



OFFICIAL NOTICE AND AGENDA

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

Meeting of the:	Human Resources Committee *REVISED*
Date/Time:	Monday, December 12, 2022 at 4:45 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of November 14, 2022 Minutes.
- 2) Human Resources Report for November.
- 3) Discussion and Possible Action Amending the Implementation Date of the 2023 COLA for General Employees to the First Payperiod in 2023.
- 4) **CLOSED SESSION** pursuant to Section 19.85(1)(b) of the Wisconsin State statutes for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussing the tentative bargaining agreement with:
Wausau Firefighters Association, Local 415
Wausau Professional Police Association
- 5) RECONVENE into Open Session, for Discussion and Possible Action on the approval of the collective bargaining agreement with the Wausau Firefighters Association, Local 415.
- 6) Discussion and Possible Action on the approval of the collection bargaining agreement with the Wausau Professional Police Association.
- 7) Adjournment.

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <https://tinyurl.com/WausauCityCouncil>, or live by cable TV, Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may e-mail anne.keenan@ci.wausau.wi.us with "Human Resources Committee public comment" in the subject line prior to the meeting start. All public comment, either by e-mail or in person, if agendized, 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 12/08/2022 at 3:30 PM

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

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

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

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

DRAFT

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

DATE/TIME: November 14, 2022, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney, Gary Gisselman, Dawn Herbst, Tom Killian, Michael Martens
MEMBERS ABSENT:
Also Present: Mayor Rosenberg, A. Keenan

Approval of October 10, 2022 Minutes.

Motion by Killian to approve the October 10, 2022 Human Resources Committee Meeting minutes.
Second by Herbst. No questions or discussion. All ayes. Motion passes 5-0.

Human Resources Report for October.

No questions were brought forward by the Committee.

Discussion and Possible Action Reclassifying the Payroll Coordinator Position to Accountant (Payroll).

Keenan explained that the Payroll Coordinator position has slowly assumed many of the duties that were handled by the Financial Systems Analyst position before it was vacated several years ago. The implementation of Workday has also created additional duties and responsibilities for this position.

Groat shared that payroll is a very complex process due to all the different types of pay and unions, and had hoped that it would be easier with the new system, Workday, but believes it will actually be more complex. Groat said that a revision of the job description is needed to accurately account for duties and responsibilities the position has gained and changing the pay grade to correspond with the high level of responsibility and decision making of this position.

Motion by Herbst to approve reclassifying the Payroll Coordinator position to Accountant (Payroll).
Second by Martens. All ayes. Motion passes 5-0.

Discussion and Possible Action Reclassifying the Wastewater Plant Operations Supervisor Position.

Keenan said that the current incumbent of this position is retiring, which caused the department to evaluate the duties and responsibilities of this position and look for any changes needed. The department would like to expand the duties of this position, which will result in a pay grade change, if approved.

Gisselman said he was concerned about the amount of duties being added and asked if we already have someone able to do everything needed. Keenan said that the position has not been posted to fill yet. Gisselman also asked if the change was taken into account for the 2023 budget. Keenan said that she could not answer that, as HR does not budget for positions.

Motion by Martens to approve approve reclassifying the Wastewater Plant Operations Supervisor position. 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
90	74	3	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
28	4	24

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
Police	Privacy Case	Medical	Open	11/10/22
Police	Back	Indemnity	Open	11/20/22
DPW	Arm	Medical	Open	11/21/22

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Strained Knee	Indemnity	Open	12/15/21
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	

**HR PERFORMANCE REPORT**

Employee Name	Department	Job Title	Hire Date	Separation Date
Yeeleng Yang	Police	Police Officer	1/21	
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	10/10
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	11/17
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	

**HR PERFORMANCE REPORT**

Employee Name	Department	Job Title	Hire Date	Separation Date
Jerod Blomberg	Fire	Firefighter/Paramedic	9/12	
Ann Hackbarth	Metro Ride	Bus Operator II	9/14	12/02
Dana Dallman-Zajackowski	Assessment	Administrative Assistant I	9/19	
Christopher Wright	Water	Water Distribution Maintainer	10/03	
Neng Chang	Metro Ride	Bus Operator II	10/05	
Ronald Schuenke	Metro Ride	Bus Operator II	10/24	
Richard Miller	Public Works	Street Maintainer	10/31	
Joseph Toboyek	Public Works	Utility Worker – DPW	11/14	
Jordan Resch	Wastewater	Sewer Maintainer	11/14	
Michael Jaeger	Metro Ride	Transit Operations Supervisor	11/21	
Mark Frania	Metro Ride	Bus Operator I	11/21	
Autumm Oertel	Fire	Firefighter/Paramedic	11/28	
Jake Nelson	Fire	Firefighter/Paramedic	11/28	
Joshua Stoinski	Fire	Firefighter/Paramedic	11/28	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
41	32	7	2

Separations by Department for 2022 YTD

Clerk/Finance – 2	Public Works - 6	Municipal Court – 3	Assessment – 1
Fire – 8	Community Development - 1	Water - 2	Human Resources - 1
Police - 12	Sewer - 1	Metro Ride - 3	CDA - 1

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

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
CeeJay Fitzke	Equipment Services Mechanic	Equipment Operator	Mitch Harris	1/03
Melinda Pauls	Administrative Lieutenant	Administrative Captain	(new position)	1/03
David Bertram	Police Officer	Detective	Jeff Strobach	1/10
Jacob Chittum	Patrol Lieutenant	Administrative Lieutenant	Melinda Pauls	1/10
Timothy Bishop	Bus Operator I	Bus Operator II	Jon Rothmeyer	1/24
Jennifer Holz	Detective	Patrol Lieutenant	Jacob Chittum	2/28
Solomon King	Fleet Supervisor	Fleet Manager	Mark Hanson	3/02
Jared Koss	Firefighter/Paramedic	Engineer	Mark Tautges	3/04
James Marchel	Bus Operator I	Bus Operator II	Nicholas Olson	3/18
Nicholas Walters	Police Officer	Detective	Jennifer Holz	4/04
Kenneth Kroeplin	Bus Operator I	Bus Operator II	William Medo	4/11
Nicole Holzem	Bus Operator II	Transit Operations Supervisor	Andrew Klaschus	4/18
Jacob Heil	Bus Operator I	Bus Operator II	Nicole Holzem	4/18
Aaron Moss	Senior Equipment Services Mechanic	Fleet Supervisor	Solomon King	4/18
Evan Smail	Street Maintainer	Equipment Operator	Tim Baumann	8/23
Timothy Wensel	Street Maintainer	Equipment Operator	James Krueger	10/03
Spencer Blashka	Street Maintainer	Equipment Operator	Daniel Landwehr	10/03
Vincent Litza	Utility Worker – DPW	Street Maintainer	Ray Rogers	10/17

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Bus Operator I	5	2020	On-going Recruitment
Equipment Services Mechanic	1	11/17	Closes 12/07
Firefighter/Paramedic	3 (+12 New)	3/31, 5/08, 7/14, 10/10	In Process
Police Officer	4	9/3, 9/30, 10/23, 11/24	In Process
Administrative Assistant II – Municipal Court	1	8/17	In Process
Deputy City Assessor	1	6/2022	Reposted. Closes 12/21

**HR PERFORMANCE REPORT**

Administrative Assistant I – CDA	1	10/06	In Process
Bus Mechanic II	1	12/31	Closes 12/14
Utility Worker – Metro Rdie	1	7/24	In Process
Administrative Assistant II – Inspections	1	1/31/23	Closes 12/11
Law Enforcement Computer Technician	1	2/02/23	Closes 12/15
WW Plant Operations Supervisor (Internal)	1	12/29	Closes 12/09

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.

Employee Recognitions – Discretionary Performance Incentives

Last Name	Job Title	Dept	Reason	% Increase-Base	Lump Sum Increase	Other Incentive	Date Issued
Walker	Admin Asst III	FD	goes above and beyond daily and added duties beyond those normal in the job classification	3.0%			6/2/19
Quade	DPW Supervisor	DPW	performed extremely well during challenging circumstances	3.0%			8/26/19
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



HR PERFORMANCE REPORT

Wendtland	Plant Maint Mech	Sewer	<i>identified significant cost saving in department</i>	3.0%			2/9/20
Kline	Admin Asst III	Fin.	<i>exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process</i>			3 vacation days (prorated)	4/14/20
Kremer	City Clerk	Fin.	<i>exception work on election, adjusting to pandemic impact and last minute legislative changes</i>			3 vacation days	4/14/20
Krivoshein	Admin Asst III	Fin.	<i>exceptional work on election, expanding duties, managing new dual ballot process, created and implemented absentee ballot audit and recording process</i>			3 vacation days (prorated)	4/14/20
Thompson	EMT Division Chief	FD	<i>completed a number of priority projects and initiatives in a short time, directly enhancing prehospital care</i>	3.0%			4/19/20
Bliven	Police Chief	PD	<i>exceptional performance on homelessness problem, collaborative response to George Floyd death demonstrations, Policing Task Force, establishing dept efficiencies with Dragon Naturally speaking software, established emergency shift schedule to respond to covid pandemic</i>	4.5%			10/5/20
Dwelly	Supervisor	Sewer	<i>exemplary performance including assuming on-call responsibilities and extra hours, creating SOPs and operation manual, leading City response on 8/9 sewer main collapse</i>		\$ 1,500.00		10/9/20
Barnes	Deputy Police Chief	PD	<i>served as front person of new evidence building, taken leadership role on homeless issue, main contact for NCHC, played significant role in department covid response, and instituted cost-saving measures like outsourcing crossing guards and changing carwash vendor</i>	4.5%			2/7/21
Abbiehl	DPW Supervisor	DPW	<i>instrumental in maintaining services during coworkers medical leave, resulting in much heavier workload</i>	3.0%			2/7/21



HR PERFORMANCE REPORT

<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 Center for a regional approach to economic development</i>	<i>3.0%</i>	<i>\$ 5,000.00</i>		<i>2/26/21</i>
<i>Boers</i>	<i>Water Superintendent</i>	<i>Water</i>	<i>added responsibility for day to day construction management of new \$36 million treatment facility</i>	<i>3.0%</i>			<i>5/3/21</i>
<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>



HR PERFORMANCE REPORT

Hilgendorf	Electrician III	Insp.	<i>additional workload due to extended absence of coworker combined with record-setting utility locate requests, also critical and sometimes solo worker on critical projects including LED conversations and lighting projects in city lots and ramps</i>	3.0%			5/3/21
King	Equip Service Mech	DPW	<i>certified as Emergency Vehicle Technician and updated preventative maintenance to incorporate NFPA regulations</i>	3.0%			5/3/21
Kremer	City Clerk	Fin.	<i>went above and beyond in 2020 responding to covid challenges and sensitive election climate, including implementing driveup voting, relocating polling sites, installed a ballot box with appropriate security, and established covid protocols</i>	3.0%			5/3/21
Kruzan	Battalion Chief	FD	<i>in command for two large and complex incidents, showing ability to mentor, coach, and lead crew. Also streamlined HazMat team including developing coordination with Marathon County</i>	4.5%			8/9/21
Becker	Battalion Chief	FD	<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>	3.0%			8/9/21
Lipscomb	Admin Asst I	Assess.	<i>Anchor for the department during covid, performing double-entry along with verification and managing work flow.</i>	3.0%			8/9/21
King	Property Appraiser	Assess.	<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>	3.0%			8/9/21
Celona	Sewer Maintainer	Sewer	<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>	3.0%			8/23/21



HR PERFORMANCE REPORT

Olsen	Sewer Maintainer	Sewer	served as mentor to newer employees offering training on multiple items	3.0%			8/9/21
Steinke	Payroll Coordinator	Fin.	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.	3.0%			1/31/22
Merriam	Parking Control Specialist	PD	Learned at accelerated rate and exceeded ticketing rate of peers in first year of work, took leadership role troubleshooting IT issues, exceptional customer service	3.0%			3/7/22
Raduechel	Senior Equip Operator	DPW	Took on scheduling duties in the absence of a supervisor, lead and mentored large pavement overlay transition	4.5%			3/7/22
Van Krey	Admin Asst III	Fin.	Took on webex responsibilities including evening work and assisted with software implementation	3%			4/18/22
Kline	Admin Asst III	Fin.	Process improvements (badger books, express voting tech) and revamped election inventory and supplies	3%			4/18/22
Stratz	Comm Dev Manager	Dev.	Institutional knowledge, Affordable Housing Task force staffperson		\$1000		4/29/22
Engen	Admin Asst II	Insp.	Primarily responsible for onboarding new inspectors and expert trainer for software system, critical to implementing new rental registration program	3%			5/1/22
Walker	Admin Asst III	Fire	Additional IT projects, including project to develop new City website	4.5%			6/12/22
Kannenberg	Admin Asst III	HR	Exemplary worker, pivotal member in the Workday project with many added duties, additional duties in the absence of an HR director	4.5%			6/12/22
Beran	Equipment Operator	Streets	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.	3%			06/12/22



HR PERFORMANCE REPORT

Noel	Asst. Dir. Comm. Dev. Authority	CDA	Exceptional National Equity Fund review of record keeping. Exemplary core values.	3%			06/12/22
Woldt	Property Appraiser	Assessment	Taking on new software, new work procedures, staffing vacancies along with an active real estate market.	3%			06/12/22
Berndarde	City Clerk	Finance	Taking on multiple new software programs at one time.	3%			07/10/22
Fifrick	Economic Development	Comm Devel	Streaming processes, going above and beyond with getting a contract signed.	1.5%			07/24/22
Holzem	Transit Supervisor	Transit	Coming up to speed faster than others. Scheduling, working with bargaining team.	3%			08/07/22
Wegner	Lab Technician	Wastewater	Helped streamline processes. Helped with testing of items for new plant.	3%			08/07/22
Schultz	Traffic Maintainer	Streets	Was in charge of update to sign shop. Coordinator of closures during special events.	4.5%			09/18/22
Boers	Water Superintendent	Water	Responsible for significant regulatory changes and requirements.	4.5%			09/18/22
Miller	Assistant Attorney	Attorney	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	3%			09/18/22
Pergolski	Electrical Inspector	Inspections	Initiated RFPs for replacement of lights to LED for all City lights. Taken on additional task of inspecting Rib Mountain and Schofield.	4.5%			09/18/22
Niksich	Project Engineer	Engineering	Became responsible for the implantation of the MS4 guidelines for discharged detection program.	4.5%			09/18/22
Petit	Engineering Technician	Engineering	In charge of inventory of watermain, has become the go-to-person for staff. Knowledge has save the City funds.	2.57%			09/18/22

**HR PERFORMANCE REPORT**

<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
Jennifer Kannenberg		12/31/24	ERP project needs

Handbook Modifications

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



HR PERFORMANCE REPORT

4.07 Protected Service Employees	Police Officers who do not accept employment as a sworn law enforcement officer within 12 months of voluntarily separating from employment will not be required to repay for the City's costs of pre-employment process.	03/08/22
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

December 12, 2022

Agenda Item
Amending the Cost-of-Living adjustment date for general employees to the start on pay period one, due to Workday implementation.
Background
Due to implementation issues in Workday, it was recommended to amend the start of the approved 2023 COLA pay increase to start on the first day of the first pay period of 2023. This change will help payroll and HR to ensure that payroll will have a smooth transition. Finance has indicated that this would be a minimal impact. This is already in the budget for 2023.
Fiscal Impact
Staff Recommendation
To move the implementation date to the first day of the 2023 pay period.
Staff contact: Anne Keenan (715-261-6632)