9kTUSi7 (964586090 from phones)**

Individuals appearing in person will either be seated in the Council Chambers or an overflow 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 09/11/2020 at 3:00 PM

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

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

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us 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 10, 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 7/13/20 Minutes.

Motion by Larson to approve the minutes of the July 13, 2020 Human Resources Committee meeting. Second by Wadinski. All ayes. Motion passed 5-0.

Human Resources Report for July.

Vanderboom said that a few changes were made to the Human Resources Report based on requests from the Committee. Additional information is now provided about Worker's Compensation Claims, and a section has been added for modifications to the Employee Handbook. Vanderboom provided a review of recent changes to the Employee Handbook that were listed on the report.

Discussion and Possible Action Increasing Transit Utility Worker Staff Levels.

Vanderboom introduced the item by explaining that Metro Ride has been in need of an additional Transit Utility Worker for some time but struggled with how to pay for it. The department recently received a grant that will pay for the position. Vanderboom said that additional position is especially critical due to the extra cleaning of the buses that needs to be done because of the pandemic.

Greg Seubert, Transit Director, explained that part-time bus operators have been cleaning buses with school being out, but once school resumes, more hands are needed to be able to clean the entire fleet, bus shelters, and transit station. CARES Act money has been obtained that will help pay for the additional position, which costs approximately \$62,000 with benefits. In a normal year without the CARES funds, the City would be responsible for about 38% of the cost, or about \$24,000. With the CARES funds, this will not cost the City anything this year, and likely nothing next year.

McElhaney asked about future cost; Seubert explained how he is trying to lower the costs associated with Metro Ride to future budget years. Martens asked what the cost would be to the City without the CARES funds; Seubert said it would be about \$62,000 per year.

Motion by Herbst to Increase Transit Utility Worker staff levels by one. Second by Martens. All ayes. Motion passed 5 – 0.

Adjournment.

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

Rebecca McElhaney
Human Resources Committee, Chair

DRAFT

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

DATE/TIME: August 20, 2020 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Maple Room – 1st Floor
MEMBERS PRESENT: Becky McElhaney (C), Lou Larsen, Michael Martens, James Wadinski
MEMBERS ABSENT: D. Herbst (VC)
Also Present: Mayor Rosenberg, Fire Chief Kujawa, Police Chief Bliven

CLOSED SESSION pursuant to Section 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 Firefighters Association Local 415 Collective Bargaining.

Motion by Larson to go into closed session. Second by Wadinski. Roll call was taken to include McElhaney, Larsen, Martens, Wadinski. Committee entered into closed session.

Motion by Wadinski to reconvene into Open Session. Seconded by Martens. Vote passed unanimously.

Motion by Wadinski to adjourn. Seconded by Martens. Vote passes unanimously

Becky 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
67	46	7	12 2

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Paperwork not authentic
11		1	

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
15	4	11

**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	Back Pain	Medical	Closed	02/13/20
Police	Head Laceration	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
Police	Concussion/Hearing	Medical	Open	08/24/20
Police	Contusion to Face	Medical	Open	08/24/20

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	0	2	1	0	1

Open Grievances

Employee Name	Union	Issue	Date Filed	Status

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
Garrett Pagel	Water	Water Distribution Maintainer	8/10
Stephen Celona	Sewer	Sewer Maintainer	8/10
Garret Strachota	Metro Ride	Bus Operator I	8/17
Timothy Bishop	Metro Ride	Bus Operator I	8/17
Heather Mahler	Municipal Court	Administrative Assistant II	8/17

**HR PERFORMANCE REPORT****Separations YTD**

Total Number of Separations	Resignations	Retirements	Terminations
24	13	7	4

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
Gary Steffen	Bus Operator I	Bus Operator II	Jeff Matthew	8/10

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Police Officer	2	1/3, 4/24	Candidates In Process
Sewer Maintainer	3	(New Position 3/3), 4/20, 5/1	Closed 9/3; Interviews to be scheduled
Equipment Services Mechanic	1	10/2	Deadline 9/18
Community Development Director	1	6/29	Interviews Scheduled
Street Maintainer	1	8/21	Deadline
Community Development Specialist	1	Dec 2020	Deadline 9/22



HR PERFORMANCE REPORT

Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status

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

Human Resource Committee Packet

September 14, 2020

Agenda Item
Discussion and Possible Action Creating Two Seasonal Part Time Police Officer Positions
Background
Earlier in 2020, the Public Health and Safety Committee and the Finance Committee approved the increase in funding necessary to increase the number of Community Service Officers from 12 to 20. (Note: Unfortunately due to COVID, the expected events were cancelled and the creation of these positions was placed on hold.) The Police Department has begun planning for the 2021 event season, and intends to move forward with the position creation of two seasonal part time police officers to oversee the Community Service Officers. These positions are intended to have arrest powers, and as such will be subject to the state certification requirements governed by the Wisconsin Law Enforcement Standards Bureau.
Fiscal Impact
TBD – salary will be negotiated in the union contract The Finance Committee and Common Council approved 1 time 2020 funding of the event officers. Since this was not needed in 2020 the majority of the funds have been reprogrammed and will not be available for carryover to 2021. The City considered funding in 2021 from Room Tax. The COVID pandemic has had a dramatic negative impact on room tax revenues and it is not believed to be a viable revenue source for 2021. The Police Department has submitted a supplemental request for the 2021 budget.
Staff Recommendation
Approve the creation of two seasonal part time police officer positions, position title and salary to be determined during contract negotiations and dependent upon available budget.
Staff contact: Toni Vanderboom (715-261-6634) and Ben Bliven (715-261-7802)



Wausau Police Department

515 Grand Ave

Wausau, WI 54403

Ph. 715-261-7800

April 27, 2020

To: City of Wausau Human Resources Committee

Re: Creation of Seasonal Part-Time Police Officer positions for Special Events

Projected Cost: \$35,000 annually beginning in 2021

On February 24, 2020, the City of Wausau Public Health and Safety Committee unanimously approved a plan for the Wausau Police Department to provide higher staffing levels for summer special events within the city. That three-part plan includes:

1. Expansion of our Community Service Officer (CSO) program from 12 to 20 CSOs
2. Hiring of 2 part time seasonal sworn police officers who will work with and lead the CSOs
3. Outsourcing of overtime shifts to outside agencies when necessary

On March 10, the City of Wausau Finance Committee unanimously approved the plan and funding for these positions in the amount of \$135,000 from 2019 surplus funds.

On March 24, 2020, the City of Wausau Common Council unanimously approved the plan and the funding for these positions in the amount of \$135,000 with 2019 surplus funds.

The informational packets provided to the Public Health and Safety Committee and the Finance committee are included for reference.

The Human Resources committee is being asked to approve the creation of the seasonal part-time police officer positions. The draft job description for these seasonal police officer positions is also included for reference.

Due to COVID 19 and the cancellation of many events this summer, the police department does not plan to fill these positions until 2021. Funding requests will be made during the regular 2021 budget process. These positions are contingent upon the allocation of funds during the 2021 budget process.

Thank You,

Benjamin K. Bliven
Chief of Police
Wausau Police Department

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain



Wausau Police Department

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The Wausau Police Department briefed the Public Health and Safety Committee regarding safety and staffing concerns at special events held in the City of Wausau. The Public Health and Safety Committee agreed that the concerns outlined were valid, and voted in support of four suggestions. Three of those suggestions include additional costs to the city of Wausau. The suggestions/requests include the following:

- \$25,000 for additional CSO staffing and associated equipment. The current budget allows for the hiring of approximately 12 CSOs. The additional \$25,000 would allow for the hiring of up to 20 total CSOs.
- \$35,000 of additional funding for the hiring of part time officers to work directly with the CSOs at special events and throughout the city.
- \$75,000 of additional funding to pay the cost of additional overtime to adequately staff special events with law enforcement officers. These funds would be used to pay Wausau police officers overtime, and the cost to hire other jurisdictions police officers on overtime to work Wausau special events.

Please see the attached document provided to the Public Health and Safety Committee regarding the need for these additional funds. Also included below is an estimated cost to staff the identified special events with the appropriate quantity of law enforcement officers. The estimated cost for the events outlined below is approximately \$69,000. The Wausau Police Department is requesting \$75,000 to pay for officer overtime at special events and feels confident that the additional \$6000 will allow us to staff the events not outlined below.

4th of July Fair:

32 Officer hours per day X 5 days

160 hours @ \$50.00 per hour = \$8,000

Wisconsin Valley Fair

64 officer hours per day X 6 days

384 hours @ \$50.00 per hour = \$19,200

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain



Wausau Police Department

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(Note: Marathon County Sheriff's Office historically provides several Reserve Deputies each day at no cost to the City of Wausau. This could reduce the estimated cost)

Wausau Hmong Festival

120 officer hours per day X 2 days

240 hours @ \$50.00 per hour = \$12,000

Rib/Balloon Fest

Thursday 39 Officer hours

Friday 168 Officer hours

Saturday 102 Officer hours

309 hours @ \$60.00 per hour = \$18,540

(Note: the cost per hour was raised due to the likelihood we will need to hire officers from other jurisdictions at an expected cost of \$70.00 per hour)

Chalk Fest

48 Officer Hours @ \$50.00 per hour = \$2400

Thursday After Dark

10 Officer Hours X 3 events

30 hours @ \$50.00 = \$1500

Wednesday Night Concerts

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain



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12 Officer Hours X 12 events

144 hours @ \$50.00 per hour = \$7,200

Total estimated cost for Sworn Officers for these events is \$68,840.00

Total hours for the listed events is 1350.

Other events occur within the City not included in the above list. Some of those events could require police staffing.

Benjamin Bliven
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Matthew Barnes
Deputy Chief

Todd Baeten
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Benjamin Graham
Detective Captain



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Public Health and Safety Committee Memo

Topic: Special Event Staffing and Public Safety

Deputy Chief Barnes will be present on 02/24/2020 to discuss several different issues relating to Police staffing of special events. Specifically we will discuss the following topics:

CONCERNS:

- The growth in number and size of events and the need for police presence at those events. The specific events to be highlighted include the Wisconsin Valley Fair, 4th of July Fair, 400 Block Concerts, Rib Fest, Chalk Fest, and the Hmong Wausau Festival.
- Discussion of changes to the special events application process and the use of Emergency Management Plans.
- Parking and emergency access to events is creating emergency response concerns.
- The historical amount of police staffing at some of these type events is no longer sufficient. Additional police officers are necessary if we are to be prepared for emergency situations.
- The use of CSOs at special events positively impacts the events and safety, but does not eliminate the need for additional officers.
- We have experienced a reduction in the amount of Emergency Police Officers available.
- The Wausau PD may not have enough officers to appropriately staff all the special events.
- The Wausau Police Department funding source for officer overtime at special events (BEAT Grant) has been eliminated. The current police budget does not allow for funding of overtime for the quantity of officer overtime needed to staff our special events.

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain



Wausau Police Department

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RECOMMENDATIONS/POSSIBLE SOLUTIONS:

- Require the submission of an Emergency Management Plan for all special events of a certain size.
- Require appropriate police staffing at all special events of a certain size.
- Increase the CSO budget to allow for additional hires and hours. Historically we have hired a staff of summer CSOs of approximately 12. Increasing the budget to allow for the expansion of the staff to 20 CSOs would allow the Wausau PD to backfill traffic control positions not filled by Emergency Police and provide a more robust WPD presence at events. Although not related to special events, an increased CSO staff would allow for increased duties, including regular patrol of the River Walk, City of Wausau Parks, and parking structures. (Estimated \$20,000 - \$25,000 in wages and \$2,000 in additional operating expenses)
- Fund the hiring of two part time summer Police Officers to serve as trainers and mentors and officers working directly with the CSO staff. As we continue to raise our expectations of the CSO staff, we recognize a need to have oversight and mentoring available to them. Currently we struggle to provide sufficient supervision. Two additional officers would allow for staffing officers at events without negatively impacting our primary patrol duties. We would recruit retired officers with a desire to lead and mentor CSOs, while possessing a careers worth of institutional law enforcement knowledge. (Estimated cost \$30,000 to \$35,000)
- Contract with other Law Enforcement Agencies for additional police staff when needed.

COUNCIL POLICY QUESTION:

If the City Council agrees to the need for police staffing at special events, how should it be funded?

Benjamin Bliven
Chief

Matthew Barnes
Deputy Chief

Todd Baeten
Patrol Captain

Benjamin Graham
Detective Captain



JOB DESCRIPTION

Community Police Officer

Job Title:	Community Police Officer	Reports To:	Lieutenant
Department:	Police	FLSA Status:	Non Exempt
Division:	Patrol	EEO Code:	4-Protective Service Worker
Salary Grade:		Occupational Code:	1001
Employee Group:	Police Contract	Training Category:	E-Specialized
Created:		Last Revision:	March 25, 2020

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

Purpose of the Position

The purpose of the Community Police Officer is to provide seasonal police services at community events, parks, and other areas of the city in conjunction with Community Service Officers.

Essential Duties and Responsibilities

1. Patrols assigned areas in a vehicle, bicycle, moped or on foot to prevent or discover the commission of crime and ordinance violations.
2. Provides leadership, training, and mentoring to Community Service Officers.
3. Enforces City of Wausau ordinances and the laws of the State of Wisconsin.
4. Operates a police vehicle in normal and emergency mode, day and night conditions, and during times of inclement weather and congested traffic.
5. Exercises independent judgment in determining reasonable suspicion to detain, probable cause to search and arrest, and use of force.
6. Maintains working knowledge of criminal law as well as current police procedures.
7. Prepares written documentation of police activities.
8. Communicates police action in criminal and civil court proceedings.
9. Problem solves with community members, business owners, and other city employees.
10. Maintains City of Wausau core values.
11. Efficiently operates computer systems for a variety of tasks
12. Performs basic CPR and first aid as needed.
13. Maintains predictable attendance.

Additional Duties and Responsibilities

- Investigates crime and other incidents, identify, collect and preserve evidence, identify and interview witnesses, issues citations and arrest criminals.
- Investigates juvenile complaints and communicate with juveniles and parents/guardians.
- Responds to citizen calls for service and provide assistance as necessary.
- Perform special assignments as assigned by supervisor.
- Attend and participate in neighborhood group meetings.
- Speak in front of citizen groups.

Education and Experience Requirements

Candidates must be a United States Citizen and at least twenty-one (21) years old. A high school diploma or equivalent supplemented with at least 60 credits from an accredited university, college, or tech school is required, certification from WI LESB. Applicants must have the ability to possess a valid Wisconsin driver's license, have no criminal conviction which would limit the ability to possess a firearm.

Five years of full time sworn police experience is preferred.

Knowledge, Skills and Abilities

- Ability to read, interpret and explain City of Wausau ordinances and Wisconsin State Statutes.
- Ability to communicate effectively orally and in writing with citizens, co-workers, supervisors, and others from diverse backgrounds.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer keyboard/terminal, police radio, telephone, firearms and restraint devices.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as self-defense, firearms use, operation of a bicycle, operation of a motor vehicle, data entry and assembling.
- Ability to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Ability to run, jump, push, pull, drive safely at high speeds and in adverse conditions.
- Ability to physically apprehend and subdue suspects.
- Ability to lift and/or move up to 100 pounds.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors and textures associated with job-related objects, materials and tasks.
- Ability to remain calm, composed, undistracted and in full control of cognitive abilities while functioning appropriately in hostile, dangerous or fearful situations that require force, up to and including deadly force.
- Ability to use discretion effectively to determine a proper course of action consistent with a community-oriented, problem-solving approach to policing.
- Ability to establish and maintain effective working relationships with those contacted in the course of employment.
- Ability to adequately use and properly care for firearms and other police equipment.

Physical and Working Environment

Regular exposure to disagreeable and environmental conditions. Exposed to one or more particularly disagreeable elements such as continuous high noise level, considerable dust, heat, and humidity. Personal protective equipment regularly used. Regular travel.

Ability to work under mildly unsafe and uncomfortable conditions where exposure to environmental factors such as potential violence, machinery and disease can cause discomfort and where there is a risk of injury.

Acknowledgement

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

Signature of Department Director: _____ Date: _____

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

Printed Name: _____ Signature: _____ Date: _____

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



TO: Human Resource Committee

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

DATE: September 14, 2020

SUBJECT: Department of Public Works & Utilities – Existing/Proposed Organizational Chart

I have been reviewing the operations of the Department and over the past couple of years have made some changes to the organization and have completed and establish an organizational chart for the Department that will lead to continued success in the future. The wage study was fully implemented in 2019 and the organizational chart for DPWU has been revised and is attached for your review and consideration.

There are seven Divisions within the Department (Engineering, Streets & Maintenance, Inspections & Zoning, GIS, parking, Water and Sewer) with a total of 99 FTE's, including the Director. There were significant challenges with how the organization was structured, particularly with the number of employees some managers were being asked to supervise. For example, the Street Superintendent was supervising over 30 employees. The new structure and modified job descriptions break up these responsibilities to appropriate levels, this will be beneficial for the manager and the employees. Some of the issues have been addressed with the rewriting of position descriptions during the wage study and the remaining issues will be addressed with the proposed organizational chart.

Attached are two organizational Charts, one shows the current staffing levels and the other shows the proposed increased staffing levels. The proposed staffing increases are as follows:

1. Engineering – Add 1 Forestry Preservation Coordinator (manage street tree canopy with projects)
2. Streets & Maintenance – Add 3 Street Maintainers and 2 Equipment Service Mechanics
3. Inspections & Zoning – No additions
4. GIS – No additions
5. Parking – No additions
6. Wausau Waterworks, Water – Add 2 water employees
7. Wausau Waterworks, Sewer – Add 2 wastewater employees *already done.*

The need for the proposed staffing increase is due to increased regulations from EPA/DNR/PSC, increased areas of maintenance, increased motor pool fleet, implementation of new policies as directed by committees and council, and overall sustainability of services we are required to provide.

Some of these positions we are proposing to create and leave vacant until funding is budgeted so this is a multi-year implementation to get the organization to a sustainable level. The positions for Wausau Waterworks have been approved by the Commission and HR is working to fill the new water and wastewater positions. The following positions have been included in the organizational chart and are here for your consideration.

1. 3 Street Maintainers – adding 3 FTE's by 2023
2. 2 Maintenance Mechanics – add 2 FTE's by 2023
3. 1 Forestry Preservation coordinator – add 1 PTE in 2021

I have prepared a table of the positions in each division and it is shown below. The table shows our current staffing and our proposed staffing.

Blue Font - Reduce Position

Red Font - Added Position

Wausau Waterworks - Number of employees			
Current		Proposed	
Title	# Employees	Title	# Employees
Water Distribution Supervisor	0	Water Distribution Supervisor	1
Sr. Water Distribution Maintainer	1	Sr. Water Distribution Maintainer	1
Distribution/Relief Operator	0	Distribution/Relief Operator	1
Water Distribution Maintainer	10	Water Distribution Maintainer	9
Sr. Water Plant Technician	0	Sr. Water Plant Technician	1
Water Plant Technician	2	Water Plant Technician	2
Water Plant Operator	1	Water Plant Operator	1
Utility Resource manager	1	Utility Resource manager	1
Admin II	1	Admin II	1
Superintendent	1	Superintendent	1
Total Water =	17		18
Sr.Plant Maintenance Mechanic	1	Wastewater Plant Supervisor	1
Sewer Plant Mechanic	4	Wastewater Plant Technician	5
Sr. Sewer Maintainer	1	Wastewater Collection Supervisor	1
Sewer Maintainer	4	Collection System Operator	5
Lab Technician	1	Lab Technician	1
Superintendent	1	Superintendent	1
Total Wastewater =	12		14

@5already

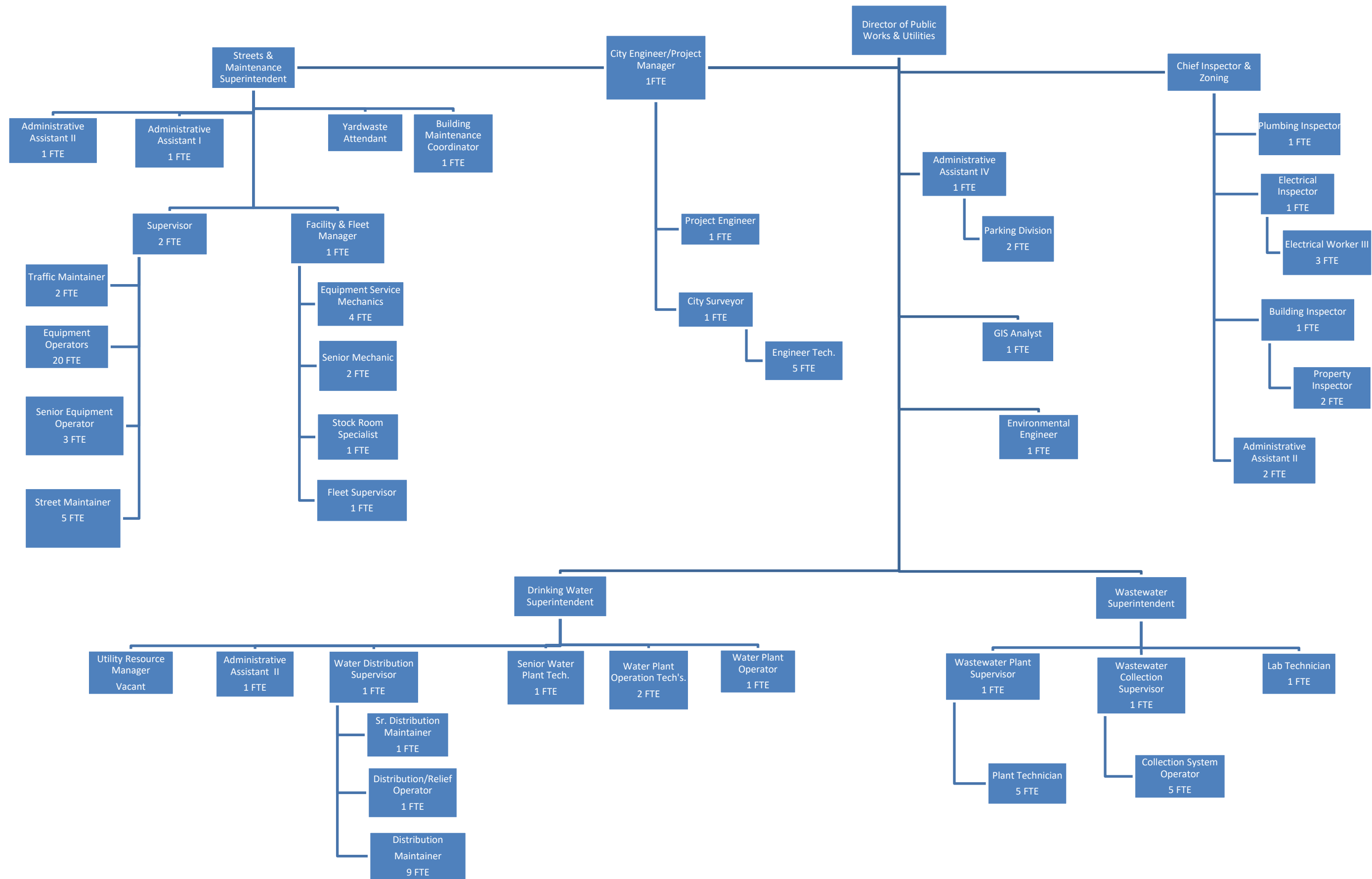
@5already

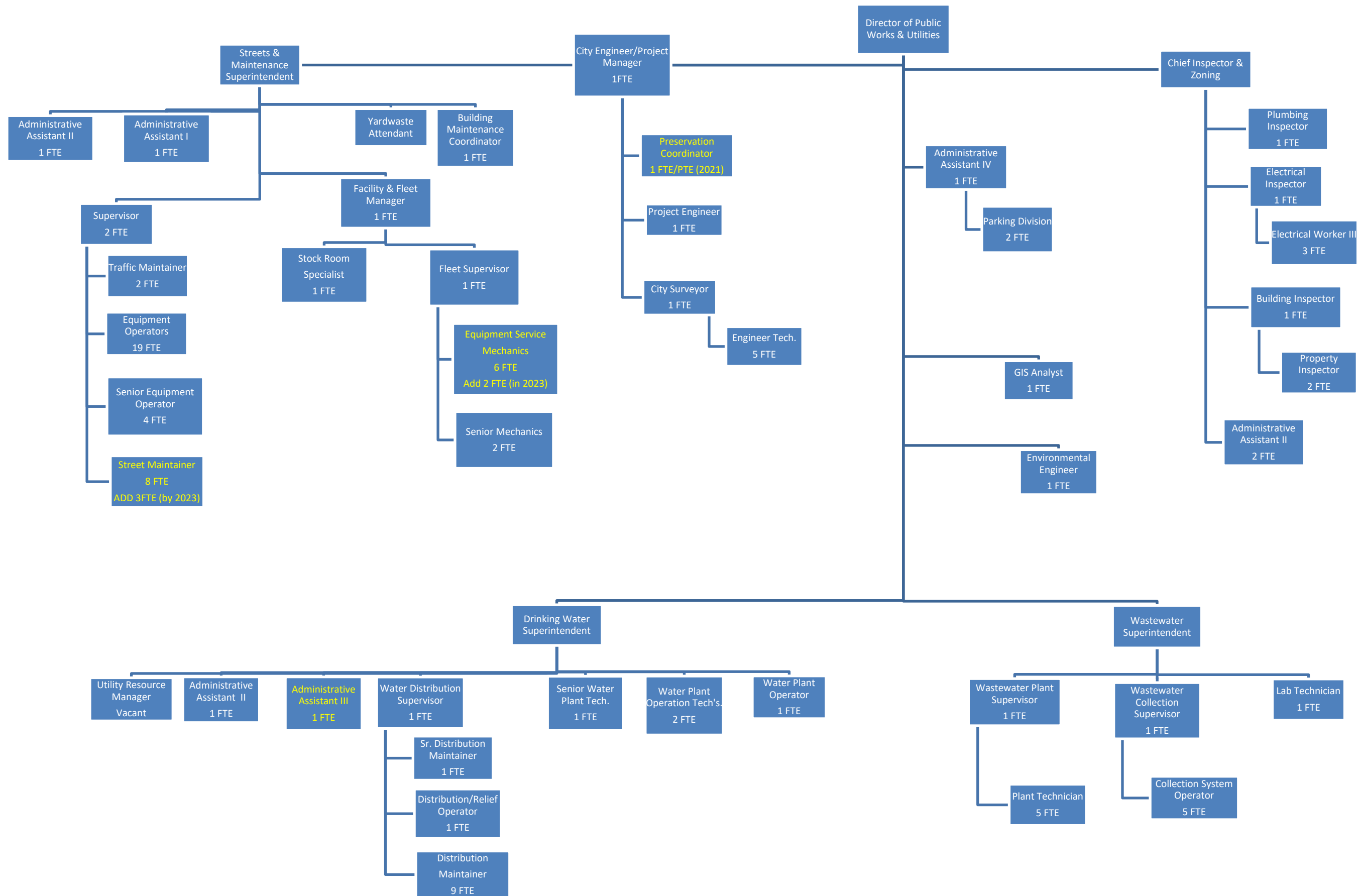
Street Maintenance - Number of employees			
Current		Proposed	
Title	# Employees	Title	# Employees
Superintendent	1	Superintendent	1
Admin I	1	Admin I	1
Admin II	1	Admin II	1
Building Maintenance Supervisors	1	Building Maintenance Supervisors	1
Traffic Maintainer	2	Traffic Maintainer	2
Equipment Operator	20	Equipment Operator	19
Sr. Equipment Operator	3	Sr. Equipment Operator	4
Street Maintainer	5	Street Maintainer	8
Fleet Manager	1	Fleet Manager	1
Fleet Supervisor	1	Fleet Supervisor	1
Equipment Service Mechanic	4	Equipment Service Mechanic	6
Sr. Equipment Service Mechanic	2	Sr. Equipment Service Mechanic	2
Stock Room Specialist	1	Stock Room Specialist	1
Total =	45		50

Engineering/GIS/Parking - Number of employees			
Current		Proposed	
Title	# Employees	Title	# Employees
City Engineer/Project Manager	1	City Engineer/Project Manager	1
Forestry Preservation Coordinator	0	Forestry Preservation Coordinator	1
Project Engineer	1	Project Engineer	1
Environmental Engineer	1	Environmental Engineer	1
City Surveyor	1	City Surveyor	1
Engineering Technician	5	Engineering Technician	5
GIS Analyst	1	GIS Analyst	1
Parking Operations	2	Parking Operations	2
Administrative Assistant IV	1	Administrative Assistant IV	1
Total =	13		14

Inspections & Zoning - Number of employees			
Current		Proposed	
Title	# Employees	Title	# Employees
Chief Inspector/Zoning Administrator	1	Chief Inspector/Zoning Administrator	1
Plumbing Inspector	1	Plumbing Inspector	1
Electrical Inspector	1	Electrical Inspector	1
Electrical Worker III	3	Electrical Worker III	3
Building Inspector	1	Building Inspector	1
Property Inspector	2	Property Inspector	2
Administrative Assistant II	2	Administrative Assistant II	2
Total =	11		11

The proposed fiscal impact for the additional employees will be reviewed each year in detail by the finance committee or the Wausau Waterworks Commission through the appropriate budget approvals. Increasing staffing levels can be just as challenging as decreasing staffing levels. Employees coming on typically need training, we need to make sure we have equipment for employees, facilities to house the employees and make sure the appropriate operational changes are established to mitigate disruption. For this reason we are proposing to increase staffing over time, this allows us to move new staff into the work force and also ease into the budget impacts over time as these will be recurring costs.





Human Resource Committee Packet

September 14, 2020

Agenda Item
Discussion and Possible Action Creating a Forestry Preservation Coordinator.
Background
The City of Wausau currently shares a Forester position with the County. The Director of Public Works reports that the City's needs are expanding that a dedicated Forester position would aid the City. This newly created position would be expected to liaise and work with the County Forester. Attached is a job description for the newly created position. This position was reviewed and classified by Gallagher and Associates and City staff. This position is intended to be filled in 2021, provided it is funded in the 2021 budget.
Fiscal Impact
\$40,927-\$57,297 annually, plus benefits
Staff Recommendation
The included job description was reviewed by Gallagher and Associates and City staff, resulting in the recommendation that this position be classified into Salary Grade 19 (\$40,927-\$57,297)
Staff contact: Toni Vanderboom (715-261-6634) and Eric Lindman (715-261-6745)



JOB DESCRIPTION

Forestry Preservation Coordinator

Job Title:	Forestry Preservation Coordinator	Reports To:	City Engineer
Department:	DPW & Utilities	FLSA Status:	Non Exempt
Division:	Engineering	EEO Code:	07-Skilled Craft Workers
Salary Grade:	TBD	Occupational Code:	3237
Employee Group:	General Employee	Training Category:	E-Specialized
Created:		Last Revision:	January 2020

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

Purpose of the Position

Implement policies for a healthy, vibrant and sustainable urban forest by providing expertise and oversight with city infrastructure projects, private development planning and review, and ensuring best management practices are utilized to preserve and protect the City wide urban forest within public rights of way and on other public properties. Work with the county forester to maintain the City's tree inventory, ensuring diverse and properly placed tree species, and inspect trees for disease and potential needed removal/replacement.

Essential Duties and Responsibilities

1. Work directly with City Engineer to ensure infrastructure designs and construction will increase the longevity of public trees.
2. Serve as the primary contact to determine the impact of sidewalk and/or street repairs on public trees.
3. Work collaboratively with engineer technicians during construction to resolve conflicts that may occur related to trees.
4. Implement methods and technologies to support all efforts to ensure a healthy urban forest and train employees in their use.
5. Responsible to develop and maintain effective strategic partnerships with relevant groups to advance tree preservation practices.
6. Serve as the city's representative to CISM Committee as it relates to the urban forestry and provide annual feedback for improvements.
7. Represent the city during plan review of private development related to landscape plans and ensure Best Management Practices (BMP's) are incorporated into improvement projects.
8. In partnership with the Plumbing Inspector, monitor the installation and repair of City sewer and water laterals for compliance with tree protection specifications.
9. Attend preconstruction conferences for City projects and assist the City Engineer in the design for street reconstruction projects to minimize impacts to trees.
10. Assist City Planning Division with specifications and location and species of trees related to proposed projects.
11. Effectively work with utility companies and their contractors to reduce negative impact their activities have on public trees ensuring compliance with the tree protection specification.
12. Conduct field inspections to inspect trees delivered to the site meet specifications, ensure tree planting

specifications and preservation techniques are met.

13. Research new materials, methods, policies, information and data to assist the Engineering Division and County Forestry Department with decision making pertaining to urban forestry and tree preservation techniques.
14. Prepare and make presentations to City Committees and other audiences about matters related to urban forest.
15. Enforce municipal ordinances and regulations related to tree preservation.
16. Supervise contractors completed work related to tree and landscape planting on City property.
17. Proactively and effectively respond to citizen complaints related to trees and plantings on City owned property.

Additional Duties and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Attends planning/development meetings as requested by the Director to provide insight related to the distribution system on proposed development or city expansion.
- Performs duties of the Utility Resources Manager in his/her absence.
- Performs other tasks and projects as assigned by the Water Superintendent or his/her designee.

Education and Experience Requirements

- Bachelor's degree from an accredited college or university with a major in urban forestry, forestry, horticulture, natural resources or related field.
- Increasingly responsible professional work experience in urban forest management preferably in a municipal setting; minimum 3-years.

OR

- An equivalent combination of related experience, education and training may be considered. Bachelor's degree in unrelated field and at least 5-years of urban forestry management experience.

Necessary Requirement:

- Possession of a valid Driver's license.
- Certified Arborist from the International Society of Arboriculture. Municipal Specialist credential preferred.
- Tree inspector's license
- Pesticide Applicator License
- Tree Risk Assessment Qualification (TRAQ) program from the International Society of Arboriculture (obtain within 1-year of hire)

Knowledge, Skills and Abilities

- Municipal ordinances, rules, regulations, standards, specifications, policies and procedures applicable to assigned duties.
- Knowledge of tree pests and the potential impact of treatment options for dealing with them.
- BMP's, technology applications and arboricultural assessment tools for urban forest management and tree preservation in a municipal setting.

- Experience with and understanding of construction techniques, practices and equipment used in utility, street and other municipal construction & maintenance.
- Ability to read and comprehend landscape, architectural, civil, construction and permit plan sets with specifications.
- Ability to communicate effectively with customers and City personnel.
- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Must be able to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds.

Physical and Working Environment

Employee performs standard activities requiring physical effort. The duties of the job include physical activities such as stooping, kneeling, standing, walking, lifting (lift and carry objects weighing 50 pounds or less), fingering, grasping, talking, hearing/listening, seeing/observing, bending/twisting, reaching, feeling and climbing. Specific vision abilities required include close, distance, and peripheral vision; depth perception; the ability to adjust focus; and distinguish objects clearly at 20 inches or less with glasses, if needed.

The employee may be exposed to disagreeable elements of high and low outdoor temperatures. The employee may be exposed to repetitive activities; intense or continuous noise; dirty environment; improper illumination; chemical hazards, and air contamination. The use of personal protection equipment (PPE) may be required, as there is significant exposure to hazards and conditions

Moderate exposure to environmental conditions that impact physical comfort such as temperature extremes. May require specialized clothing or use of common personal protective equipment. Damage to clothing possible. Frequent travel.

Close mental and visual attention is continuously required. Moderate physical demands typically found in trades work with moderate exposure to workplace hazards. Requires regular lifting, bending, twisting, turning, and use of power equipment.

Acknowledgement

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

Signature of Department Director: _____ Date: _____

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

Printed Name: _____ Signature: _____ Date: _____

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

Human Resource Committee Packet

September 14, 2020

Agenda Item
Discussion and Possible Action Increasing Street Maintainer Staffing Levels.
Background
The Director of Public Works has been completing long term planning related to necessary staffing levels for the areas under his authority. Including in that planning is an increase of Street Maintainer FTE, 3 positions added by 2023 (1 FTE added each year in 2021, 2022, and 2023). The Public Works Director will present the rationale for the staffing increase during the meeting. This position is intended to be filled in 2021, provided it is funded in the 2021 budget.
Fiscal Impact
\$38,126.40 - \$45,739.20
Staff Recommendation
Staff contact: Eric Lindman (715-261-6745)

Human Resource Committee Packet

September 14, 2020

Agenda Item
Discussion and Possible Action Increasing Property Appraiser Staffing Levels.
Background
In 2017, the City of Wausau was considering outsourcing the Assessment department. In an effort to avoid that outcome, the department agreed to carry 1 FTE vacancy. The position was eliminated from the budget in 2019. This reduced the Assessment Department staff levels to 1 City Assessor, 1 Senior Property Appraiser, 4 Property Appraiser, 1 Administrative Assistant 1. Over the last three years, the Assessment department has realized that the reduction of 1 FTE completed in 2017 has made the department too lean. Staff are being required to work excessive amounts of overtime resulting in employee burnout, and there is not sufficient staff to cover regular time off or unexpected absences. During the recent revaluation, staff were regularly working 10-20 hours of overtime weekly for months on end. In addition, new staff usually require 2-3 years before being fully trained. The workload of the department has more than tripled since 2013. This position is intended to be filled in 2021, provided it is funded in the 2021 budget.
Fiscal Impact
\$43,741 - \$56,717
Staff Recommendation
Increase Property Appraiser staffing levels by 1 FTE, provided the additional position is funded by the Finance Committee or during the 2021 budget process.
Staff contact: Rick Rubow (715-261-6605)



CITY OF WAUSAU SUPPLEMENTAL BUDGET REQUEST FORM

Department: Assessment

Project/Spending Description: 1 FTE – Property Appraiser

☐ Ongoing Project ☐ Onetime Purchase/Expense

Department Priority: ☒ Critical ☐ High ☐ Medium ☐ Low

REQUESTED SUPPLEMENTAL FUNDING

EXPENSES	DESCRIPTION	FTE	AMOUNT
Personnel Services	Property Appraiser	1	
Contractual Services			
Supplies and Expenses			
Building Materials			
Fixed Charges			
Capital Outlay			
Total			

REVENUES	DESCRIPTION		AMOUNT
Grants and Aids			
Public Charges for Services			
Other Revenue			
Total			

PURPOSE/DESCRIPTION OF REQUEST: Historically the Assessment Department consisted of 1 technician, 5.5-6 property appraisers. In an attempt to lower the budget, the department has worked with 1 FTE less since 2017. Prior to 2017 and most recently, the department has experienced resignations of experienced staff. This has created a department that is consistently under pressure to perform at the same level of service as in the past. When this is combined with a typical learning curve of 2-3 years for a newly hired appraiser because of the certification requirement, the assessment cycle as mandated by State legislation and the Department of Revenue, the assessment department is consistently playing catch up. This has put pressure on the remaining seasoned staff to pick up the extra work load. The problem is magnified when additional duties are required such as the implementation of new software and the training and learning the new implemented software. In addition, over the past several years we have had a very strong real estate market with high volume of real estate sales and permits. In 2013, staff consisting of two technicians, two senior appraisers, three property appraisers and two part-time employees reviewed, inspected and valued 1,953 parcels in Wausau and 1,004 in the City of Schofield. In 2019, not counting revaluation property reviews, my staff of 4 appraisers reviewed, inspected and valued 3,523 parcels in the City of Wausau and 141 in the City of Schofield.

SERVICE IMPLICATIONS: Over the past two years I am seeing staff burn out as well as an increase in the number of errors that have been found. Errors and mistakes that are not caught create public distrust in the assessment process. Due to added pressure on remaining staff this has caused, over the past two years, the resignation of a seasoned employee with 5 years' experience, a new hire to quit after two weeks and our latest new hire to resign after 19 months. If the current situation continues as is, it will potentially cause more employee turnover. With these positions having a long learning curve this may result in errors in property assessments. Also, if the current situation continues there may be less new construction picked up in assessments, less property inspections, less property valuation increases and delays in completing the annual assessment roll.

OUTCOMES/REVIEW:

Having a department fully staffed with experienced employees allows time for department projects to be completed that affect in value. A few of these projects are reviewing assessment neighborhoods and inspecting properties that haven't had an inspection over 15 years. This allows for equitable assessments and the fair and equitable treatment of property owners.

It also allows for the man power to be in place to absorb the work load when the department experiences a downsize due to resignations and retirements. The work load becomes more manageable and allows for timely assessment cycles even when new legislation is passed that changes how we perform our assessment duties.

IMPLEMENTATION TIMETABLE:

Ideally this position recruitment can be part of the current vacancy recruitment and to have both positions filled by November 2020.



SUPPLEMENTAL BUDGET REQUEST FORM INSTRUCTIONS:

Complete a **SEPARATE** supplemental budget request form for EACH additional project, position or purchase you are requesting in addition to the “cost to continue” existing services and programs budget.

- Indicate the department and a brief title for the spending.
- Rank the importance of the project as Critical, High, Medium or Low.
- Specify whether these project/program costs are expected to continue and be ongoing in future years or whether the request is a onetime request.
- Outline the costs, new positions and any revenues attributable to the request.
- Describe the funding request and the goal or objective to be achieved by supplementing the budget. For requests seeking positions quantify the workload and cause for the increase.
- Describe the implications to service levels.
- Identify how you will determine whether the goals and objectives have been met.
- Include a timetable for implementing the request.

Human Resource Committee Packet

September 14, 2020

Agenda Item
Discussion and Possible Action Creating DPW Apprentice Positions.
Background
The State of Wisconsin has developed a Roadway Maintenance Technician Apprenticeship Program. The Department of Public Works has participated in this program in the past, and is requesting two Apprentice positions be added. Hours would be determined by the department and also consider the employee's availability. Apprenticeships are paid at the Seasonal Aide rate.
Fiscal Impact
Unknown number of hours paid at \$12.80 an hour the first year.
Staff Recommendation
Staff contact: Eric Lindman (715-261-6745)



Department of Workforce Development

[UNEMPLOYMENT](#)[WORKPLACE INJURY](#)[EQUAL RIGHTS](#)[EMPLOYMENT & TRAINING](#)[DISABILITY EMPLOYMENT](#)[ABOUT DWD](#)[Home](#) [Employment & Training](#) > [Apprenticeship](#) > [YA Employers](#)

Youth Apprenticeship Employers

Youth Apprenticeship would not exist without the commitment by local employers to develop the next generation of workers.

What is the YA program?

Youth Apprenticeship (YA) is a highly successful talent acquisition strategy in which employers hire high school juniors or seniors for a one or two-year apprenticeship. During the apprenticeship, the student continues toward high school graduation and takes courses related to the profession as a way of enhancing what is being learned on the job. The YA Program is coordinated locally by regional consortia and overseen by the Wisconsin Department of Workforce Development (DWD). Each consortium typically includes several participating high schools. Employers may hire from more than one high school and even work with multiple consortia to meet their hiring needs.

[Contact your local YA Consortium](#)

[Benefits for Employers](#)[Approved Career Programs](#)[Employer Responsibilities](#)[Requirements for Employers](#)

Employer Responsibilities

Key responsibilities of YA employers:

- Participate in mentor training session
- Interview and hire YA student(s)
- Provide on the job training to YA student(s)
- Pay YA student(s) at least minimum wage
- Participate in regular Progress Reviews with youth apprentice(s) at least 3 times per year
- Ensure 450 hours per year of worksite training/work hours
- Comply with employment of minors (a.k.a. child labor) laws

Requirements for Employers

The work-based learning component of the YA Program is designed to provide an on-the-job learning environment for students by being "apprenticed" to an experienced mentor.

As with all apprenticeship programs, the work-based learning component is the primary method for teaching the required competencies, the local business becomes an extension of the classroom for the YA student. The required Related Technical classroom instruction is intended to support the work-based learning experience by providing theoretical knowledge and, when needed, providing appropriate skill development.

Learn more about the hiring process and expectations of [Youth Apprenticeship Employment](#).

Hiring Minors

- Hiring Youth Apprentices [Fact Sheet](#) for Wisconsin Employers
- [Wisconsin's Employment of Minors \(Child Labor\): Manufacturing and Construction Equipment Guidance](#) – This DWD Equal Rights Division document provides a list of equipment commonly used in manufacturing and construction jobs and explains when minors may use such equipment.



Hiring Youth Apprentices - Fact Sheet for Wisconsin Employers

Basic Structure

Youth Apprenticeship (YA) is a highly successful talent acquisition strategy in which employers hire high school juniors or seniors for a one or two-year apprenticeship. During the apprenticeship, the student continues toward high school graduation and takes courses related to the profession as a way of enhancing what is being learned on the job. The YA Program is coordinated locally by regional consortia and overseen by the Wisconsin Department of Workforce Development (DWD). Each consortium typically includes several participating high schools. Employers may hire from more than one high school and even work with multiple consortia to meet their hiring needs.

Below are the eleven YA career program areas that have been approved:

- Agriculture, Food and Natural Resources
- Architecture and Construction
- Art, A/V Technology and Communications
- Finance
- Health Science
- Hospitality, Lodging and Tourism
- Information Technology
- Manufacturing
- Marketing
- Science, Technology, Engineering and Mathematics (STEM)
- Transportation, Distribution and Logistics

Key Attributes for Employers

- **Hiring:** YA coordinators help identify potential youth apprentices and assist with coordinating interviews, but employers determine who to hire and may opt to not hire any youth.
- **Mentors:** Before hiring a youth apprentice, employers are asked to identify an individual who will act as a mentor at the workplace for the apprentice.
- **Education/Training Agreement:** Signed by the apprentice, their parent, the employer, the school principal and the local YA coordinator, this agreement enumerates the expectations and responsibilities of each party during the apprenticeship.
- **Skills Checklists:** Each type of apprenticeship offers a list of skills that youth are expected to learn at the workplace. These are shared with employers prior to hiring the apprentice.

Benefits for Employers

Employers have used the Wisconsin Youth Apprenticeship Program to connect with highschool students for over 25 years. Over 3,100 employers and 4,300 youth apprentices across Wisconsin participated in the YA Program during the 2017/18 school year. Employers extend permanent job offers to more than 75

percent of the graduating youth apprentices annually, making YA an excellent pipeline for recruiting and retaining loyal, well-trained talent. Employers continually report a high level of satisfaction, and cite these program benefits:

- Access to young workers who are eager to learn and who have an interest in the profession.
- Quality, prescreened youth apprentices who receive ongoing support during their apprenticeship.
- A method to address future hiring needs in a cost-effective and timely manner.
- The chance to shape the skills, expectations and habits of youth apprentices at a young age.

Work Permits

Work permits are not required in Wisconsin for anyone 16 years of age and older as of June 23, 2017. Most youth apprentices are at least 16 years old.

Types of Work Allowed

Some types of work are deemed hazardous for minors and are not allowed. For additional information, please see these resources from DWD's Equal Rights Division (ERD): [State of Wisconsin Work Permit Officer Handbook: Employment of Minors and Street Trades](#) and [Manufacturing & Construction Equipment & Wisconsin's Employment of Minor Law factsheet](#). Other resources are also available on the ERD website at: https://dwd.wisconsin.gov/er/labor_standards/child_labor_laws.htm.

Employers with specific questions are encouraged to contact ERD's Labor Standards Bureau directly by calling the Madison Office at (608) 266-6860 or the Milwaukee Office at (414) 227-4384 or connecting with staff online at: <https://dwd.wisconsin.gov/er/contacts.htm>.

Student Learner Status of Youth Apprentices

Youth apprentices are considered Student Learners, a classification which allows them to perform some work that otherwise would be off-limits to minors when certain conditions are met. Inquire about the Student Learner Exemption if there are doubts about the work which may be asked of minors.

Hours Allowed

Youth apprentices and their employers work out their schedules, ensuring that students may continue working toward high school graduation and that any relevant "release" policies of the school board are followed. Also, Wisconsin no longer limits the number of or which hours youth ages 16 and 17 may work.

Wages

As employees, youth apprentices must be paid at least the minimum wage.

Workers Comp

Once employed, youth apprentices are covered by their employer's workers compensation insurance policy, a program requirement. Note that workers compensation rates are not impacted by the age of employees, but rather the industry in which the employer operates.

Unemployment Insurance (UI) Benefits

If a youth apprentice is enrolled full-time in an educational institution and receives school credit for their participation in the YA Program, they are not eligible to file for UI benefits from their YA employer.

Get Started!

Start your journey with youth apprenticeship by emailing DWD YA staff at ya@dwd.wisconsin.gov, or by contacting your local YA consortium directly. A directory of consortia with contact information can be found at <http://ya.wi.gov>.

Benefits for Employers

Meeting business needs: Prepare the next generation of workers for your industry and business!

The YA Program has been connecting employers with high school student talent for over 25 years, creating a scalable and successful program with input from industry. Employers extend permanent job offers to more than 75 percent of the graduating youth apprentices annually, making YA an excellent pipeline for recruiting and retaining loyal, well-trained talent. Employers continually report a high level of satisfaction, and cite these program benefits:

- Increase visibility of employer's industry / business.
- Access to young workers who are eager to learn and have interest in the profession.
- Quality, prescreened youth apprentices who receive ongoing support during their apprenticeship.
- A method to address future hiring needs in a cost-effective and timely manner.
- Opportunity to prepare future workers.
- Opening to help educational personnel develop job-specific proficiencies.
- Chance to become involved with worksite curriculum.
- The chance to shape the skills, expectations and habits of youth apprentices at a young age.

Human Resource Committee Packet

September 14, 2020

Agenda Item
Discussion and Possible Action Approving 2021 Health, Dental and Supplemental Insurance Plan.
Background
The City of Wausau approved CCIT staff to be included on the City's insurance plans for three years, from 2017-2020. USI Insurance Services evaluated the impact of CCIT inclusion, and determined that including CCIT employees had minimal impact on the City's renewal rates. The City is likely to go to market for insurance rates next year, so the inclusion is only recommended for one year. The impact should be reevaluated when the City goes to market.
Fiscal Impact
Staff Recommendation
Approve CCIT inclusion in the City of Wausau insurance plans for 2021.
Staff contact: Toni Vanderboom (715-261-6634)

Human Resource Committee Packet

September 14, 2020

Agenda Item
Discussion and Possible Action Approving 2021 Health, Dental and Supplemental Insurance Plan.
Background
The Human Resources Department and USI Insurance Services has worked to renew the City's insurance plans for 2021. <u>Health Insurance</u> When the City changed to WEA Trust medical insurance last year, WEA Trust guaranteed a 2021 renewal rate cap of no greater than 10.5%. USI was able to renegotiate the rate from 10.3% down to 5.5%. This is an excellent renewal, particularly in light of the 30% non-renewal increase that the State has recently added to its plan for 2021. <u>Dental Insurance</u> Delta Dental Insurance renewal rate of 0% increase with no plan or coverage changes. <u>Vision Insurance</u> Information pending <u>Supplemental Insurances</u> No changes
Fiscal Impact
5.5% increase for health insurance
Staff Recommendation
Approve insurance renewals as presented.
Staff contact: Toni Vanderboom (715-261-6634)

City of Wausau

HEALTH COVERAGE PLANS

Carrier	WEA trust		WEA trust	
	2020 Trust Preferred Plan		2021 Trust Preferred Plan	
Provider Network/Plan Type	In-Network	Out-of-Network	In-Network	Out-of-Network
Deductible				
Single	\$1,650	\$3,300	\$1,650	\$3,300
Family	\$3,300	\$6,600	\$3,300	\$6,600
	If Employee contributes to the HSA, City will match the contribution annually up to \$600 Employee /\$1,200 Family. The City's payments will be made bi-monthly to the HSA account.		If Employee contributes to the HSA, City will match the contribution annually up to \$600 Employee /\$1,200 Family. The City's payments will be made bi-monthly to the HSA account.	
Coinsurance	90%	70%	90%	70%
Out-of-Pocket Max	<i>Includes Deductible</i>	<i>Includes Deductible</i>	<i>Includes Deductible</i>	<i>Includes Deductible</i>
Single	\$2,650	\$5,300	\$2,650	\$5,300
Family	\$5,300	\$10,600	\$5,300	\$10,600
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited
Office Visits				
Primary Care	Deductible then \$30 copay		Deductible then \$30 copay	
Specialist	Deductible then \$60 copay		Deductible then \$60 copay	
Routine/Preventive Care	100% Coverage	Ded, 70% Coins	100% Coverage	Ded, 70% Coins
Inpatient Hospital Services	Ded, 90% Coins	Ded, 70% Coins	Ded, 90% Coins	Ded, 70% Coins
Outpatient Hospital Services	Ded, 90% Coins	Ded, 70% Coins	Ded, 90% Coins	Ded, 70% Coins
Urgent Care	Deductible then \$100 copay		Deductible then \$100 copay	
Emergency Room	Deductible then \$200 copay		Deductible then \$200 copay	
Prescription Drugs	<i>After Deductible is Met</i>	<i>After Deductible is Met</i>	<i>After Deductible is Met</i>	<i>After Deductible is Met</i>
Preventive therapeutic drugs from list covered at 100%	\$0/\$10/\$30/\$60	\$0/\$10/\$30/\$60	\$0/\$10/\$30/\$60	\$0/\$10/\$30/\$60
Generic/Preferred Brand/Brand Name/Specialty				
Mail Order Drugs	<i>Mail Order Discount</i>		<i>Mail Order Discount</i>	
Preventive therapeutic drugs from list covered at 100%				
Generic/Preferred Brand/Brand Name/Specialty				
Rates per month	WEA Trust Preferred		WEA Trust Preferred	
Employee Cost	\$73.86		\$77.94	
Family Cost	\$227.52		\$240.04	
Rates per month Employer	WEA Trust Preferred		WEA Trust Preferred	
Single Cost	\$541.72		\$571.50	
Family Cost	\$1,668.48		\$1,760.24	
Total Cost for Single	\$615.58		\$649.44	
Total Cost for Family	\$1,896.00		\$2,000.28	



TO: HUMAN RESOURCES COMMITTEE
FROM: MARYANNE GROAT
DATE: SEPTEMBER 11, 2020
RE: OVERTIME RATE FOR PART TIME CUSTOMER SERVICE STAFF

The Mayor and Safe Election Commission are recommending the addition of drive through voting on Friday evening and during the day on Saturday, October 23rd and 24th.

This new voting option has increased planning and workload at a time when work volume is overwhelming. The expansion of absentee voting has increased the pre-election processing dramatically. In addition, 2020 has been daunting due to the five elections, multiple last minute election rule changes and a City Clerk vacancy.

The department is staffed with four part time positions that work approximately 30 hours per week. They will all be expected to work the Friday evening and Saturday drive through voting. Since they will not have necessarily worked 40 hours by the end of the day Friday they would not qualify for time and half pay like a full time employee would. I am requesting they be provided this additional incentive for the Friday hours after 4:30pm and all day Saturday.

The drive through voting is scheduled at the start of the early voting period which generates an exhaustive workload. I think that all employees appreciate their weekends away from the office and the additional incentive pay to forgo this time will be greatly appreciated.

I have computed the expected cost at \$786 which includes social security and retirement benefits. These funds are included in the election budget.