

**\*\*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: | <b>Human Resources Committee</b>                                              |
| Date/Time:      | <b>Monday, October 10, 2022 at 4:45 PM</b>                                    |
| Location:       | City Hall (407 Grant Street) – Council Chambers – 1 <sup>st</sup> Floor       |
| Members:        | Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens |

### **AGENDA ITEMS FOR CONSIDERATION**

- 1) Approval of September 12, 2022 Minutes.
- 2) Human Resources Report for September.
- 3) Discussion and Possible Action Amending the Employee Handbook Section 4.07 – Protected Service Employee Repayment Commitment.
- 4) Discussion and Possible Action Approving FLSA Exempt Employees in the Finance and Human Resources Departments the Ability to Earn Additional Compensation During the Workday Implementation.
- 5) 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](mailto: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 10/03/2022 at 1:00 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](mailto: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: September 12, 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

**Public Comment for Items Appearing on the Agenda.**

No public comments were brought forward.

**Approval of August 8, 2022 Minutes.**

Motion by Herbst to approve the August 8, 2022 Human Resources Committee Meeting minutes.  
Second by Killian. No questions or discussion. All ayes. Motion passes 5-0.

**Human Resources Report for August.**

No questions were brought forward by the Committee.

**Presentation by Gallagher for the Wage Study.**

Keenan explained that the proposals received in response to the Wage Study RFP were insufficient, as none offered labor market data based on local, state, and regional sources. Keenan said that selecting Gallagher through the sole source option makes the most sense as they are able to quickly recalibrate the current wage structure that they put into place for the City in 2018.

Mike Verdoorn from Gallagher shared his Wage Study presentation with the Committee.

Killian asked when the project would be complete. Verdoorn said that a custom survey can take about three months to complete and hopes to have all the data collected for the project by the end of October. Gisselman asked if the labor market will provide the numbers they will be looking for with everything that has happened over the past couple of years with covid. Verdoorn said that the data collected will be dated and at least 90 days old due to law, but that they will be able to collect the data for analysis and also ask what types of pay structure adjustments organizations plan to make in the future, as well as take into consideration other data that will be available to look at relating to future compensation trends.

**Discussion and Possible Action Approving Gallagher for the Wage Study.**

McElhaney asked for questions. Martens said that his notes from June indicated that they were anticipating a cost of \$40,000-\$80,000 for a market study and wondered why the cost of this study is \$24,5000. Keenan said that the estimate was just a ballpark figure. McElhaney said that Gallagher already has a lot of the base information. Martens asked if Gallagher was one of the companies that submitted an RFP. Keenan said no. Gisselman said that he would like to see some preliminary numbers for the 2023 budget to be incorporated so that they are able to implement the

recommendations. McElhaney asked Verdoorn what the timeline would be for getting numbers for the 2023 budget. Verdoorn said he thought about 6 to 8 weeks.

Motion by Herbst to approve Gallagher for the Wage Study. Second by Killian. All ayes. Motion passed 5-0.

**Adjournment.**

Motion by Herbst to adjourn. Second by Martens. 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 |
|-------------------|----------|---------|-----------------|
| 79                | 60       | 6       | 13              |

## FMLA Denial Reasons

| Paperwork not returned | Insufficient years of service/hours | Condition does not qualify | Canceled |
|------------------------|-------------------------------------|----------------------------|----------|
| 9                      |                                     |                            | 4        |

## Workers Compensation (YTD)

| Number of Claims | Lost Time | Medical Only |
|------------------|-----------|--------------|
| 23               | 3         | 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 |
| DPW    | Cut Finger          | Medical   | Open   | 09/07/22 |
| Water  | Shoulder            | Medical   | Open   | 02/10/22 |
| Metro  | Back                | Indemnity | Open   | 09/27/22 |

**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       |
| 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      | 9/06            |
| Timothy Wensel    | Public Works | Street Maintainer     | 1/19      |                 |
| Yeeleng Yang      | Police       | Police Officer        | 1/21      |                 |

**HR PERFORMANCE REPORT**

| <b>Employee Name</b> | <b>Department</b>     | <b>Job Title</b>                       | <b>Hire Date</b> | <b>Separation Date</b> |
|----------------------|-----------------------|----------------------------------------|------------------|------------------------|
| Andrew Palmini       | Police                | Police Officer                         | 1/21             |                        |
| 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             |                        |
| Tracy Rieger         | Police                | Community Outreach Specialist          | 9/01             |                        |
| Adam Bondioli        | Assessment            | Property Appraiser                     | 9/06             |                        |
| Jerod Blomberg       | Fire                  | Firefighter/Paramedic                  | 9/12             |                        |

**HR PERFORMANCE REPORT**

| Employee Name            | Department | Job Title                  | Hire Date | Separation Date |
|--------------------------|------------|----------------------------|-----------|-----------------|
| Ann Hackbarth            | Metro Ride | Bus Operator II            | 9/14      |                 |
| Dana Dallman-Zajackowski | Assessment | Administrative Assistant I | 9/19      |                 |

**Separations YTD**

| Total Number of Separations | Resignations | Retirements | Terminations |
|-----------------------------|--------------|-------------|--------------|
| 33                          | 25           | 7           | 1            |

**Separations by Department for 2022 YTD**

|                   |                           |                     |                     |
|-------------------|---------------------------|---------------------|---------------------|
| Clerk/Finance – 2 | Public Works - 3          | Municipal Court – 3 | Assessment – 1      |
| Fire – 6          | Community Development - 1 | Water - 2           | Human Resources - 1 |
| Police - 10       | Sewer - 1                 | Metro Ride - 3      |                     |

**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           |

**HR PERFORMANCE REPORT**

| Employee Name | Old Job Position                   | New Job Position   | Previous Incumbent | Effective Date |
|---------------|------------------------------------|--------------------|--------------------|----------------|
| 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           |

**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.                                               |
| Water Plant Operations Technician | 1                   | 6/24        | Discussion about minimum requirements needed. Has been posted multiple times with no qualified candidates. |

**HR PERFORMANCE REPORT***Employee Recognitions – Discretionary Performance Incentives*

| <b>Last Name</b> | <b>Job Title</b> | <b>Dept</b> | <b>Reason</b>                                                                                                                                         | <b>% Increase-Base</b> | <b>Lump Sum Increase</b> | <b>Other Incentive</b>     | <b>Date Issued</b> |
|------------------|------------------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------|----------------------------|--------------------|
| Walker           | Admin Asst III   | FD          | goes above and beyond daily and added duties beyond those normal in the job classification                                                            | 3.0%                   |                          |                            | 6/2/19             |
| Quade            | DPW Supervisor   | DPW         | performed extremely well during challenging circumstances                                                                                             | 3.0%                   |                          |                            | 8/26/19            |
| Larsen           | Accounting Asst  | Fin.        | instrumental in implementation of new utility billing software system, involving extra work and hours                                                 | 3.0%                   |                          |                            | 12/18/19           |
| Dubore           | Engineering Tech | Eng.        | exemplary work on Thomas Street construction project, establishing relationships and keeping project on track                                         | 3.0%                   |                          |                            | 1/30/20            |
| Wendtland        | Plant Maint Mech | Sewer       | identified significant cost saving in department                                                                                                      | 3.0%                   |                          |                            | 2/9/20             |
| Kline            | Admin Asst III   | Fin.        | exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process |                        |                          | 3 vacation days (prorated) | 4/14/20            |
| Kremer           | City Clerk       | Fin.        | exception work on election, adjusting to pandemic impact and last minute legislative changes                                                          |                        |                          | 3 vacation days            | 4/14/20            |

**HR PERFORMANCE REPORT**

|            |                     |       |                                                                                                                                                                                                                                                                              |      |             |                            |         |
|------------|---------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------|----------------------------|---------|
| Krivoshein | Admin Asst III      | Fin.  | exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process                                                                                                                        |      |             | 3 vacation days (prorated) | 4/14/20 |
| Thompson   | EMT Division Chief  | FD    | completed a number of priority projects and initiatives in a short time, directly enhancing prehospital care                                                                                                                                                                 | 3.0% |             |                            | 4/19/20 |
| Bliven     | Police Chief        | PD    | exceptional performance on homelessness problem, collaborative response to George Floyd death demonstrations, Policing Task Force, establishing dept efficiencies with Dragon Naturally speaking software, established emergency shift schedule to respond to covid pandemic | 4.5% |             |                            | 10/5/20 |
| Dwelly     | Supervisor          | Sewer | exemplary performance including assuming on-call responsibilities and extra hours, creating SOPs and operation manual, leading City response on 8/9 sewer main collapse                                                                                                      |      | \$ 1,500.00 |                            | 10/9/20 |
| Barnes     | Deputy Police Chief | PD    | 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      | 4.5% |             |                            | 2/7/21  |

**HR PERFORMANCE REPORT**

|                   |                              |             |                                                                                                                                                                                                                                                                                                                              |             |                    |  |                |
|-------------------|------------------------------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------|--|----------------|
| <i>Abbiehl</i>    | <i>DPW Supervisor</i>        | <i>DPW</i>  | <i>instrumental in maintaining services during coworkers medical leave, resulting in much heavier workload</i>                                                                                                                                                                                                               | <i>3.0%</i> |                    |  | <i>2/7/21</i>  |
| <i>Fitzke</i>     | <i>Equip Service Mech</i>    | <i>DPW</i>  | <i>volunteered for developmental opportunities including temporary assignment to senior mechanic, improved communications with first shift, critical roles of automotive diagnostic tech increased level of service of division</i>                                                                                          | <i>3.0%</i> |                    |  | <i>2/7/21</i>  |
| <i>Kraege</i>     | <i>Motor Pool Supervisor</i> | <i>DPW</i>  | <i>through own initiative took on organizing and improving efficiency of vehicle maintenance scheduling and tracking system, and researched and develop</i>                                                                                                                                                                  | <i>3.0%</i> |                    |  | <i>2/7/21</i>  |
| <i>Maszk</i>      | <i>Equip Service Mech</i>    | <i>DPW</i>  | <i>instrumental in finding solutions to ongoing problems with equipment, including adapting hydraulics for new plow part and repainting paver tracks on the road to prevent crew downtime</i>                                                                                                                                | <i>3.0%</i> |                    |  | <i>2/7/21</i>  |
| <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</i> | <i>3.0%</i> | <i>\$ 5,000.00</i> |  | <i>2/26/21</i> |



## HR PERFORMANCE REPORT

|                   |                             |              |                                                                                                                                                                                                                                                                            |             |  |  |               |
|-------------------|-----------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--|--|---------------|
|                   |                             |              | <i>Center for a regional approach to economic development</i>                                                                                                                                                                                                              |             |  |  |               |
| <i>Boers</i>      | <i>Water Superintendent</i> | <i>Water</i> | <i>added responsibility for day to day construction management of new \$36 million treatment facility</i>                                                                                                                                                                  | <i>3.0%</i> |  |  | <i>5/3/21</i> |
| <i>Enzenbach</i>  | <i>Electrician III</i>      | <i>Insp.</i> | <i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also responsible for several critical installations including Fire Station 1 barracks remodel and installation of new audible crosswalks on Bridge St</i> | <i>3.0%</i> |  |  | <i>5/3/21</i> |
| <i>Hilgendorf</i> | <i>Electrician III</i>      | <i>Insp.</i> | <i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also critical and sometimes solo worker on critical projects including LED conversations and lighting projects in city lots and ramps</i>                 | <i>3.0%</i> |  |  | <i>5/3/21</i> |
| <i>King</i>       | <i>Equip Service Mech</i>   | <i>DPW</i>   | <i>certified as Emergency Vehicle Technician and updated preventative maintenance to incorporate NFPA regulations</i>                                                                                                                                                      | <i>3.0%</i> |  |  | <i>5/3/21</i> |

**HR PERFORMANCE REPORT**

|                 |                           |                |                                                                                                                                                                                                                                                        |             |  |  |               |
|-----------------|---------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--|--|---------------|
| <i>Kremer</i>   | <i>City Clerk</i>         | <i>Fin.</i>    | <i>went above and beyond in 2020 responding to covid challenges and sensitive election climate, including implementing driveup voting, relocating polling sites, installed a ballot box with appropriate security, and established covid protocols</i> | <i>3.0%</i> |  |  | <i>5/3/21</i> |
| <i>Kruzan</i>   | <i>Battalion Chief</i>    | <i>FD</i>      | <i>in command for two large and complex incidents, showing ability to mentor, coach, and lead crew. Also streamlined HazMat team including developing coordination with Marathon County</i>                                                            | <i>4.5%</i> |  |  | <i>8/9/21</i> |
| <i>Becker</i>   | <i>Battalion Chief</i>    | <i>FD</i>      | <i>in command for large 5-alarm fire coordinating with SAFER, as well as ability to mentor and coach staff, and responsible for the Firefighter Explorer Group.</i>                                                                                    | <i>3.0%</i> |  |  | <i>8/9/21</i> |
| <i>Lipscomb</i> | <i>Admin Asst I</i>       | <i>Assess.</i> | <i>Anchor for the department during covid, performing double-entry along with verification and managing work flow.</i>                                                                                                                                 | <i>3.0%</i> |  |  | <i>8/9/21</i> |
| <i>King</i>     | <i>Property Appraiser</i> | <i>Assess.</i> | <i>exceeded expectations by keeping up with demand of the most active assessment areas in the City while assisting with new hire training including double-entry needs</i>                                                                             | <i>3.0%</i> |  |  | <i>8/9/21</i> |



## HR PERFORMANCE REPORT

|                  |                                   |              |                                                                                                                                                                                                                                          |             |  |  |                |
|------------------|-----------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--|--|----------------|
| <i>Celona</i>    | <i>Sewer Maintainer</i>           | <i>Sewer</i> | <i>able to learn multiple items in a short couple of months including jetter and TV equipment, placed on the on-call schedule sooner than most staff and serve as a mentor for newer employees</i>                                       | <i>3.0%</i> |  |  | <i>8/23/21</i> |
| <i>Olsen</i>     | <i>Sewer Maintainer</i>           | <i>Sewer</i> | <i>served as mentor to newer employees offering training on multiple items</i>                                                                                                                                                           | <i>3.0%</i> |  |  | <i>8/9/21</i>  |
| <i>Steinke</i>   | <i>Payroll Coordinator</i>        | <i>Fin.</i>  | <i>Critical and proactive team member, led VTO employer social security credits which saved the City approximately \$13,000. ERP implementation demands will further her importance to the organization and the ERP project success.</i> | <i>3.0%</i> |  |  | <i>1/31/22</i> |
| <i>Merriam</i>   | <i>Parking Control Specialist</i> | <i>PD</i>    | <i>Learned at accelerated rate and exceeded ticketing rate of peers in first year of work, took leadership role troubleshooting IT issues, exceptional customer service</i>                                                              | <i>3.0%</i> |  |  | <i>3/7/22</i>  |
| <i>Raduechel</i> | <i>Senior Equip Operator</i>      | <i>DPW</i>   | <i>Took on scheduling duties in the absence of a supervisor, lead and mentored large pavement overlay transition</i>                                                                                                                     | <i>4.5%</i> |  |  | <i>3/7/22</i>  |
| <i>Van Krey</i>  | <i>Admin Asst III</i>             | <i>Fin.</i>  | <i>Took on webex responsibilities including evening work and assisted with software implementation</i>                                                                                                                                   | <i>3%</i>   |  |  | <i>4/18/22</i> |
| <i>Kline</i>     | <i>Admin Asst III</i>             | <i>Fin.</i>  | <i>Process improvements (badger books, express voting tech) and</i>                                                                                                                                                                      | <i>3%</i>   |  |  | <i>4/18/22</i> |



## HR PERFORMANCE REPORT

|                   |                                        |                   |                                                                                                                                                                                       |             |               |  |                 |
|-------------------|----------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------|--|-----------------|
|                   |                                        |                   | <i>revamped election inventory and supplies</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 added duties, additional duties in the absence of an HR director</i>                                             | <i>4.5%</i> |               |  | <i>6/12/22</i>  |
| <i>Beran</i>      | <i>Equipment Operator</i>              | <i>Streets</i>    | <i>Took on updating the map of the City properties. Trainer for the mowing crew, part of the risk management team and is a lead salt/sander who is first out for adverse weather.</i> | <i>3%</i>   |               |  | <i>06/12/22</i> |
| <i>Noel</i>       | <i>Asst. Dir. Comm. Dev. Authority</i> | <i>CDA</i>        | <i>Exceptional National Equity Fund review of record keeping. Exemplary core values.</i>                                                                                              | <i>3%</i>   |               |  | <i>06/12/22</i> |
| <i>Woldt</i>      | <i>Property Appraiser</i>              | <i>Assessment</i> | <i>Taking on new software, new work procedures, staffing vacancies along with an active real estate market.</i>                                                                       | <i>3%</i>   |               |  | <i>06/12/22</i> |
| <i>Berndarde</i>  | <i>City Clerk</i>                      | <i>Finance</i>    | <i>Taking on multiple new software programs at one time.</i>                                                                                                                          | <i>3%</i>   |               |  | <i>07/10/22</i> |

## HR PERFORMANCE REPORT

|                  |                               |                    |                                                                                                                                                                                                                             |              |  |  |                 |
|------------------|-------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--|--|-----------------|
| <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> |
| <i>Schultz</i>   | <i>Traffic Maintainer</i>     | <i>Streets</i>     | <i>Was in charge of update to sign shop. Coordinator of closures during special events.</i>                                                                                                                                 | <i>4.5%</i>  |  |  | <i>09/18/22</i> |
| <i>Boers</i>     | <i>Water Superintendent</i>   | <i>Water</i>       | <i>Responsible for significant regulatory changes and requirements.</i>                                                                                                                                                     | <i>4.5%</i>  |  |  | <i>09/18/22</i> |
| <i>Miller</i>    | <i>Assistant Attorney</i>     | <i>Attorney</i>    | <i>Took responsibilities of prosecutor and Airport Committee within the first few weeks. Taken on grievances regarding unions, assisting in union negotiations, assisting in mous, assisting with work comp settlements</i> | <i>3%</i>    |  |  | <i>09/18/22</i> |
| <i>Pergolski</i> | <i>Electrical Inspector</i>   | <i>Inspections</i> | <i>Initiated RFPs for replacement of lights to LED for all City lights. Taken on additional task of inspecting Rib Mountain and Schofield.</i>                                                                              | <i>4.5%</i>  |  |  | <i>09/18/22</i> |
| <i>Niksich</i>   | <i>Project Engineer</i>       | <i>Engineering</i> | <i>Became responsible for the implantation of the MS4 guidelines for discharged detection program.</i>                                                                                                                      | <i>4.5%</i>  |  |  | <i>09/18/22</i> |
| <i>Petit</i>     | <i>Engineering Technician</i> | <i>Engineering</i> | <i>In charge of inventory of watermain, has become the go-to-person for</i>                                                                                                                                                 | <i>2.57%</i> |  |  | <i>09/18/22</i> |

**HR PERFORMANCE REPORT**

|                 |                               |                    |                                                                                                                   |             |  |  |                 |
|-----------------|-------------------------------|--------------------|-------------------------------------------------------------------------------------------------------------------|-------------|--|--|-----------------|
|                 |                               |                    | <i>staff. Knowledge has save the City funds.</i>                                                                  |             |  |  |                 |
| <i>Semrow</i>   | <i>Engineering Technician</i> | <i>Engineering</i> | <i>Taken on the largest project in the City. Has kept everything going smoothly, and is a go-to-person</i>        | <i>4.5%</i> |  |  | <i>09/18/22</i> |
| <i>VanBoxel</i> | <i>Engineering Technician</i> | <i>Engineering</i> | <i>Taken on all the CAD items. Has now done almost all of the Design aspects of our reconstruction plan sets.</i> | <i>4.5%</i> |  |  | <i>09/18/22</i> |

*Vacation Accrual Exceptions*

| Employee Name   | Current Accrual Maximum Cap | Cap Waived Until (Date) | Reason for Waiver |
|-----------------|-----------------------------|-------------------------|-------------------|
| 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 |

**HR PERFORMANCE REPORT**

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |          |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 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 | <p>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.</p> <p>Police Lieutenant annual increase effective dates are set at January 1, due to compression adjustments in this job title.</p> | 2/1/22   |
| 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

October 10, 2022

| Agenda Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Discussion and Possible Action amending the Employee Handbook Section 4.07 – Protected Service Employees Repayment Commitment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Background                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>The Wausau Fire Department recently lowered the minimum qualifications to be considered for a Firefighter/Paramedic position to have the ability to hire candidates before they have been to, or completed, the Paramedic Certificate program.</p> <p>This change may potentially result in hiring candidates who will need to complete the Paramedic Certificate program when they begin employment with the City in order to become a fully functional Firefighter/Paramedic with the Fire Department.</p> <p>To reduce the potential risk of loss, the Fire Department has requested a handbook modification to include the repayment of all costs associated with the Paramedic Certificate program if an employee resigns within three years of hire.</p> |
| Fiscal Impact                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Staff Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Approve the amendments to the handbook.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Staff contact: Anne Keenan, 715-261-6632                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

# Human Resource Committee Packet

October 10, 2022

| Agenda Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Discussion and possible action approving FLSA exempt employees in the Finance and Human Resources Departments the ability to earn additional compensation during the Workday implementation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Background                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p>The City of Wausau Human Resources Department and Finance Department were recently informed by C-CIT that staff will be expected to work weekends and holidays from November 24, 2022 to January 31, 2023 in order to meet the Workday implementation deadline date and successfully go live.</p> <p>Staff is currently working additional hours on the Workday project while still performing their normal duties. The Workday project implementation schedule for staff has resulted in up to 32 hours per week focused on Workday meetings and performing system testing that is designed to find configuration and process issues. Testing one area such as benefits can have over 240 test cases with variations to perform, that can result in retesting if the test outcome fails.</p> <p>The “Go Live” date for Workday is December 25, 2022. Employees will be implementing the new system and will need to maintain and close the 2022 fiscal year with the old system simultaneously.</p> |
| Fiscal Impact                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| \$180,000 was included within the project capital budget to fund extra staffing hours and positions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Staff Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| The recommendation is to allow FLSA exempt employees in the Finance Department and Human Resources Department to earn additional compensation on a one-to-one basis for hours worked on weekends and holidays from November 24, 2022 through January 31, 2023. This is in line with the benefits exercised in the Employee Handbook Chapter 4.01 (1).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Staff contact: Anne Keenan (715-261-6632)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |