



OFFICIAL NOTICE AND AGENDA

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

Meeting of the:	Human Resources Committee
Date/Time:	Monday, November 8, 2021 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 10/11/2021 Minutes.
- 2) Human Resources Report for October.
- 3) Discussion and Possible Action Approving a One-Time Lump Sum Bonus to Designated Employees.
- 4) Discussion and Possible Action Amending Vacation Accrual Schedule for Non-Represented Employees.
- 5) Discussion and Possible Action Amending Employee Handbook Section 5.02 – Compensation Plan Administration.
- 6) Discussion and Possible Action Amending Employee Handbook Section 5.08 – Shift Differential.
- 7) Discussion and Possible Action Approving 2022 Part Time/Temporary/Seasonal Pay Schedule.
- 8) Discussion and Possible Action Amending the Employee Handbook Section 5.06 – Compensatory Time.
- 9) Discussion and Possible Action Creating a Utility Worker Position in the Public Works Department.
- 10) Discussion and Possible Action Grandfathering the City Assessor Under Employee Handbook 4.06 – Separation of Employment.
- 11) 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 2484 060 7462. Password: WausauHR**

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 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 11/02/2021 at 10:00 AM

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

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

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

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

DRAFT

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

DATE/TIME: October 11, 2021 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Dawn Herbst, Lou Larson, Michael Martens, James Wadinski
MEMBERS ABSENT: Becky McElhaney
Also Present: Mayor Rosenberg, T. Vanderboom, A. Keenan

Alder Dawn Herbst, Human Resources Committee Vice Chair, called the meeting to order at 4:30 p.m.

Public Comment on Matters Appearing on the Agenda.

- Dustin Kraege, Public Works Superintendent, spoke about hiring and retention issues in his department. Kraege asked that the committee looks at hiring and retention options that will help all employees and not just some.
- Joe Gehin, former employee and current member of the Wausau Water Works Commission, asked the Human Resources Committee to consider enhancing salaries and wages, and options outlined in item #8.
- Mitch Harris, current Public Works employee, spoke about item #8 and said he feels that the discussion should be broken out into several items and discussions.
- Solomon King, current Public Works employee, spoke against the recommended changes employee Covid-19 policy.

Approval of the 9/13/21 Minutes.

Motion by Martens to approve the minutes of the September 13, 2021 Human Resources Committee meeting. Second by Larson. All ayes. Motion passed 4-0.

Human Resources Report for September.

Vanderboom asked if there were any questions on the report. No questions were brought forward.

Discussion and Possible Action Approving 2022 & 2023 Health, Dental, and Supplemental Insurance Plan Inclusion of CCIT.

Vanderboom said that CCIT has been included on the City's health insurance for the past four years and that there is no impact to cost for the group to be included on the City's plan, and no cost savings for the group to not be on the City's plan. Vanderboom recommended that CCIT be included on the City's plan for the next two years, as the City has secured a guaranteed rate for this time period.

Motion by Larson approving 2022 & 2023 health, dental, and supplemental insurance plan inclusion of CCIT. Second by Wadinski. All ayes. Motion passed 4-0.

Discussion and Possible Action Approving 2022 Benefit Design for City and CCIT Employees.

Vanderboom said that the City is looking at a vendor change and benefits design change for 2022, and asked Anne Keenan to review the changes. Keenan said the broker went to market for options and that it was decided not to stay with the current vendor due to cost. The recommended vendor is Security Health Plan, which will offer two network options, similar to what the City offered in 2015-2019. Employees will be able to choose which network they would like to sign up for. The City will continue to pay 88% of the premium and employees will pay 12%. Keenan went over the two network options and said that other items like online services, mail-in prescriptions, and virtual doctor visits will still be included. An option of having a mobile bus service at locations is an option if the City wishes. There is also a special feature of \$30 credit per quarter for certain over-the-counter items. An overall increase of 7.33% was calculated by changing to Security Health for 2022, and there is a guarantee of no more than a 9.5% increase for the following year. Keenan provided the cost differences for each

plan compared to the current plan for employees. Keenan said there is a slight change of the coinsurance changing from 90/10 to 80/20; the out-of-pocket maximums did not change. Vanderboom said that the other insurances (dental, vision) have not changed, with the exception of accident insurance, which will switch from All State to Mutual of Omaha.

Wadinski asked how many plans were looked at. Keenan said Aspirus, Security, WEA Trust, and GNT all came back as options for the City. Blue Cross/Blue Shield and Anthem did not come back with a price for consideration. Vanderboom said that the vendor collects options from companies that are willing to provide service to the City. Wadinski asked how the amount to charge employees is set. Keenan said it is set by the State and Act 10, and that the City charges the minimum required by law.

Motion by Wadinski approving 2022 benefit design for City and CCIT employees. Second by Larson. All ayes. Motion passed 4-0.

Discussion and Possible Action Approving the Update of the Policy for Employees with Symptoms or Exposure of Novel COVID-19 Flu (Coronavirus).

Vanderboom said that the update came at the request of some department directors that are having a difficult time giving employees guidance on quarantine and isolation requirements. Vanderboom explained that quarantine and isolation requirements vary depending on if a person is or is not vaccinated, and at this time, employees are provided with information for both scenarios. The update to the policy would allow department directors or supervisors to ask an employee if they are vaccinated and then provide the appropriate information pertaining to quarantine and isolation requirements.

Mayor Rosenberg said that she did not have anything to add except that she has heard of times where supervisors have been unsure what to do when someone comes to them. Rosenberg said that she doesn't want to know who is and isn't vaccinated but looks at this as a logistical and information giving policy update.

Motion by Martins to approve the update of the policy for employees with symptoms or exposure of novel covid-19 flu (coronavirus). No second. Motion died.

Wadinski asked what the procedural difference is depending on vaccination status. Vanderboom explained how an asymptomatic person would be handled based on their vaccination status. Wadinski suggested that the Committee adjust the update to accommodate the City and the employee, and asked what would happen now if this wasn't passed? Vanderboom said that if the update doesn't pass, the City will continue to do what it is currently doing, which is providing all information to an employee (what to do if vaccinated or not vaccinated) and then asking them what they will do. Vanderboom said that based on their response, she is provided with their vaccination status. Wadinski asked if an unvaccinated person could say that they are vaccinated; Vanderboom said yes. Wadinski said that's not right. Wadinski said that he would like to give employees the option to provide their vaccination status and proof, and if the employee is not willing to provide proof, they should be treated as an unvaccinated person. Vanderboom asked if Wadinski was making a motion to amend the policy accordingly; Wadinski said yes.

Motion by Wadinski to amend the policy to allow supervisors to ask the employee their vaccination status, but if an employee declines to provide it they will be treated as if they are unvaccinated. Second by Martens. Deputy Chief Barnes said that this item came about at his request and the circumstance that led to this request. Martens spoke his approval of the amended language. 3 Ayes, 1 Nay. Motion passed 3-1 (Larson was the dissenting vote).

Discussion and Possible Action Approving the Creation and Classification of an Administrative Captain Position in the Wausau Police Department.

Vanderboom said the Police Department submitted a job description to create an Administrative Captain position and has adjusted their funds so that the creation is within their current budgetary allotment. Human Resources reviewed the job description and recommends that the position be classified the same as the other Captain positions within the department. Chief Bliven spoke about the need for an Administrative Captain due to the

growth of the department, programs, and technology. Deputy Chief Barnes with Chief Barnes and said that the current Captains are finding it difficult to perform their core function of leading their bureau and that the Administrative Captain position will help alleviate job duties that take away time from the other captains.

Martens asked for more information about the position being fiscally neutral. Barnes said that the position is fiscally neutral this year and explained how it will be funded. Herbst asked if the department will post the position or if it will be a promotion within the department. Barnes said that they will post the position internally first. Further discussion took place about Police Department staffing levels and budget.

Motion by Martens to approve the creation and classification of an Administrative Captain position in the Wausau Police Department. Second by Wadinski. All ayes. Motion passed 4-0.

Discussion and Possible Action Approving Recruitment and Retention Initiatives.

Vanderboom said that this items was briefly discussed at the last meeting and she is now bringing forward recommendations for the committee to consider. Research found that the most difficult to fill positions this past year have been Bus Operator, Equipment Services Mechanic, and Firefighter/paramedic, and the City was not able to fill all of the vacancies. The City created a hiring bonus for difficult to fill positions, but only the Equipment Services Mechanic has been eligible for the hiring bonus since it is non-union. Turnover rate was looked at, and the rate has not increased since 2014, though more employees are resigning instead of retiring. The positions with the highest turnover rate were identified as Street Maintainer, Property Appraiser, Bus Operator, Sewer Maintain, City Clerk, and Equipment Services Mechanic. The reasons for resignation given during the employee exit interviews with Human Resources have been identified as: relocation, money/benefits/hours, hired by NCHC/County/CCIT, environment/job fit, management, returned to old job, and job location (found work closer to home). An employee survey was conducted to find out what employees find important, what the City is doing well and what the City can improve upon; pay, benefits, and culture were consistently mentioned, though these items were identified as items the City is doing well and also as items that the City can improve upon. Vanderboom provided the committee with a list of improvements the City has made or will be making for recruitment and retention.

Vanderboom suggested breaking the recommended changes into two categories, things that can be done right away and things that can be considered in the next budget. Immediate changes include time off adjustments and temporarily shorten salary ranges. Larson asked if giving more sick leave was considered. Vanderboom said that employees did not recommend adding to sick leave. Larson also asked if removing steps 1 and 2 for new hires would cause animosity with current employees who have been here for a long time. Vanderboom said that long term employees would not have difficulty with this as they would be much further in the ranges.

Changes recommended for next year include a conducting a culture survey, establish robust training and development programs for hiring candidates who have little or no experience or needed qualifications, such as a commercial driver's license, changing the way new employees move through the pay scale up to midpoint, and granting lump sum increases to employees who are over midpoint of the salary ranges.

Wadinski asked where the recommendations came from, if it was from other organizations or staff input. Vanderboom said that the recommendations came from both of these, other municipalities and staff feedback. Larson asked if the City could training employees to get a CDL and then require that they stay with the City for a period of time, and also if the City has staff to provide this training. Vanderboom said that the Water Department currently considers candidates who do not hold a CDL and gives them a period of time to obtain, which has greatly helped with their recruitments. Vanderboom said that she would be hesitant to require an employee to stay for a period of time because then it would create an employee contract, and she would rather implement this change and then see if the City is losing employees it has trained and looks for ways to address it. Vanderboom also discussed the new legislation that will take effect next year regarding CDL training and certification. The City currently has staff that is able to train employees to receive their CDL under the current guidelines, however Vanderboom would like to see a dedicated position that is responsible for City-wide training.

Larson asked what Vanderboom would like to have approved right away. Vanderboom said that she would recommend approving either changing vacation or floating holiday accruals, allowing new hires to borrow vacation time, and temporarily suspending the use of steps 1 and 2. Larson asked if she would recommend adding in the CDL training; Vanderboom said she didn't think it was feasible right away, that it should be funded and developed next year. Wadinski said that he's had a CDL and wondered what would be involved in the training program for it. Dustin Kraege discussed the upcoming changes to legislation and how it will affect the departments, ability to train. Wadinski asked if this is something Kraege would like to see; Kraege said yes, in the future.

Martens said that he agrees the City should wait until more is learned about the upcoming changes to CDL training before they vote for any changes. Motion by Martens to move forward on vacation banking and suspending steps 1 and 2. Second by Larson. Mayor Rosenberg addressed the committee and said that this will not be the only time the committee will have this conversation, that it will be continuous and ongoing. She has been having conversations with other mayors and there are some interesting programs that they are trying and seeing successes in, especially in some of the hard to fill jobs, such as apprenticeship programs. Vanderboom said that she would like to bring future items forward with supplemental budget requests for the 2022 budget. Martens agreed. Vanderboom asked for clarification to the motion, if it includes changing vacation bank accruals and borrowing. Martens and Wadinski agreed. All ayes. Motion passed 4 – 0.

Adjournment.

Motion by Larson 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
Building Maintenance Coordinator	SG 14, \$55,514 - \$83,270	Facilities Manager SG 14, \$55,514 - \$83,270	1/11/21	1/12/21
Stockroom Specialist	SG 19 \$40,934.40-\$57,304	Parts Specialist SG 19, \$40,934.40-\$57,304	5/1/2021	
Public Relations Specialist	SG 15 \$52,832-\$79,227.20	Community Relation Manager SG 15, \$52,832-\$79,227.20	6/1/2021	Denied by HR Committee

Employee Benefits**Family Medical Leave (YTD)**

Requests Received	Approved	Pending	Denied/Canceled
80	69	3	8

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
5	2		1

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
25	6	19

**HR PERFORMANCE REPORT**

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Fire	Back Strain	Indemnity	Open	01/26/21
Fire	Dislocated knee	Indemnity	Closed	02/09/21
Fire	Back Strain	Indemnity	Closed	03/22/21
DPW	Broken Wrist	Medical	Closed	03/26/21
Fire	Privacy Case	Medical	Closed	04/03/21
DPW	Broken Finger	Medical	Open	04/16/21
Police	Leg Sprain	Medical	Closed	04/25/21
Police	Hand sprain	Medical	Closed	05/19/21
Police	Concussion	Medical	Open	06/10/21
Police	Knee strain	Medical	Closed	06/27/21
Police	Burn/cut	Medical	Closed	06/30/21
DPW	Back	Indemnity	Open	01/18/21
DPW	Foreign Body - Eye	Medical	Closed	07/01/21
Police	K-9 bite	Medical	Closed	07/27/21
DPW	Ankle Sprain	Medical	Open	08/20/21
Police	Privacy Case	Medical	Open	08/21/21
Police	Shoulder Strain	Medical	Open	08/12/21
Police	Hand Strain	Medical	Open	08/26/21
Police	Cat scratches	Medical	Open	08/28/21
DPW	Leg Strain	Medical	Open	09/07/21
Fire	Back Strain	Indemnity	Open	09/13/21
Police	Leg Contusion	Medical	Open	09/21/21
Police	Privacy Case	Medical	Open	10/01/21
Fire	Contusion – Finger	Medical	Open	10/02/21
Fire	Back Strain	Indemnity	Open	10/10/21

Open Cases from previous years

Police	Privacy Case	Medical	Open	09/06/20
Police	Back	Indemnity	Reopen	12/12/19
CDA	Knee	Indemnity	Reopen	11/22/19
DPW	Multiple body parts	Indemnity	Open	09/13/19
Metro	Knees	Indemnity	Reopened	09/01/17
DPW	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
2	1	1	2		

Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Justin Fisher	ATU	Termination	6/28/2021	Arbitration scheduled for January 2022

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status
Roger Yauch	ATU	Scheduling	7/5/2021	Denied at Step 2

Recruitment & Selection

New Hires

Employee Name	Department	Job Title	Hire Date
Jacob Heil	Metro Ride	Bus Operator I	1/21
Gina Vang	Water	Administrative Assistant II	2/15
Edwin Zoborowski	Water	Plant Operations Technician	2/22
Mark Brener	Sewer	Sewer Maintainer	2/26
Emily Ley	Finance	Assistant Finance Director	3/01
Basil Smith	Public Works	Street Maintainer	3/22
Leo Gau	Public Works	Facilities Manager	3/29
Joseph Niewolny	Wastewater	Plant Maintenance Mechanic	4/12
Stephanie Luisier	Mayor's Office	Community Communications Assistant	4/26
Cong Lor	Police	Police Officer	5/21

**HR PERFORMANCE REPORT**

Employee Name	Department	Job Title	Hire Date
Ryan Montalo	Police	Police Officer	5/21
Hunter Stark	Police	Police Officer	5/21
Samuel Wessel	Community Development	Assistant Planner	5/24
Nathan Clark	Fire	Firefighter/Paramedic	6/04
Collin Elertson	Fire	Firefighter/Paramedic	6/04
James Truckey	Fire	Firefighter/Paramedic	6/04
Julie Crull	Metro Ride	Administrative Assistant III	6/14
Maitong Yang	Finance	Accountant	6/28
Kenneth Engen	Wastewater	Sewer Maintainer	7/6
Ethan Bares	Police	Community Communications Specialist	7/12
Mitchell Pempek	Water	Water Distribution Maintainer	7/19
Tanner Bemke	Fire	Firefighter/Paramedic	8/09
Elizabeth Brodek	Community Development	Development Director	8/11
Bryanna Woldt	Assessment	Property Appraiser	8/23
Heath Kavajecz	Public Works	Equipment Services Mechanic	9/07
Jacob Anderson	Public Works	Equipment Services Mechanic	10/12
Randy Fifrick	Community Development	Economic Development Manager	10/18
John Hamann	Fire	Firefighter/Paramedic	10/18
Teresa Locknane	Municipal Court	Administrative Assistant II	10/25

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
35	22	10	3

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Brad Ludwig	Engineer	Firefighter, Inspector	Shahn Kariger	1/11
Rebecca Bliven	Administrative Assistant III	Transit Operations Supervisor	Megan Newman	3/08
James Marchel	Bus Operator I	Bus Operator II	Duane Flegner	3/08



HR PERFORMANCE REPORT

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Dustin Kraege	Fleet Supervisor	Public Works Superintendent	Ric Mohelnitzky	4/22
Floyd Smith	Water Distribution Maintainer	Water Maintainer/Relief Operator	New Position	5/13
Solomon King	Sr. Equipment Services Mechanic	Fleet Supervisor	Dustin Kraege	5/24
Robert Barteck	Deputy Fire Chief	Fire Chief	Tracey Kujawa	6/08
Kevin Koester	Senior Equipment Operator	Public Works Supervisor	Jason Quade	7/26
Jean Frankel	Administrative Assistant II	Executive Assistant	Stephanie Luisier	8/09
Andrew Eberhardy	Bus Operator I	Bus Operator II	Robert Kurkowski	8/23
Nicole Holzem	Bus Operator I	Bus Operator II	Edward Hintz	9/06
Shane Woller	Engineer	Lieutenant	Christopher Barber	9/07
Chad Eberle	Engineer	Lieutenant	Timothy Bingham	9/10
Timothy Bingham	Lieutenant	Battalion Chief	Jeremy Kopp	9/10
Jeremy Kopp	Battalion Chief	Deputy Fire Chief	Robert Barteck	9/13
Mitchell Harris	Equipment Operator	Parts Specialist	Pamela Bric	9/13
Jerrod Christensen	Firefighter/Paramedic	Engineer	Shane Woller	9/17
Mark Koepke	Firefighter/Paramedic	Engineer	Chad Eberle	9/21
Jeremiah Buettner	Equipment Operator	Senior Equipment Operator	Kevin Koester	9/27

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Bus Operator I	7	2020	On-going Recruitment
Equipment Services Mechanic	1	4/30	In Process
Senior Equipment Services Mechanic (Internal Recruitment)	1	5/24/21 (held open by dept)	Closed 10/27; Interviews TBD
Firefighter/Paramedic	5	4/01	In Process
Police Officer	1	1/05/22	In Process for Eligibility List
Property Appraiser	1	New Position	In Process
Street Maintainer	3	1/11, 8/12, 9/17	One candidate in process from previous recruitment. This recruitment closed 10/31; Interviews TBD for two remaining vacancies.

**HR PERFORMANCE REPORT**

Equipment Operator (<i>Internal Recruitment</i>)	2	9/13, 10/22	Recruitment closed 10/21; Interviews TBD when Superintendent returns.
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Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status
Wastewater Plant Operations Technician	1	4/23	Waiting for direction from Superintendent on any changes wanted for job posting.
Sewer Maintainer	1	9/03	Waiting for direction from Superintendent on any changes wanted for job posting.

Handbook Modifications

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

Human Resource Committee Packet

November 8, 2021

Agenda Item
Discussion and possible action granting \$1000 one time lump sum bonus for designated employees
Background
In October, the Human Resources staff presented several recruitment and retention initiatives. Two levels of recommendations were discussed, including initiatives that could be implemented immediately and those to be considered in the 2022 budget. One item identified for consideration in the 2022 budget is a lump sum increase for non-represented employees who are at or over midpoint. The Human Resources department identified 103 employees who will be at or over midpoint in 2021. Recruitment and retention efforts are currently focusing on non-represented employees, who have not received cost-of-living increases while the City was funding the implementation of the wage study. The Human Resources and Finance departments compared a flat rate lump sum payment against a lump sum equivalent to 1% of an employee's base pay. A lump sum of \$1000 is greater than 1% of employee pay for all but 8 of our highest paid employees (mostly department directors). For some employees, \$1000 represents a pay increase of nearly 2%. This bonus amount would be prorated for part time employees. At the recent Finance Committee, the Finance Committee indicated support of the item but removed it from the 2022 budget. The Finance Committee indicated this item could be funded with carryover funds.
Fiscal Impact
\$105,000
Staff Recommendation
Approve one time lump sum bonus for non-represented employees at or above midpoint in 2021.
Staff contact: Toni Vanderboom (715-261-6634)

Human Resource Committee Packet

November 8, 2021

Agenda Item
Discussion and possible action amending vacation accrual rates for non-represented employees
Background
Employees currently accrue vacation time off at the following rate: • At time of hire: 10 days • Upon completion of 5 years: 15 days • Upon completion of 9 years: 20 days • Upon completion of 18 years: 25 days • Upon completion of 25 years: 30 days There are several ways we can amend the vacation accrual amounts. We can add new accrual increase points: • At time of hire: 10 days • Upon completion of 1 year: 11 days • Upon completion of 2 years: 12 days • Upon completion of 3 years: 13 days • Upon completion of 4 years: 14 days • Upon completion of 5 years: 15 days • Upon completion of 6 years: 16 days • Upon completion of 7 years: 17 days • Upon completion of 8 years: 18 days • Upon completion of 9 years: 20 days • Upon completion of 10 years: 21 days • Upon completion of 12 years: 22 days • Upon completion of 14 years: 23 days • Upon completion of 16 years: 24 days • Upon completion of 18 years: 25 days • Upon completion of 20 years: 26 days • Upon completion of 22 years: 27 days • Upon completion of 24 years: 28 days • Upon completion of 25 years: 30 days

Human Resource Committee Packet

November 8, 2021

We can start everyone at 3 weeks of vacation:

- At time of hire: 15 days
- Upon completion of 5 years: 20 days
- Upon completion of 10 years: 25 days
- Upon completion of 15 years: 30 days

We can change the accrual timeline:

- At time of hire: 10 days
- Upon completion of 2 years: 15 days
- Upon completion of 6 years: 20 days
- Upon completion of 10 years: 25 days
- Upon completion of 15 years: 30 days

Fiscal Impact

Additional vacation time should be fiscally neutral, provided overtime is not required to cover the vacancy.

Staff Recommendation

Staff contact: Toni Vanderboom (715-261-6634)

Human Resource Committee Packet

November 8, 2021

Agenda Item
Discussion and possible action amending Employee Handbook Section 5.02 – Compensation Plan Administration
Background
The Employee Handbook Section 5.02 – Compensation Plan Administration currently provides Discretionary Performance Incentives (DPI) as follows: <i>Discretionary performance incentives are intended to ensure that performance is recognized. Equity is achieved and maintained by inclusion in the pay range for which the position is rated. The Human Resources Director will review market conditions and trends to recommend a budget on an annual basis that will be approved by the Common Council. Recommendations for individual discretionary performance incentives will be determined by Department Directors within the budget provided and should be on the basis of performance. Discretionary performance incentives require the following:</i> <i>1. Current, completed performance evaluation on file with Human Resources;</i> <i>2. Overall exceptional ratings on the current performance evaluation;</i> <i>3. A recommendation made by the Department Director to the Human Resources Director;</i> <i>4. With the budget approved by the Common Council; and</i> <i>5. Approved by the Human Resources Director who will take into consideration the overall performance of all general government employees. Discretionary Performance Incentives may include the following:</i> <i>a. Base percentage increase ranging between .25 and 4.5%. Base percentage increase may not result in base rate exceeding established salary range maximum rate.</i> <i>b. One time cash bonus (exempt staff only).</i> <i>c. Paid time off (1/2 day increments up to one full work week).</i> <i>d. Tuition reimbursement.</i> <i>e. Assignment to attend professional development training or professional conferences.</i> <i>f. Gift cards.</i> <i>g. Nominal items designed to reward the employee.</i>

Human Resource Committee Packet

November 8, 2021

In the past 4 years, a dedicated budget hasn't been established for Discretionary Performance Incentives, so DPI's have been funded by salary savings (usually via a vacancy). This has created an inequity, where smaller departments or departments with a stable employee group are unable to recognize their staff.

The usage of DPIs is substantially increasing each year:

- 2019: **3** DPIs were issued (3 base-building increases) for an annual reoccurring impact of **\$4014.40**
- 2020: **8** DPIs were issued (4 base-building increases, 1 lump sum increase, and 3 time off) for an annual reoccurring impact of \$10,857.60 and a total cost of **\$12,357.60**
- 2021 year-to-date: **17** DPI's issued (17 base-building increases, 1 lump sum increase) for an annual reoccurring impact of \$31,699.20 and a total cost of **\$36,699.20**

The expense to the City is ongoing and expanding rapidly. Employee recognition is a critical priority to the City, but our current program doesn't provide fair access to all departments and doesn't allow Council to control these expenditures.

Fiscal Impact

Staff Recommendation

Establish a dedicated budget for this benefit or modify to the incentive program to allow equal access and limits.

Staff contact: Toni Vanderboom (715-261-6634)

Human Resource Committee Packet

November 8, 2021

Agenda Item
Discussion and possible action amending Employee Handbook Section 5.08 – Shift Differential
Background
Shift differential is offered to employees who work undesirable shifts, to aid in recruitment and retention when employees are subject to those undesirable conditions. On September 28, 2021, the Common Council increased Shift Differential Payments by \$1.00/hour, increasing second shift differential to \$1.45 and third shift differential to \$1.60/hour. To qualify for shift differential per current policy language, an employee must: • work a schedule that requires four (4) or more work hours after 4:30 p.m.; or • work a schedule that requires four (4) or more work hours after 12:00 midnight Shift differential is currently paid as described above for leave time and includes vacation, sick days, and holidays. Historically, employees who are removed from the shifts described above no longer receive shift differential. When this change is not properly reported to HR or Payroll, employees are required to repay the overage to the City. The Director of Public Works has requested this policy be amended to allow employees who are removed from second or third shift work at the request of the employer continue to earn shift differential, even when assigned to first shift. The Director would like the flexibility to not reduce employee pay when employees adjust their shift to the benefit of the City. The Human Resources Department surveyed other municipalities on this topic. The majority of other municipalities only pay shift differential when the employee is working the shift in question (i.e. working second or third shift). In line with this, most municipalities do not pay shift differential for leave time such as vacation, sick days, and holidays.
Fiscal Impact
It is not unusual for employees to be moved off shift, but that information is not specifically tracked in the HR department which makes fiscal impact difficult to estimate. With the increase in shift differential, the fiscal impact on a revision of this nature is substantially increased. I estimate annual fiscal impact at a few thousand dollars provided it does not expand to include represented employees, who may request a similar benefit during negotiations if this request is approved for non-represented employees.

Human Resource Committee Packet

November 8, 2021

Staff Recommendation
Amend policy in line with the Police contract: Employees receive 7 days' notice before a shift change (a phone message may constitute notice). Shifts may be delayed or moved earlier by up to 2 hours with 24 hours' notice. If this notice requirement is not met, employees shall continue to receive shift differential during the notice period.
Staff contact: Toni Vanderboom (715-261-6634)

Human Resource Committee Packet

November 8, 2021

Agenda Item
Discussion and possible action amending the Part-Time, Temporary and Seasonal Wage Rates in accordance with the Market Adjustment/Cost of Living Increase for Regular Non-Represented Employees in the 2022 Approved Budget
Background
The City of Wausau is currently considering a proposed budget which includes a 2% cost of living increase for non-represented employees. This increase will adjust employee salaries up by 2%, and adjust the salary scales accordingly. The wage rates for Part-Time, Temporary and Seasonal employees have been historically increased in line with adjustments made to the regular employee wage rates.
Fiscal Impact
See attached chart which reflects the current projected 2% adjustment
Staff Recommendation
Increase Part-Time, Temporary and Seasonal Wage rates in line with the cost of living increase granted to regular non-represented employees.
Staff contact: Toni Vanderboom (715-261-6634)

CITY OF WAUSAU PART-TIME, TEMPORARY, AND SEASONAL WAGE RATES
 Effective ~~April 21, 2019~~ January 1, 2022 Adopted by Council ~~May 14, 2019~~

City of Wausau Handbook Section 4.01 – Employment Categories

Part-time: A part-time employee is an employee whose schedule consists of less than twenty hours per week. A part-time employee is not eligible for employment benefits from the City unless specifically identified in the City's policies or as required by law.

Seasonal or Temporary: Employees in the service of the City on a temporary basis for fewer than fifty-two (52) consecutive weeks per year. Such employees are compensated at an hourly rate and are not eligible for employee benefits. Such employees are also not eligible for Wisconsin Retirement benefits nor are contributions made by the City unless the employee exceeds the required hours in a 12 month rolling period which at that time the employee will be eligible for WRS benefits including any contributions required to be made by the City. Hours worked will be reviewed periodically to verify the accuracy of an employee's employment classification. If reclassification is necessary, the employee will be notified.

PART-TIME RATES

DEPARTMENT	POSITION	HOURLY WAGE
DPW – PARKING 9012 (221)	Parking Cashier – 1st Year Parking Cashier – 2nd Year Parking Cashier – 3rd Year Parking Cashier – 4th Year	\$8.99 <u>9.17</u> \$9.52 <u>9.71</u> \$10.05 <u>10.25</u> \$10.58 <u>10.79</u>
PUBLIC ACCESS 9005 (730)	Production Assistant – 1 st Year Production Assistant – 2 nd Year Production Assistant – 3 rd Year Production Assistant – 4 th Year	\$12.85 <u>13.11</u> \$13.60 <u>13.87</u> \$14.36 <u>14.65</u> \$15.12 <u>15.42</u>
PUBLIC ACCESS 9007 (740)	Production Specialist – 1 st Year Production Specialist – 2 nd Year Production Specialist – 3 rd Year Production Specialist – 4 th Year	\$14.94 <u>15.21</u> \$15.78 <u>16.10</u> \$16.66 <u>16.99</u> \$17.53 <u>17.88</u>

TEMPORARY RATES

DEPARTMENT	POSITION	HOURLY WAGE
ASSESSMENT 9010	Board of Review Member	\$85.00 <u>86.70</u> /day
FINANCE 9002	Election Chief Inspector Election Inspector	\$9.75 <u>9.95</u> \$8.75 <u>8.93</u>
POLICE 9008	Substitute Crossing Guard	\$12.80 <u>13.06</u>
PUBLIC ACCESS 9005	Production Assistant	\$12.85 <u>13.11</u>

CITY OF WAUSAU PART-TIME, TEMPORARY, AND SEASONAL WAGE RATES

Effective ~~April 21, 2019~~ January 1, 2022

Adopted by Council ~~May 14, 2019~~

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SEASONAL RATES

DEPARTMENT	POSITION	HOURLY WAGE
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CITY OF WAUSAU PART-TIME, TEMPORARY, AND SEASONAL WAGE RATES

Effective ~~April 21, 2019~~ January 1, 2022

Adopted by Council ~~May 14, 2019~~

POLICE 9100 (710)	Community Services Officer – 1 st Year Community Services Officer – 2 nd Year Community Services Officer – 3 rd Year Community Services Officer – 4 th Year	\$11.63 <u>11.86</u> \$12.21 <u>12.45</u> \$12.82 <u>13.08</u> \$13.45 <u>13.72</u>
POLICE 9120 (710)	Community Communications Specialist – 1st Year Community Communications Specialist – 2nd Year Community Communications Specialist – 3rd Year Community Communications Specialist – 4th Year	\$11.63 <u>11.86</u> \$12.21 <u>12.45</u> \$13.08 <u>12.82</u> \$13.45 <u>13.72</u>
POLICE 9008 (700)	Crossing Guard – 1st Year Crossing Guard – 2nd Year Crossing Guard – 3rd Year Crossing Guard – 4th Year	\$12.80 <u>13.06</u> \$13.56 <u>13.83</u> \$14.30 <u>14.59</u> \$15.06 <u>15.36</u>
POLICE 9045 (700)	Crossing Guard Manager	\$16.08 <u>16.40</u>
CITY WIDE 9060 (200)	Seasonal Aide – 1 st Year Seasonal Aide – 2 nd Year Seasonal Aide – 3 rd Year Seasonal Aide – 4 th Year	\$12.80 <u>13.06</u> \$13.56 <u>13.83</u> \$14.59 <u>14.30</u> \$15.06 <u>15.36</u>
CITY WIDE 9070 (210)	Seasonal Technician – 1st Year Seasonal Technician – 2nd Year Seasonal Technician – 3rd Year Seasonal Technician – 4th Year	\$14.07 <u>14.35</u> \$15.48 <u>15.79</u> \$16.88 <u>17.22</u> \$18.66 <u>18.29</u>
DPW – GIS 9018 (240)	GIS Intern – 1 st Year GIS Intern – 2 nd Year GIS Intern – 3 rd Year GIS Intern – 4 th Year	\$15.47 <u>15.78</u> \$17.00 <u>17.34</u> \$18.55 <u>18.92</u> \$20.10 <u>20.50</u>

Part-time and Seasonal rates are adjusted annually as employee salary mid-points are adjusted.
Temporary rates remain fixed until adjustments are proposed and adopted by Council.

Clothing for Seasonal Employees

DPW	1 – Hi-Viz shirt for street crew 1 - Cotton shirt for inside/office Steel toe allowance of 50% up to \$125 \$50 clothing allowance in place of providing pants
Sewer	3 – Cotton Water Works shirts 2 – Hi-Viz Water Works Shirts Steel toe allowance of 50% up to \$125
Water	5- Hi Viz shirts Uniform pants Steel toe allowance of 50% up to \$125
CSO	2 – Uniforms shirts 1- Pants that zip for shorts

CITY OF WAUSAU PART-TIME, TEMPORARY, AND SEASONAL WAGE RATES

Effective ~~April 21, 2019~~ January 1, 2022

Adopted by Council ~~May 14, 2019~~

	1 - baseball cap 1- ballistic vest and duty belt End of employment they give everything back but pants
<u>Public Access</u>	<u>2 – uniform shirts</u>

Human Resource Committee Packet

November 8, 2021

Agenda Item
Discussion and possible action amending Employee Handbook Section 5.06 – Compensatory Time
Background
The Employee Handbook Section 5.06 – Compensatory Time currently grants compensatory time in lieu of overtime for non-exempt employees. Under this contract language, non-exempt employees are only eligible to accrue overtime, or to substitute compensatory time, for • hours worked in excess of 40 hours per week for most positions, and • hours in excess of 8 hours per day for select positions (non-support non-exempt staff in Community Development Maintenance Division, Streets and Maintenance Division, Inspections – Electrical Division, Engineering Division, GIS Division, Water Division, and Wastewater Division). In practice, non-exempt employees have been allowed to accrue compensatory time at a straight time rate (instead of an overtime rate of time and a half) when they exceed 8 hours per day, in addition to compensatory time at time and half when they exceed 40 hours.
Fiscal Impact
Staff Recommendation
Amend policy to reflect current practice, or end practice of straight time overtime.
Staff contact: Toni Vanderboom (715-261-6634)

Human Resource Committee Packet

November 8, 2021

Agenda Item
Discussion and possible action creating a Utility Worker position in the Public Works Department.
Background
The Public Works Department staff authority currently includes a Street Maintainer assigned to second shift. This position, rather than primarily performing the standard functions of a Street Maintainer, serves largely as a Utility Worker for the Motor Pool division. This position completes Street Maintainer responsibilities as needed, such as during snow emergencies. Although these alternate responsibilities are explained to employees at time of hire, we experience regular vacancies in this position. Employees can move out of this position according to seniority. Most employees prefer to leave this position for two reasons: preferring first shift and preferring standard Street Maintainer duties. By creating this Utility Worker position, this incumbent will no longer be eligible to move out of the position according to seniority (however, they would be able to apply for the Street Maintainer position.) The position will also be advertised according to the normal duties for second shift, which will allow the City to attract future employees looking for this type of work. It will also be advertised as a second shift position, so applicants will understand this is a non-negotiable component of the position. Job description attached.
Fiscal Impact
Because the duties are not changing, this position creation does not require a reclassification and has no fiscal impact.
Staff Recommendation
Approve position creation (create Utility Worker and reduce Street Maintainer position authority by 1 FTE).
Staff contact: Toni Vanderboom (715-261-6634)



JOB DESCRIPTION

Utility Worker

Job Title:	Utility Worker	Reports To:	Public Works Supervisor
Department:	Public Works & Utilities	FLSA Status:	Non Exempt
Division:	Streets & Maintenance	EEO Code:	7-Skilled Crafts
Salary Grade:	20	Occupational Code:	4010
Employee Group:	General Employee	Training Category:	D-Staff
Created:	October 30, 2021	Last Revision:	November 1, 2021

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

This position is responsible for performing a variety of skilled and semi-skilled tasks assisting second shift mechanics and continuing Streets division responsibilities as needed during second shift.

Essential Duties and Responsibilities

1. Perform specific daily and weekly cleaning and maintenance duties at the Public Works facility such as sweeping/cleaning floors, removing garbage and debris, cleaning equipment and work areas, etc.
2. Assist Public Works mechanics by running for parts and assisting with repairs.
3. Secure buildings, vehicles, and machinery nightly.
4. Assist Police Department with accidents and road closures. Set out and collect road signs when needed.
5. Wash and grease equipment.
6. Push up piles at Yard Waste site
7. Plow parking lot and keep all doors free of snow in winter.
8. Street sweeping as needed.
9. Monitor weather and respond to deteriorating road conditions as needed.

Additional Duties and Responsibilities

- Perform related work as required or assigned by the management staff.
- Back up for snow plowing city streets in winter

Education and Experience Requirements

- High School Diploma or equivalent
- Possession of, or ability to obtain a State of Wisconsin Driver's License
- Ability to obtain and maintain a State of Wisconsin Class A Commercial Driver's License with N endorsement within 9 months of hire

Experience operating a dump truck and front end loader preferred.

Knowledge, Skills and Abilities

- Ability to safely use the following equipment: leaf blower, leaf pusher, floor sweeper, brush chipper, jack hammer, and chain saw.

- Ability to safely operate single axle trucks and end loader.
- Ability to learn the safe and efficient operation of conventional and specialized vehicles and construction equipment typically used in a municipal public works department.
- Availability to be on 24 hour call to respond to emergencies. Must be able to report to job within a reasonable time in such instances.
- Ability to do manual labor which would include being able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
- Ability to cooperate and communicate with other members of the staff, supervisor, and public.
- Ability to perform basic mathematical calculations.
- Ability to follow directions and complete work and establish priorities.
- Ability to interpret a map.

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 60 pounds or less, and push or pull objects weighing up to 100 pounds), fingering, grasping, talking, hearing/listening (perceiving sounds in order to understand signals such as spoken directions, warning alarms, or requests for information), seeing/observing, bending/twisting (of the neck, back, or torso in order to reach, lift, tend machines, move materials, etc.), reaching (extending the hands or arms in any direction in order to push, pull, or grasp an object or control), feeling (using the sense of touch in fingers, hands, or other body parts to sense the position or quality of objects) and climbing (ascending or descending steps, stairs, ladders, scaffolding, or machines). 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 where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminations, and heights. May be required to work in a physically confined worksite with cramped, small or restricted workplace making it difficult to stand, sit, or walk.

Moderate exposure to environmental conditions that impact physical comfort such as poor ventilation and 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

November 8, 2021

Agenda Item
Discussion and possible action grandfathering the City Assessor under 4.06 Separation of Employment
Background
In March 2019 the Human Resources Committee approved an amendment to the language governing employee reinstatement. This amendment, among other things, allowed employees who have been separated from employment with the City for less than a year to return to their previously held position and be effectively “made whole.” The employee will accrue benefits based on their total years of service and receive any prior paid leave balances that have not expired or been paid out. If the employee was previously eligible for Post-Employment Health Insurance, they will retain that program eligibility as well. This language was changed to support the rehiring of Fire Department members, but continues to aid former employees in returning to previously-held positions. The current City Assessor was rehired to employment with the City of Wausau after a break of employment of less than a year. His re-employment timing occurred shortly after the start of my employment with the City of Wausau. His re-employment circumstances closely match those of the Fire department staff who served as an impetus for the language amendment, and had I been more tenured with the City of Wausau I would have requested the amendment apply for the City Assessor in 2017 instead of waiting for other returning staff to be affected in 2019.
Fiscal Impact
No impact in 2021.
Staff Recommendation
For this reason, I am requesting that the City Assessor be grandfathered into the reinstatement language revision. He would receive the PEHP eligibility he enjoyed before separating, a return of his former sick leave banks, and receive additional seniority credit toward vacation accrual.
Staff contact: Toni Vanderboom (715-261-6634)