



OFFICIAL NOTICE & AGENDA
REGULAR MEETING

MEETING: Human Resources Committee
DATE/TIME: Monday, June 8, 2026, at 4:45 PM
LOCATION: Wausau City Hall — Council Chambers
407 Grant Street, Wausau WI, 54403

MEMBERS:
Vicki Tierney (C) Terry Kilian
Michael Martens (VC) Andrew Wiskowski
Lou Larson

1 Public comment on agenda items and reading of the City of Wausau Public Comment Statement.

2 Consideration of the minutes of the preceding meeting(s).

If no historical c-file number exists, leave blank... Approval of March 9, 2026 Minutes.

If no historical c-file number exists, leave blank... Approval of May 11, 2026 Minutes.

3 Discussion and possible action.

- a. Request for Approval of Firefighter / Paramedic Apprenticeship Partnership with Northcentral Technical College
- b. Request for additional Human Resources Department staff member
- c. Request to remove Perfect Attendance Leave program

4 Discussion.

5 Adjournment.

Vicki Tierney, Chairperson

**NOTICE POSTED AT CITY HALL (407 GRANT STREET) AND
TRANSMITTED TO THE OFFICIALLY DESIGNATED NEWSPAPER**

DATE: 06/02/2026
TIME: 11:00 AM
POSTED BY: Human Resources



This meeting can be viewed on
YouTube and Channel 981 on Cable TV

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City of Wausau
(715) 261-6500 | clerk@wausauwi.gov
wausauwi.gov



DRAFT

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

DATE/TIME: March 9, 2026, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Becky McElhaney (C), Terry Kilian (VC), Chad Henke, Michael Martens, Vicki Tierney
MEMBERS ABSENT:
Also Present: Lisa Nowak

Public Comment on Agenda Items.

No public comment on agenda items.

Approval of February 9, 2026 Minutes.

Motion by Kilian to approve the February 9, 2026 minutes. Second by Henke. All ayes. Motion passed 5-0.

Discussion and Possible Action: Police Department Officer Out of Country Training.

Chief Barnes presented a request for approval of an officer’s participation in an exchange officer program in Germany. City policy requires City Council approval for training conducted outside of the continental United States.

The participating officer will cover all travel and program expenses personally and requested to participate while on duty. The Chief noted the program provides opportunities to learn from policing practices in other countries and bring that knowledge back to the Wausau Police Department.

Motion to approve request and forward to Council by Martens. Second by Henke. All ayes. Motion passed 5-0.

Discussion and Possible Action: Shelter Operations Duty Premium.

HR Director Nowak provided an overview of a proposed temporary duty premium for the Community Outreach Specialist who has taken on expanded responsibilities related to emergency shelter operations. The assignment involved significant additional responsibilities related to shelter management while continuing core outreach duties.

Chief Barnes further explained the expanded responsibilities that the Community Outreach Specialist has taken on and supports applying the premium to shelter-related duties performed between May 1, 2025 and April 19, 2026.

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Committee members discussed documentation of hours, compensation structure, and estimated fiscal impact. The HR Director provided compensation scenarios estimating a maximum potential cost of approximately \$10,800 depending on the calculation method.

Motion by Henke to approve a shelter operations duty premium of \$5.20 per hour for 2,080 hours.
Second by Martens.

Adjournment.

Motion by Henke to adjourn. Second by Tierney

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=7v9XHdXccw>

DRAFT

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

DATE/TIME: May 11, 2026, at 4:45 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: Terry Kilian, Lou Larson, Michael Martens, Vicky Tierney, Andrew Wiskowski
MEMBERS ABSENT:
Also Present: Lisa Nowak

Meeting called to order by Kody Hart, Deputy City Clerk.

Elect Chairperson and Vice Chairperson for the 2026-2028 Term of the Human Resources Committee.

Hart took nominations for the position of Chair. Kilian nominated Tierney; Tierney accepted the nomination. No other nominations were brought forward. Hart closed the nomination process for Chair and asked for a motion to approve the nomination of Tierney for Chairperson. Motion by Wiskowski to approve Tierney as Chairperson for the 2026-2028 term of the Human Resources Committee. Seconded by Martens. Motion passed 4-0 (Larson was not present). Hart handed over the gavel to Tierney.

Tierney took nominations for the position of Vice Chair. Kilian nominated Martens; Martens accepted the nomination. No other nominations were brought forward. Motion by Wiskowski to approve Martens as Vice Chairperson for the 2026-2028 term of the Human Resources Committee. Seconded by Kilian. All ayes. Motion passed 4-0 (Larson was not present).

Establish Regular Meeting Date and Time for the 2026-2028 Term of the Human Resources Committee.

Tierney asked the committee for recommendations. Kilian said that the meeting date and time work for her, and asked if monthly meetings were necessary. Nowak said that she would like to keep monthly meetings on the calendar to prevent longer quarterly meetings.

Motion by Kilian to keep the same established date and time for meetings (2nd Monday of the month at 4:45 PM).

Wiskowski asked about joint meetings with Finance. Nowak explained that if HR committee items that have a financial impact can be done with a joint meeting of Finance and HR, that will be scheduled, but if the timing doesn't work, then items will be brought to the separate meetings.

Seconded by Martens. All ayes. Motion passed 4-0 (Larson was not present).

Public Comment on Agenda Items and Reading of the City of Wausau Public Comment Statement.

No one was present for public comment.

Considerations of the March 9, 2026 Regular Human Resources Committee Minutes.

Tierney said the minutes did not make it into the packet, so this item will be on the next agenda.

DRAFT

Discussion and Possible Action: 2026 Summer Hours Program Selection.

Nowak presented information regarding the proposed 2026 Summer Hours Pilot Program. Nowak reviewed the City's prior summer hours pilots conducted in 2024 and 2025 and summarized feedback collected from employees and the public by the Clerk's Office and Customer Service staff. Feedback indicated strong employee support for half-day Fridays and public interest in having at least one extended evening service option.

Nowak explained the standard schedule used during the 2025 pilot, consisting of Monday through Thursday hours of 7:15 a.m. to 4:30 p.m. and Friday hours of 7:15 a.m. to 12:15 p.m. Two options for the 2026 pilot were presented for Committee consideration:

Option A: Selected high-traffic departments would remain open until 6:00 p.m. one evening per week.

Option B: Departments could individually elect whether to participate in the summer hours program, with participating departments remaining open until 6:00 p.m. on Tuesdays and closing early on Fridays.

Discussion followed regarding operational consistency, customer service impacts, staffing considerations, and departmental flexibility.

Committee members discussed the importance of maintaining consistent public-facing hours throughout the pilot period if extended evening hours were implemented. Additional discussion focused on tracking public utilization of both the later Tuesday evening hours and earlier morning hours to evaluate the effectiveness of the pilot and support future recommendations.

Concerns were raised by Wiskowski regarding employee scheduling impacts, particularly for staff who may be required to attend evening committee or Common Council meetings after working extended daytime schedules. Nowak noted that managers and department heads would need to monitor workloads and scheduling to avoid excessively long workdays for employees, particularly non-exempt staff.

Further discussion addressed logistical considerations, including City Hall access, departmental participation, phone coverage, public communication, and differences in operational needs among departments. Nowak explained that some departments, such as Assessments and portions of Inspections, may require alternative schedules due to the nature of their work and customer service demands.

(Larson arrived at approximately 5:05 PM., indicating he thought the meeting started at 5:15 PM.)

Committee members expressed support for allowing departments flexibility to determine participation based on operational needs while maintaining consistency within each participating department's schedule for the duration of the pilot.

Motion by Martins to enact summer hours program for 2026 using option B. Seconded by Wiskowski. All ayes. Motion passed 5-0.

2 – Human Resources Committee Meeting Minutes

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Additional discussion emphasized the importance of continuing to gather operational and customer usage data throughout the pilot period to assist with evaluation of future summer hours programs and broader organizational communication improvements.

Nowak stated that the pilot program would likely begin following Common Council approval and that staff would coordinate public communication efforts through signage, the City website, newsletters, and multilingual outreach materials similar to the previous year's rollout.

Discussion: Executive Summary Report of Wausau Police & Fire Injury Prevention and Readiness Program — Advanced Tactical Medicine.

Nowak said that the person who was to present this item was not available, so it will be moved to next month.

Adjournment.

Motion by Wiskowski to adjourn. Second by Martens. Meeting adjourned.

Vicky Tierney
Human Resources Committee, Chair

Video available: https://www.youtube.com/watch?v=US4_4vaFvnQ



Cover Memo / Executive Summary

From: Deputy Fire Chief Justin Pluess

To: Members of the Human Resources Committee, Finance Committee, Public Health and Safety Committee and the Common Council

RE: Approval of Firefighter/Paramedic Apprenticeship Partnership with Northcentral Technical College

Background

The Wausau Fire Department, in partnership with Northcentral Technical College (NTC), is requesting approval to participate in the FireMedic Apprenticeship Program (FMAP). This program is being developed in coordination with the Wisconsin Department of Workforce Development Bureau of Apprenticeship Standards and is intended to create a sustainable workforce development pipeline for firefighter/paramedic staffing within the City of Wausau and surrounding regional departments.

The proposed apprenticeship program would provide participants with a 18-month paid training experience combining classroom instruction through NTC with real-world fire and EMS operational experience within the Wausau Fire Department. Apprentices would rotate through assignments at Wausau Fire Department Stations while completing required firefighter and paramedic certifications.

Goal

One of the primary goals of this apprenticeship program is to create a clear, structured, and financially realistic career pathway into the firefighter/paramedic profession. Currently, there is no simple or straightforward path for individuals seeking to become career firefighter/paramedic. Training courses are often offered at varying times, through multiple institutions, and over an extended period, frequently taking more than two years to complete. For many individuals already working full-time jobs or supporting families, leaving the workforce to attend school full-time is simply not financially possible.

The program allows participants to earn wages and benefits while receiving the required firefighter and paramedic education, certifications, and hands-on experience within a single coordinated 18-month program. Apprentices are able to continue supporting themselves and their families while pursuing a career in public safety.

The program is not only intended to attract recent high school graduates, but also individuals already established in the workforce who may be seeking a meaningful career change and an opportunity to continue serving their communities. This model may be especially beneficial for military veterans transitioning back into civilian life who are looking for a profession centered around teamwork, service, discipline, leadership, and community protection. By creating an “earn while you learn” pathway, this apprenticeship program opens the door to highly qualified individuals who otherwise may never have had the opportunity to pursue a career in firefighting and emergency medical services.

Requested Action

The Public Health and Safety Committee, Human Resources Committee, Finance Committee, and ultimately the Common Council are being asked to approve the partnership framework between the City of Wausau and Northcentral Technical College to allow implementation of the grant-funded apprenticeship program.

Financial Impact and Long-Term Fiscal Responsibility

Significant planning has been conducted to ensure this program does not create a long-term financial burden for the City of Wausau. It is important to note that the concept for this apprenticeship program was originally developed and requested in 2024 during a period in which the Wausau Fire Department was experiencing approximately a 15% vacancy rate within its line staffing

The apprenticeship program is structured around congressional funding requested through Senator Tammy Baldwin’s office in the amount of approximately \$3.27 million. Funding includes apprentice wages, benefits, training costs, instructional support, equipment, uniforms, and educational expenses.

Unlike previous federal staffing grants, this program is not designed to supplement or replace minimum staffing levels within the Wausau Fire Department. The apprenticeship program is strictly a workforce development and training initiative intended to prepare future firefighter/paramedics for potential future employment opportunities.

The apprentices participating in this program will not count toward daily staffing requirements, minimum staffing levels, or front-line deployment staffing. Apprentices will not function as independently assigned firefighters/paramedics because they will still be in training and will not yet possess the certifications or qualifications required for full operational staffing assignments.

This apprenticeship program does not obligate the City to retain positions after the grant period expires, nor does it create future unfunded staffing liabilities for taxpayers.

A total of 18 apprentices would be classified as Limited Term Employees (LTEs) employed by the City of Wausau solely for participation in the apprenticeship program for a maximum duration of 18 months. Apprentices will be informed upon hire that participation in the program does not guarantee future employment with the City of Wausau.

If future firefighter/paramedic vacancies become available, apprentices may apply for those openings through the City's normal hiring process. However, there is no obligation or guarantee of employment following completion of the apprenticeship.

Operational and Workforce Benefits

While apprentices will not be used to supplement staffing, the program creates significant long-term operational benefits for the City.

The apprenticeship model allows the City to develop and train future firefighter/paramedics before vacancies occur. This creates a pipeline of highly trained and certified candidates who are already familiar with department operations, policies, equipment, and culture.

By having fully trained candidates available when openings occur, the City can reduce overtime expenditures associated with staffing shortages and avoid the lengthy delays and training costs associated with onboarding uncertified recruits after vacancies develop.

The apprenticeship structure also improves workforce readiness while helping address the growing regional shortage of firefighter/paramedics.

Program Structure

The apprenticeship program combines approximately 4,719 hours of combined field training and paid related instruction. The training model includes fire suppression operations, EMS and paramedic training, rescue operations, hazardous materials response, fire prevention activities, apparatus operations, and leadership development. See DWD Exhibit A for details.

Workforce Development and Community Benefit

The Wausau Fire Department continues to experience increasing service demands, responding to over 7,000 emergency incidents in 2025, while also facing regional recruitment and retention challenges.

The apprenticeship program directly addresses this workforce shortage by allowing individuals to earn wages and benefits while completing the required education and certifications needed to enter the profession.

Recommendation

Approval of this partnership and grant implementation framework is recommended as it provides a fiscally responsible workforce development solution that enhances long-term public safety readiness, supports recruitment and retention efforts, develops future firefighter/paramedics without increasing operational staffing commitments, and minimizes long-term financial exposure to the City of Wausau.

Grant Implementation Framework

The Central Wisconsin FireMedic Apprenticeship Program (FMAP) was intentionally designed to create a clear, affordable, and structured pathway into the firefighter/paramedic profession for:

- Recent high school graduates
- Individuals seeking career changes
- Military veterans transitioning into civilian service
- Working adults unable to leave full-time employment to attend traditional schooling

Partnership Structure

Northcentral Technical College (NTC)

Northcentral Technical College will serve as the lead educational institution and grant administrator. Responsibilities include:

- Educational instruction and curriculum delivery
- Grant management and reporting
- Student support services
- Educational compliance oversight
- Coordination with the Wisconsin Technical College System
- Coordination of apprenticeship-related instruction

NTC is currently seeking approval from the Wisconsin Technical College System (WTCS) for program implementation and educational alignment.

Wisconsin Department of Workforce Development – Bureau of Apprenticeship Standards

The apprenticeship standards and program structure are being developed in coordination with the Wisconsin Department of Workforce Development’s Bureau of Apprenticeship Standards (BAS).

The BAS approval process includes:

- Review of apprenticeship standards
- Review of Exhibit A work process schedules
- Sponsor application review
- Registration of apprenticeship standards
- Issuance of apprenticeship certifications and credentials

The proposed apprenticeship includes approximately 4,719 hours of combined instruction and field training.

Wausau Fire Department

The Wausau Fire Department will provide:

- Operational mentorship
- Shift immersion experiences
- Hands-on training opportunities
- Fire and EMS operational experience
- Field supervision and evaluations
- Training coordination
- Station accommodations during assigned shifts

Employment Structure

Apprentices participating in the program will be classified as Limited Term Employees (LTEs) of the City of Wausau.

Key provisions include:

- Apprentices are employed solely for participation in the apprenticeship program
- Apprentices are limited to a maximum of 18 months of employment

- Apprentices are not guaranteed future employment with the City of Wausau
- Apprentices may apply for future vacancies through the normal hiring process
- Apprentices will not count toward minimum staffing levels or operational staffing requirements
- Apprentices will not replace fully certified firefighter/paramedics

The apprentices are considered trainees and workforce development participants rather than operational staffing positions.

Fiscal Impact and Grant Funding

The apprenticeship program is designed to minimize long-term financial exposure to the City of Wausau.

Congressional funding requested through Senator Tammy Baldwin's office totals approximately \$3.27 million and includes funding for:

- Apprentice wages and benefits for a total of 18 apprentices
- Training equipment
- Educational expenses
- Uniforms and PPE
- Instructional personnel
- Curriculum development
- Recruitment and outreach
- Training props and operational support

Unlike prior federal staffing grants, this apprenticeship initiative does not commit the City to permanent staffing obligations after the grant period concludes.

The program is intended to create a pipeline of trained firefighter/paramedics who may later compete for future openings as vacancies occur.

Proposed Timeline

Spring–Summer 2026

- Finalize apprenticeship standards
- Secure WTCS educational approval
- Secure Bureau of Apprenticeship Standards approval
- Finalize partnership agreements
- Complete recruitment and outreach efforts
- Develop operational schedules and onboarding processes

August–September 2026

- Apprentice candidate selection process
- Medical evaluations and background checks
- Orientation planning
- Final onboarding preparation

October 5, 2026

- Target start date for first apprenticeship cohort

Long-Term Vision

The long-term vision of the program is to create a sustainable, replicable firefighter/paramedic apprenticeship model that may eventually be expanded throughout Wisconsin.

The partnership between NTC, WFD, WTCS, and the Wisconsin Bureau of Apprenticeship Standards positions Central Wisconsin as a statewide leader in public safety workforce development and innovative firefighter/paramedic training pathways.

The program is intended to strengthen regional emergency response readiness while creating affordable career opportunities for future generations of firefighter/paramedics.

Attachments:

- Congressional Spending Request
- Proposed Budget
- Apprenticeship Exhibit A / Hours
- DWD Sponsor Application

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Firemedic • 03-373364010-02-T
Exhibit A - Program Provisions

Approved:

TERM OF APPRENTICESHIP: The term of apprenticeship shall be Time-based, which has been established to be **4,719 hours**. Hours of labor shall be the same as established for other skilled employees in the occupation.

PROGRAM REQUIREMENTS: Successful completion of the CPAT (Candidate Physical Ability Test), possession of a valid Wisconsin driver's license, successful completion of a medical physical examination, successful completion of a psychological evaluation, and successful completion of a criminal background check.

PROBATIONARY PERIOD: The probationary period shall be the first 6 months of the apprenticeship. During the probationary period, this contract may be cancelled by the apprentice or the sponsor upon written notice to the Department.

PAID RELATED INSTRUCTION ATTENDANCE: The apprentice shall attend the Wisconsin Technical College System or other approved training provider, as assigned, for paid related instruction four hours per week or the equivalent and satisfactorily complete the prescribed course material for a minimum of **1,359 hours**, unless otherwise approved by the Department. The employer must pay the apprentice for attended related instruction hours at the same rate per hour as for services performed.

WORK PROCESS SCHEDULE: In order to obtain well-rounded training and thereby qualify as a skilled worker in the occupation, the apprentice shall have experience and training in the following areas. This instruction and experience shall include the following operations but not necessarily in the sequence given. Time spent on specific operations need not be continuous.

<u>Work Process Area</u>	<u>Approximate Hours</u>
Orientation, Safety, Policies, and Physical Readiness	160
Fire Station Operations and Equipment Maintenance	150
Fire Suppression Operations	750
EMS and Basic Life Support Operations	300
Advanced Paramedic Patient Care	850
Rescue Operations and Extrication	200
Hazardous Materials Response	150
Fire Prevention, Inspection, and Public Education	100
Apparatus Operations and Driver/Operator Skills	250
Incident Command, Communications, and Documentation	150
Specialized Emergency Response Operations	200
Professional Development and Leadership Skills	100
TOTAL	3,360

Paid Related Instruction **1,359**

TOTAL **4,719**

The above schedule is to include all operations and such other work as is customary in the occupation.

DETAILED WORK PROCESS OUTLINE

1. Orientation, Safety, Policies, and Physical Readiness — 160 Hours

- Follow department rules, SOPs/SOGs, and safety procedures
- Demonstrate proper PPE use and SCBA operations
- Maintain physical fitness and wellness standards
- Apply OSHA, NFPA, and Wisconsin safety requirements
- Demonstrate infection control and bloodborne pathogen procedures
- Participate in department orientation and mentorship activities

2. Fire Station Operations and Equipment Maintenance — 150 Hours

- Maintain fire apparatus and EMS units
- Inspect, clean, test, and inventory equipment
- Perform hose, ladder, and tool maintenance
- Complete station duties and operational readiness checks
- Maintain EMS medication and supply inventories
- Document inspections and maintenance activities

3. Fire Suppression Operations — 750 Hours

- Respond to structure, vehicle, and wildland fires
- Deploy hose lines and water supply systems
- Conduct fire attack, ventilation, salvage, and overhaul
- Perform search and rescue operations
- Operate ladders and forcible entry tools
- Participate in rapid intervention and firefighter survival operations
- Utilize fire behavior knowledge in tactical operations
- Operate within ICS structure during emergency incidents

4. EMS and Basic Life Support Operations — 300 Hours

- Assess and stabilize patients
- Perform CPR and AED operations
- Conduct patient lifting and moving procedures
- Assist with emergency medical incidents
- Perform airway management techniques
- Complete patient care reports and EMS documentation

- Communicate with hospitals and medical control

5. Advanced Paramedic Patient Care — 850 Hours

- Conduct advanced patient assessments
- Administer medications and IV therapy
- Perform cardiac monitoring and interpretation
- Conduct advanced airway procedures
- Manage trauma and medical emergencies
- Perform pediatric and geriatric patient care
- Deliver advanced life support interventions
- Utilize evidence-based EMS protocols
- Coordinate patient transfer and continuity of care

6. Rescue Operations and Extrication — 200 Hours

- Perform vehicle extrication techniques
- Conduct rope, confined space, and technical rescue support
- Stabilize vehicles and hazardous scenes
- Operate rescue tools and lifting equipment
- Conduct victim disentanglement and packaging
- Participate in water and ice rescue awareness operations

7. Hazardous Materials Response — 150 Hours

- Identify hazardous materials and isolation zones
- Perform defensive hazmat operations
- Utilize decontamination procedures
- Interpret SDS and ERG materials
- Operate monitoring and detection equipment
- Participate in hazardous materials incident response

8. Fire Prevention, Inspection, and Public Education — 100 Hours

- Conduct basic fire inspections
- Identify common fire code violations
- Participate in public education programs
- Install and inspect smoke/carbon monoxide detectors
- Assist with pre-incident planning activities
- Complete inspection and prevention documentation

9. Apparatus Operations and Driver/Operator Skills — 250 Hours

- Operate fire apparatus safely
- Perform emergency vehicle driving operations
- Conduct pump operations and water supply management

- Operate aerial devices (if applicable)
- Back apparatus using spotters and safety procedures
- Perform apparatus inspections and documentation

10. Incident Command, Communications, and Documentation — 150 Hours

- Operate within the Incident Command System
- Utilize radio communication procedures
- Prepare incident and EMS reports
- Participate in tactical accountability systems
- Coordinate with law enforcement and mutual aid agencies
- Demonstrate emergency scene professionalism

11. Specialized Emergency Response Operations — 200 Hours

- Participate in mass casualty incident response
- Assist in disaster and emergency management operations
- Support active threat or unified command incidents
- Participate in community emergency preparedness activities
- Operate during severe weather and disaster response events

12. Professional Development and Leadership Skills — 100 Hours

- Demonstrate teamwork and leadership skills
- Participate in training instruction and mentoring
- Develop conflict resolution and customer service skills
- Maintain ethical and professional conduct
- Demonstrate cultural competency and community engagement

Recommended Credentials/Certifications

- Wisconsin Firefighter I
- Wisconsin Firefighter II
- Wisconsin EMT-Basic License
- Wisconsin EMT-Paramedic License
- Hazardous Materials Operations
- CPR/BLS Provider
- ACLS
- PALS
- PHTLS
- NIMS/ICS 100, 200, 700, 800
- Driver/Operator Pumper

Suggested RAP Structure Notes (Wisconsin)

- Progressive wage schedule tied to competencies and hours
- Mentor/journeyworker ratio
- Related Instruction provider agreement (WTCS preferred)
- Equal Employment Opportunity pledge
- Safety training plan
- Probationary period language
- Credit for prior experience/certifications
- Competency verification process

This occupation could be registered as a single combined occupation (Firefighter/Paramedic) or as a firefighter occupation with a paramedic specialization pathway, depending on sponsor preference and bargaining/unit structures.

MINIMUM COMPENSATION TO BE PAID: (Grant Funded Apprenticeship Wage Schedule)

Based on wages 60% of \$5,884.63/ monthly firefighter in available grant funding and an estimated 2,912 work/training hours per year:

The maximum average hourly wage that would keep the apprentice fully within the grant-funded amount is approximately \$14.55 per hour before considering overtime, benefits, FICA, retirement, workers compensation, or other employment costs. $2912 / 42,369 \text{ per year} = \14.55 hourly .

1st period of 6 months at \$14.00 per hour

2nd period of 6 months at \$14.25 per hour

3rd period of 6 months at \$15.00 per hour

If additional funding sources become available or if the apprentice transitions into a collective bargaining unit position, the employer may exceed the above wage schedule at its discretion.

An apprentice's rate of pay for overtime shall be compensated in accordance with applicable federal and state wage and hour requirements and City policy.

"Wages listed above are intended to reflect a training wage associated with a federally funded registered apprenticeship program."

CREDIT PROVISIONS: The apprentice, granted credit at the start or during the term of the apprenticeship, shall be paid the wage rate of the pay period to which such credit advanced the apprentice.

Work credit hours approved: TBD

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Exhibit A - Program Provisions

School credit hours approved:

Paid related instruction: TBD

Unpaid related instruction: TBD

Total credit hours to be applied to the term of the apprenticeship: TBD

SPECIAL PROVISIONS:

The Paramedic registered apprenticeship program is aligned with the Paramedic Technical Diploma offered through Northcentral Technical College (NTC).

The apprentice must:

1. Satisfy all entrance requirements for the technical diploma prior to beginning the registered apprenticeship.
2. Obtain an Advanced Cardiovascular Life Support certification.
3. Obtain a Pediatric Advanced Life Support certification.
4. Successfully obtain NTC's Paramedic Technical Diploma.
5. Additionally, obtain certification for NREMT Exam and State of Wisconsin licensure.
6. Successfully complete the Transition to Trainer course in the final year of the registered apprenticeship.
7. Obtain State certification in Firefighter 1
8. Obtain State certification in Firefighter 2



FY2026 Congressionally Directed Spending Request (Central Wisconsin Firefighter/Paramedic

Apprenticeship Program (FPAP))

Name & Contact Info	Mailing Address	Permanent Address
Vicki Jeppesen Work: 7158031776 jeppesen@ntc.edu	1000 W Campus Dr Wausau WI 54401	1000 W Campus Dr Wausau WI 54401

* indicates a required field.

Section 1. Recipient Contact Information

Please provide contact information for the **project recipient**

Please note: the primary recipient contact listed in this application will be responsible for receiving all correspondence from Senator Baldwin's office and administering federal agencies. As such, please choose a primary recipient contact that will be available from the requesting municipality/organization for a minimum of 18 months.

1. Recipient Primary Contact First Name: *

Vicki

2. Recipient Primary Contact Last Name: *

Jeppesen

3. Recipient Primary Contact Title: *

Director, Resource Development

4. Recipient Primary Contact Phone: *

7158031776

5. Recipient Primary Contact Email: *

jeppesen@ntc.edu

6. Recipient Primary Contact Mailing Address Line 1: *

P.O Box addresses will not be accepted.

Please enter the physical mailing address of the recipient primary contact.

Northcentral Technical College

7. Recipient Primary Contact Mailing Address Line 2:

1000 W. Campus Drive

8. Recipient Primary Contact Mailing Address City: *

Wausau

9. Recipient Primary Contact Mailing Address State: *

WI

10. Recipient Primary Contact Mailing Address Zip Code: *

54401

Section 2. Project Information

1. Please Select the Description that Best Fits Your Project: *

Note: This list is not exhaustive of all eligible projects.

Education (example: establishment of a new learning program or student services)

2. Project Name: *

Central Wisconsin Firefighter/Paramedic Apprenticeship Program (FPAP)

3. Project Recipient Name: *

Northcentral Technical College

4. Project Recipient IRS Employer Identification Number (EIN): *

39-1077093

5. Project City or County in Wisconsin: *

Wausau

6. Project Website (if available):

NA

7. Is the Recipient Organization a For-Profit Entity? *

NOTE: For-Profits are **NOT** eligible for Congressionally Directed Spending.

No

8. Is Your Project Located in a Rural or an Urban Area? *

Urban

9. Congressionally Directed Spending Request Amount: *

Please enter as a dollar amount. No decimals, commas or other symbols.

3272011

10. Congressionally Directed Spending Request Minimum Amount: *

Due to the spending constraints of the federal budget, Congress may not be able to fully fund every request.

As such, please also provide a minimum dollar amount that would be useful for your project.

Please enter as a dollar amount. No decimals, commas or other symbols.

3207118

11. Total Cost of the Project: *

Please enter as a dollar amount. No decimals, commas or other symbols.

3707731

12. Relevant Appropriations Subcommittee:

Do not answer this question if you do not know or are unsure about the relevant subcommittee.

No answer.

13. Relevant Agency/Account:

Senators may make requests for congressionally direct spending items in a limited number of eligible accounts, as determined by the Senate Appropriations Committee.

Do not answer this question if you do not know or are unsure about the relevant agency/account.

No answer.

14. Priority Ranking of Project (if multiple proposals are being submitted): *

If only one proposal is being submitted, please enter the number 1. No decimals, commas or other symbols. It is recommended requesters submit no more than 3 proposals in FY2025.

1

15. Who Is Your House Representative? *

Tom Tiffany

16. Did You Submit a Congressionally Directed Spending Request to Your House Representative? *

No

17. Which Congressional District is the Project Located In? *

7th Congressional District

Section 3. Project Details

1. Description of Project: *

Use up to 250 words to describe the project and its purpose. Include description of intended use of requested funding (examples: construction or programming).

Please upload your planned project budget as a supplementary document. You will have the ability to upload supplementary documents after completing this section.

Northcentral Technical College (NTC) and the Wausau Fire Department (WFD) will collaborate to develop and offer a **Central Wisconsin Firefighter/Paramedic Apprenticeship Program (FPAP)** to increase career interest, create a skilled workforce prepared to replace retirees, and increase safety in our growing community. The initiative cultivates highly skilled and proficient firefighters/paramedics within central Wisconsin with the intent of developing a comprehensive apprenticeship program that can be replicated across the State.

The 18-month FPAP will allow participants (9 per cohort) to be fully immersed in the life of a firefighter/paramedic (paid) while enrolled in the educational program. NTC will provide coursework (1,628 hours) at its Wausau campus and Public Safety Center of Excellence; immersion (1,680 hours) will occur through rotating assignments during three shifts at each of the Wausau Fire Department's three Stations.

Professional firefighters will provide participants with mentorship, coursework tutoring, career guidance, and wellness check-ins. Partners/collaborators will include Wisconsin Department of Workforce Development and Bureau of Apprenticeship Standards, Wisconsin Technical College System, K12 districts, and area career fire departments; their expertise will assist in program development, curriculum review and/or approval, and recruitment. Congressional funding will support modifications to existing curriculum, program promotion, training costs and instruction, required uniform and safety gear, training props, process development, and apprentice wages. Identified best/promising practices will help ensure long-term sustainability and impact.

This Firefighter/Paramedic Apprenticeship Program, the first BAS-approved program of its kind in Wisconsin, will increase the number of skilled individuals entering firefighting and emergency medical services careers.

2. Problem/Issue Statement: *

Use up to 200 words to describe the problem or issue to be addressed through this request. Be as detailed as possible, and explain why the problem or issue cannot be addressed without congressionally directed spending.

WFD provides 24/7/365 services across 215 square miles. Wausau's metro population is 100,000+. Critical area infrastructure include dams, interstates/highways, airports, rail interchange points, 22 K-16 facilities, 17 structures 4-stories or taller, and healthcare. Thousands of tourists participate in fairs, festivals, skiing, kayaking, marathons, etc.

WFD responded to 6,961 emergency calls in 2024—its highest call volume on record. WFD currently operates with 66 line staff. Of eight current vacancies, six are temporarily filled by employees who do not yet meet minimum certification requirements for full deployment; until their training is complete, the department remains critically understaffed, placing strain on daily operations, increased overtime expenditures, and challenging the ability to maintain consistent service levels.

Recruitment and retention are major challenges for WFD and other central Wisconsin departments. Within seven regional career fire departments, 45 firefighter/paramedic vacancies are anticipated over the next three years. Barriers to the firefighter/paramedic career field—including inability to earn a living wage while obtaining required education/certifications—have created a critical workforce gap. An apprenticeship program would help meet critical workforce demand.

Congressional funding accelerates development of a unique, immersive Wisconsin firefighter/paramedic apprenticeship program. Funding supports training creation, implementation, review, and enhancements to ensure successful sustainability and expansion.

3. Project Goals and Results: *

Use up to 200 words to describe measurable goals and expected results.

Goal 1: Create and implement a robust **Central Wisconsin Firefighter/Paramedic Apprenticeship Program (FPAP)**, the first firefighter/paramedic BAS-approved apprenticeship in the State, by December 30, 2026 (first 8 months of award).

- Result 1A: BAS-approved FPAP curriculum and training plan, recruitment strategies, and program schedules reviewed and enhanced through input from an advisory committee (representatives from NTC, WFD, area career fire stations, Wisconsin Technical College System, WI Bureau of Apprenticeship Standards, WI Department of Health Services, and K12 districts).
- Goal 2: Eighteen **FPAP apprentices/graduates will be hired into local career departments** by April 30, 2030 (2 cohorts of 9 apprentices completing the 18-month program).
- Result 2A: Increased, skilled, and prepared central Wisconsin firefighter/paramedic workforce.
- Result 2B: Increased interest in individuals wanting to enter firefighter/paramedic career fields.
- Goal 3: Evaluate, streamline, and be prepared to **sustain Central Wisconsin Firefighter/Paramedic Apprenticeship Program (FPAP)** by April 30, 2030.
- Result 3A: Thoroughly reviewed, updated, and recorded FPAP processes and procedures. FPAP results shared at various fire department and association meetings/conferences. Wisconsin career departments have access to the FPAP curriculum, procedures, schedules, recruitment plan, etc.
- Result 3B: An implemented funding structure to continue the FPAP without congressional funding.

4. Economic/Community Impact: *

Use up to 200 words to describe the economic and/or community impact of this effort. Economic impact may be expressed in terms of the total number of jobs created or maintained directly or indirectly, or investment stimulated. Other requests may yield community benefits other than jobs. For these, please provide detailed descriptions of community impact.

Firefighters/paramedics provide vital emergency response services, playing critical roles in community economic development through fire prevention education, community participation, and public relations. Firefighters contribute to safer communities and thriving economies that support retention and attraction of individuals, families, and businesses.

- **FPAP creates employment opportunities** for new firefighters/paramedics. Graduates will have stable incomes and career growth opportunities working within six regional career departments. Department teams will more likely be filled, thus reducing stress, overtime, and potential injuries and increasing community safety.
- The presence of a **well-functioning firefighting workforce enhances overall attractiveness of the region** to businesses, residents, and tourists, thus boosting economic activity.
- **Inspections and fire safety code enforcements help prevent fires** and minimize their impact, thus saving emergency response costs, property losses, and healthcare expenses.
- **Fire prevention plays a crucial role in insurance and risk management** as it minimizes fire occurrence and reduces potential damage. By implementing effective fire prevention strategies, individuals/organizations can protect assets and help ensure insurance premiums remain reasonable.
- **Fire prevention extends to the implementation of safety protocols and employee training** in businesses and industrial settings. Wausau area industries, most notably manufacturing, handle flammable materials and need fire prevention plans and proper storage, handling, and disposal procedures.

5. List Entities or Organizations Partnering in or Supporting the Project: *

NOTE: You will have the opportunity to upload letters of support and other supplementary documents after completing this section.

Northcentral Technical College (NTC) and Wausau Fire Department (WFD) will lead the development and implementation of the Firefighter/Paramedic Apprenticeship Program.

NTC is one of 16 Wisconsin technical colleges. NTC's Public Safety Center of Excellence provides real-life learning opportunities for training. NTC has grant management processes in place for both State and Federal level funding.

WFD is one of six career and two combination fire departments within NTC's 10-county service area. WFD provides structural firefighting, technical rescue (confined space, high/low angle rope rescue, trench rescue, collapse rescue), swift and ice water rescue, ALS ambulance service, extrication, Level 2 Regional Hazmat Team for the State of Wisconsin, County Haz Mat team, fire prevention, and education.

Professional Firefighters of Wisconsin, Wisconsin Fire Chiefs Association, and local career fire departments will review, provide feedback, and guide the FSAS program development.

Wisconsin Technical College System and the **Wisconsin Department of Health Services** will provide needed curriculum and program guidance and approvals.

Wisconsin DWD and its **Bureau of Apprenticeship Standards** will review and certify apprenticeship standards and issue Journeyworker Cards. (Governor approved resubmission of 2024 support letter.)

Partners will provide outreach, career awareness, and recruitment opportunities. Expected collaborators include regional **K12 districts** and other community organizations.

6. Please Describe Any Past Federal Funding Support for this Project: *

None.

7. Please Describe Any Non-Federal Funding that Supports this Project: *

Non-federal funding FPAP support with planned partner collaborations include:

- o Northcentral Technical College will provide inkind support through grant management and reporting, oversight of hired program personnel, and classroom and lab space and equipment for training. NTC will provide apprenticeship oversight. Participants will receive the same services and benefits of all NTC students including access to tutoring, counseling/advising, mental health professionals, student clubs, NTC's student food pantry (Timberwolf Table), etc.
- o Wausau Fire Department will provide inkind support through professional mentoring to apprentices, real-life immersion experiences, crew scheduling, housing while on shifts, and hiring opportunities.
- o Wisconsin DWD's Bureau of Apprenticeship Standards, Wisconsin Department of Health Services, and the Wisconsin Technical College System will provide inkind support to ensure program development meet and exceed requirements and expectations for robust training and curriculum.
- o K12 districts and other entities will provide inkind support for career awareness and recruitment opportunities.

The Wisconsin Technical College System (WTCS) has over 100 years of success establishing and growing apprenticeships. With this infrastructure, the Fire/Paramedic Apprenticeship will begin at NTC and then shared with other colleges in the WTCS to help expand the program statewide in the near future.

8. Is this Project Included on State Intended Use Plans, Community or Local Government Development Plans, or other Applicable Planning Documents? *

Examples include: a CDBG Consolidated Plan or Annual Action Plan, Statewide Transportation Improvement Plan (STIP) or Transportation Improvement Program (TIP), and Clean Water or Drinking Water State Revolving Fund Intended Use Plan.

No

8.1 If yes, please provide the name of the plan below:

No answer.

9. Will Additional Federal Funding Be Required? When and How Will the Project Become Self-Sustaining? *

At this time, we do not anticipate needing additional congressional funding after the 4-year Project period. It is our intent to use the award period to create, evaluate, and streamline processes and procedures. We anticipate identifying other funding sources for the determined vital components needed to continue FPAP and expand its impact.

10. I Certify that the Project can Meet all Federal Program Requirements, Including Cost Share or Matching Requirements *

Yes

11.I Certify that My Organization: (i) Complies with all Federal, State and Local Laws and Regulations and (ii) Does Not Engage in Actions which are Reasonably Considered to be Unethical, Deceptive, Scandalous or Obscene *

Yes

Applicant: Northcentral Technical College + collaboration with Wausau Fire Department

Project Title: Central Wisconsin Firefighter/Paramedic Apprenticeship Program (FPAP)

Project Period: May 1, 2026 - April 30, 2030 (4 years)

Salaries/Fringes	Description	Amount
.5 FTE Fire Instructor for Cohort 1	\$80,000 x .5 x 1.5 years	\$60,000
	60% fringes	\$36,000
.5 FTE Fire Instructor for Cohort 2	\$80,000 x .5 x 1.5 years	\$60,000
	60% fringes	\$36,000
2.0 FTE EMS/Paramedic Instructors for Cohorts 1 and 2 (needed for acceleration of program)	\$80,000 x 3 years x 2 instructors	\$480,000
	60% fringes	\$288,000
Faculty work on curriculum modifications	\$500/credit x 38 credits	\$19,000
	14.5% fringes	<u>\$2,755</u>
Subtotal		\$981,755

Travel	Amount
Student travel to NTC Public Safety Center of Excellence in Merrill for fire course training	\$.70/mile gsa rate x 46 miles roundtrip x 30 trips x 18 apprentices
	<u>\$17,388</u>
Subtotal	\$17,388

Equipment	Description	Amount
Training props at NTC's Public Safety Center	\$25,000 for assorted needs	\$25,000
Fire department cubicles (bed, drawers, etc.)	\$10,000 x 9 spaces per cohort	<u>\$90,000</u>
Subtotal		\$115,000

Supplies	Description	Amount
Fire department uniforms	\$300 x 18 apprentices	\$5,400
Fire department station boots	\$195 x 18 apprentices	\$3,510
Fire department stethoscopes	\$200 x 18 apprentices	\$3,600
Fire department self-contained breathing apparatus (SCBA) and masks	\$6,250 x 18 apprentices	\$112,500
Fire department personal protection equipment (PPE)	\$4,480 x 18 apprentices	\$80,640
Textbooks	\$850 x 18 apprentices	\$15,300
Outreach/recruitment materials and events	\$5,000 x 2 cohorts	<u>\$10,000</u>
Subtotal		\$230,950

Other--Educational Costs	Description	Amount
Tuition for Cohort 1	\$160/credit x 52 credits x 9 apprentices	\$74,880
Tuition for Cohort 2	\$170/credit x 52 credits x 9 apprentices	\$79,560
Material fees	\$50/credit x 52 credits x 18 apprentices	\$46,800
Activity fees	\$15/credit x 52 credits x 18 apprentices	\$14,040
Supplemental fees	\$15/credit x 52 credits x 18 apprentices	\$14,040
Insurance fee	\$5/semester x 3 semesters x 18 apprentices	\$270
Background checks (1 for EMT; 1 for Paramedic)	\$65 x 2 background checks x 18 apprentices	\$2,340
Immunizations	\$125 x 18 apprentices	\$2,250
Exam fees (Fire and National Registry for EMTs)	\$675 x 18 apprentices	\$12,150
CPAT testing fees	\$175 x 18 apprentices	\$3,150
CoAEMSP accreditation fees--satellite sites at 3 WFD stations	\$550/site x 3 stations x 3 years	<u>\$4,950</u>
Subtotal		\$254,430

Other--Apprentice Costs	Description	Amount
Apprentices Cohort 1 wages	60% of \$64,056 firefighter/year x 1.5 years x 9 apprentices	\$518,854
Apprentices Cohort 2 fringe benefits	\$38,000/year x 60% x 1.5 years x 9 apprentices	\$291,600
Apprentices Cohort 2 wages (to show wage increases)	60% of \$66,624 firefighter/year x 1.5 years x 9 apprentices	\$539,654
Apprentices Cohort 2 fringe benefits	\$39,800/year x 60% x 1.5 years x 9 apprentices	<u>\$322,380</u>
Subtotal		\$1,672,488

Total Requested **\$3,272,011**



Human Resource Committee Packet Memo

June 8, 2026

Agenda Item

Discussion and Possible Action: Approval of Human Resources Department staff member

Background

Human Resources has communicated over this past year that the department's body of work is unsustainable, and meeting the City's needs is unrealistic with the current headcount. Enclosed is packet information from September's HRC outlining this ask in-part, an outline of duties parsed between current staff and the requested HR Coordinator role (Full-Time is the ask, but Part-Time if necessary), and information supporting the need.

The 2026 budgetary constraints are a reality that is understood; however, the request will also be sent to the Finance Committee to modify the budget and identify funds to support the City's operational growth.

Fiscal Impact

TBD - inclusive of \$10,000 PD allocation from 5/26 Council Meeting Resolution

Staff Recommendation

Approve an additional staff member to assist the City with the growing and evolving needs of the Human Resources Department.

Staff contact: Lisa Nowak 715-261-6634 lisa.nowak@wausauwi.gov

HR Coordinator — Position Analysis & Draft Job Description

June 8, 2026
Prepared for HR Committee and Council Budget Consideration

PART I — PURPOSE AND BACKGROUND

This document supports a Council request for a new HR Coordinator position within the City of Wausau Human Resources Department. The HR team currently operates with a Director, an Assistant HR Director, and one HR Specialist. As workload volume has grown across labor relations, compliance, benefits administration, HRIS transition, and recruitment, a significant share of time at the Specialist and Assistant Director levels is consumed by transactional, entry-level tasks that do not require their training or experience.

The HR Coordinator would serve as the department's primary front desk presence and first point of contact for employees and visitors, while absorbing the high-volume administrative tasks currently distributed across the team. This frees the Specialist and Assistant Director to perform the intermediate and advanced functions their roles require, and enables the Director to focus on strategic and high-impact work.

PART II — DUTY TRANSFER ANALYSIS

The table below identifies specific duties currently assigned to the Assistant HR Director and HR Specialist that are appropriate for reassignment to an entry-level HR Coordinator, along with the rationale for each transfer.

Source	Duty / Task	Why This Belongs at Coordinator Level
— Lifted from Assistant HR Director JD —		
Asst. Dir.	HRIS routine data entry and monthly standard report pulls	Compliance reporting and analysis belong at Asst. Dir.; routine data entry and standard scheduled reports are entry-level tasks with no independent judgment required.
Asst. Dir.	COBRA and WRS packet distribution, tracking receipt, filing executed documents	The Asst. Dir. manages compliance and eligibility determinations; packet assembly, distribution, and filing are administrative tasks suitable for a Coordinator.
Asst. Dir.	Benefits inquiry intake and routing to appropriate team member	First-line employee inquiries ("how do I enroll?", "where's my card?") can be triaged and routed by a Coordinator; substantive interpretation stays with the Asst. Dir.
Asst. Dir.	Employee Engagement Committee logistics (scheduling, room, materials, minutes)	Committee leadership and agenda strategy belong at the Asst. Dir. level; logistics, notice, distribution, and minute-taking are Coordinator functions.
Asst. Dir.	Training program scheduling coordination and attendance tracking	Program design and facilitation remain with the Asst. Dir.; calendar coordination, registration, room setup, and tracking completions are administrative support tasks.

— Lifted from HR Specialist JD —		
HR Specialist	Front desk reception: greeting employees and visitors, answering and routing main HR phone line	Currently assigned to the Specialist but adds no value at that level; a dedicated front desk presence at the Coordinator level improves service and keeps the Specialist available for substantive work.
HR Specialist	Application status communications and candidate scheduling for assessments and interviews	Screening, evaluation, and recommendations belong with the Specialist; scheduling coordination and status updates are entry-level administrative tasks.
HR Specialist	New hire document preparation: I-9 packets, onboarding checklists, offer letter merges, and benefits enrollment packets	Document preparation and packet assembly are clerical functions; the Specialist retains responsibility for reviewing completeness and handling exceptions.
HR Specialist	Employee file creation, maintenance, scanning, and digital upload to personnel records system	File management and document indexing are entry-level with defined procedures; the Specialist maintains oversight of retention compliance.
HR Specialist	Annual hearing test coordination and scheduling logistics	Program management and OSHA compliance analysis stay with the Specialist; scheduling vendors, notifying employees, and tracking completion are Coordinator tasks.
HR Specialist	DOT drug testing logistics and CDL/PARS record maintenance and tracking updates	Regulatory interpretation and enforcement belong with the Specialist; routine log maintenance, tracking alerts, and notification routing are administrative.
HR Specialist	HR Committee meeting materials preparation: agendas, background packets, minutes distribution	Agenda content strategy and recommendations stay with the Director; assembly, formatting, printing, and distribution of meeting materials are entry-level.
HR Specialist	Purchase orders and payment vouchers	Routine procurement paperwork with established vendors follows a defined process; no independent judgment required beyond data entry and matching to invoices.
HR Specialist	HRIS new hire data entry (basic demographic, position, pay grade fields)	The Specialist's HRIS role involves auditing and process oversight; transactional data entry for standard new hires is routine and suitable for a Coordinator.
— Net-New Duties from Market Research (Capacity-Building) —		
Net-New	Employment verification responses: written, verbal, and electronic (e.g., The Work Number, direct employer requests)	Currently handled ad hoc by multiple team members; centralizing at the Coordinator level ensures consistency and frees all others.
Net-New	Organizational chart maintenance: routing updates from departments, formatting, and publishing to SharePoint	Org charts require no analytical skill to maintain; a Coordinator can own the update workflow end-to-end.
Net-New	NEOGO/ATS queue monitoring: candidate status flags, incomplete application follow-up, and posting expiration tracking	ATS administration is routine system maintenance; with NEOGO as the intended SOR, this is a natural Coordinator responsibility.
Net-New	Exit interview scheduling, packet distribution, and data entry of completed surveys	Exit interview analysis and trending belong with the Director; logistics and data entry are appropriate for a Coordinator.

Net-New	HR SharePoint / intranet page content updates: forms library, policy links, employee FAQs	With SharePoint as the City's document governance platform, a Coordinator can maintain the public-facing HR content under the Director's editorial direction.
Net-New	Employee ID badge coordination and supply/inventory management for the HR office	Identified in comparable municipal HR Coordinator roles (e.g., Manatee County) as a natural Coordinator function.
Net-New	Unemployment claim intake: gathering relevant records and transmitting to Asst. Dir. for review and response	Providing a consistent intake handoff reduces the chance of missed deadlines; response and advocacy remain with the Asst. Dir.

PART III — DRAFT JOB DESCRIPTION

JOB DESCRIPTION HR Coordinator

Job Title:	HR Coordinator	Reports To:	Director of Human Resources
Department:	Human Resources	FLSA Status:	Non-Exempt
Division:	Administrative	EEO Code:	6-Administrative Support
Salary Grade:	TBD	Job Code:	TBD
Employee Group:	General Employee	Training Category:	D-Staff
Created:	May 28, 2026	Last Revision:	May 28, 2026

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

Purpose of the Position

The HR Coordinator serves as the primary front-facing presence of the Human Resources Department, providing welcoming, professional service to employees, applicants, and visitors while performing a broad range of entry-level administrative and HR support functions. This position is responsible for transactional HR tasks across recruitment, onboarding, records management, benefits administration support, and department operations, allowing the HR Specialist and Assistant HR Director to focus on higher-complexity functions. The HR Coordinator works under the direction of the HR Director and does not exercise independent supervisory authority.

Supervisory Responsibilities

This position has no direct supervisory responsibilities.

Essential Duties and Responsibilities

- Serves as the primary front desk presence for the Human Resources Department; greets and assists employees, applicants, and the public; answers and routes incoming calls and general HR email inquiries; and maintains the department reception area and shared calendar.
- Supports the full-cycle recruitment process by posting positions, monitoring the applicant tracking system (NEOGOV), scheduling candidate assessments and interviews, communicating status updates to applicants, and coordinating pre-employment logistics with the HR Specialist.
- Coordinates new employee onboarding and orientation, including preparation of new hire document packages (I-9, onboarding checklists, benefits enrollment materials), HRIS data entry for standard new hire records, and scheduling of onboarding activities with hiring departments.
- Establishes and maintains physical and electronic personnel files; scans, indexes, and uploads HR documents to the records management system in accordance with the City's retention schedule and applicable law.
- Performs routine HRIS data entry and standard report pulls; processes employment verification requests; and maintains departmental organizational charts, publishing approved updates to SharePoint and the City intranet.
- Provides administrative support for benefits and leave programs by assembling and distributing COBRA and Wisconsin Retirement System (WRS) documentation, responding to routine employee benefits inquiries, and routing complex questions to the Assistant HR Director.
- Coordinates logistics for mandatory compliance programs including the annual hearing test program, DOT drug testing program, and CDL driver record monitoring; schedules vendors and employees, tracks completions, and routes flagged results to HR staff for review.
- Prepares and distributes HR Committee and Employee Engagement Committee meeting materials including agendas, background packets, and minutes; provides logistical support for training programs and department events; and coordinates exit interview scheduling and data collection.
- Manages HR department office operations including preparation of purchase orders and payment vouchers, supply inventory and mail distribution.
- Performs other duties and special projects as assigned by the HR Director.

Education and Experience Requirements

- High school diploma or GED equivalent required;
- Associate's degree or coursework in Human Resources, Business Administration, or a related field preferred; and
- Two (2) or more years of administrative support experience, preferably in a human resources, public sector, or professional services environment; or
- A combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.

Knowledge, Skills, and Abilities

- Demonstrated ability to maintain a high degree of confidentiality with employee and applicant information.
- Strong organizational, communication, and interpersonal skills with a welcoming, professional demeanor at the front desk.
- Ability to manage multiple concurrent administrative tasks, prioritize competing requests, and meet deadlines with accuracy.
- Technology proficiency including Microsoft Word (Intermediate), Excel (Basic), Outlook, and experience or aptitude with HRIS/ATS platforms (NEOGOV experience a plus).
- Ability to communicate clearly and professionally with City employees, elected officials, applicants, and members of the public both verbally and in writing.
- Ability to classify, record, transcribe, and maintain data and information with accuracy and attention to detail.

- Ability to follow established policies, procedures, and standard operating procedures with minimal supervision while recognizing when matters require escalation.
- Establishes and maintains effective working relationships with co-workers, supervisors, department personnel, and the public.

Physical and Working Environment

Normal office working conditions within minimal exposure to disagreeable elements. The position involves consistent front desk presence during business hours. Normal mental and visual attention is required. Minimal physical demands with minimal exposure to workplace hazards. Light lifting (up to 20 lbs.) may be required.

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 Americans 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.

CITY OF WAUSAU
Human Resources Department
JOB DESCRIPTION
HR Coordinator (Part-Time)

Job Title:	HR Coordinator (Part-Time)	Reports To:	Director of Human Resources
Department:	Human Resources	FLSA Status:	Non-Exempt
Division:	Administrative	EEO Code:	6-Administrative Support
Salary Grade:	TBD	Scheduled Hours:	Part-Time / Hours TBD
Employee Group:	General Employee	Job Code:	TBD
Created:	May 2026	Last Revision:	May 2026

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

Purpose of the Position

The part-time HR Coordinator provides administrative and clerical support to the Human Resources Department with a primary focus on front desk operations, personnel records, document management, and routine HR processing. This position serves as the department's first point of contact for employees and visitors during scheduled hours, allowing the HR Specialist and Assistant HR Director to dedicate their time to higher-complexity functions. The HR Coordinator works under the direct supervision of the HR Director and exercises no independent supervisory authority.

This is a part-time, non-exempt position. Specific scheduled hours will be determined based on department need and budget authorization.

Supervisory Responsibilities

This position has no direct supervisory responsibilities.

Essential Duties and Responsibilities

- Serves as the front desk presence for the Human Resources Department during scheduled hours; greets and assists employees, applicants, and members of the public; answers and routes incoming calls and general HR email inquiries; and maintains the reception area and supply inventory.
- Establishes and maintains physical and electronic personnel files; scans, indexes, and uploads HR documents to the records management system in accordance with the City's retention schedule; and processes routine employment verification requests.
- Assists with new hire document preparation, including assembling onboarding packets, I-9 verification materials, and benefits enrollment forms; and performs standard HRIS data entry for new hire records under the direction of the HR Specialist.
- Assists with talent acquisition process including uploading new requisitions, scheduling phone and on-site interviews and communicating with applicants during the process.

- Provides administrative support for benefits programs by assembling and distributing COBRA and Wisconsin Retirement System (WRS) documentation and directing routine employee benefits inquiries to the appropriate HR team member.
- Prepares and distributes HR Committee meeting materials including agendas, background packets, and minutes; and provides logistical support for compliance programs such as the annual hearing test and DOT drug testing schedule.
- Performs routine office operations including preparation of purchase orders and payment vouchers, mail distribution and supply tracking.
- Performs other duties as assigned.

Additional Duties and Responsibilities

- Performs other duties and special projects as assigned by the HR Director.

Education and Experience Requirements

- High school diploma or GED equivalent required;
- Associate's degree or coursework in Human Resources, Business Administration, or a related field preferred; and
- One (1) or more years of administrative or office support experience; or
- A combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered.

Knowledge, Skills, and Abilities

- Demonstrated ability to maintain a high degree of confidentiality with sensitive employee and applicant information.
- Strong organizational skills and attention to detail with the ability to manage multiple tasks accurately within scheduled hours.
- Professional, welcoming demeanor with effective verbal and written communication skills; ability to interact courteously with City employees, applicants, and the public.
- Proficiency in Microsoft Word, Outlook, and Excel; aptitude for learning HRIS and applicant tracking platforms (NEOGOV experience a plus).
- Ability to follow established policies, procedures, and standard operating procedures with minimal supervision and to recognize when matters require escalation to HR staff.

Physical and Working Environment

Normal office working conditions with minimal exposure to disagreeable elements. The position requires consistent front desk presence during scheduled hours. Normal mental and visual attention required. Minimal physical demands; light lifting (up to 20 lbs.) may occasionally be required.

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 Americans 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.

Lisa M. Nowak
Human Resources Director



TEL: (715) 261-6634
FAX: (715) 261-4138

Date: September 2, 2025

To: Human Resources Committee
Mayor Doug Diny

From: Lisa Nowak, Human Resources Director

Re: Human Resources Department Adjustments

Background

For more than twenty years, the Human Resources Department has operated with the same limited structure of two support staff and one Director, despite dramatic changes in workforce expectations and organizational complexity. The scope of responsibilities of what was once a manageable administrative function has grown to a level that is unattainable and workload that is unsustainable. The volume of day-to-day tasks is overwhelming, leaving little capacity to provide the proactive, value-added services our city departments require. As a result, the steady stream of day-to-day service requests consume nearly all available capacity, leaving the HR team struggling to maintain core administrative responsibilities and unable to advance critical initiatives such as process improvements, efficiency gains, and data-driven workforce strategies. Currently, HR's capacity is at its limit. With the existing staffing levels, the department is unable to provide strategic, tailored support to employees and leaders while also maintaining compliance and essential administrative functions. This lack of capacity prevents HR from fully advancing key initiatives such as retention, succession planning, and workforce engagement. In addition, new responsibilities tied to the Workday platform and SharePoint launch have added to the workload, leaving the department unable to manage these systems effectively or realize the efficiency benefits they are intended to provide.

Since stepping into this role, I have uncovered foundational gaps that must be addressed immediately just to maintain stability. Without additional resources, HR cannot meet the city's current needs—let alone position itself as the strategic partner necessary to attract, retain, and develop a modern workforce. To keep pace with evolving demands and ensure compliance, efficiency, and long-term organizational success, expanding HR staffing is no longer optional; it is essential.

Survey Findings

As part of a recent HR Department Survey distributed to leadership across city departments, several consistent themes emerged:

- The need for greater support from the Human Resources department in managing day-to-day workforce challenges.
- The demand for strategic recruiting, including proactive outreach campaigns rather than reliance on passive job postings.
- The Interest in HR developing internal growth opportunities and promoting career latticing to increase retention and reduce turnover.
- Opportunities for HR to provide departments with improvements in data reporting (turnover, recruitment metrics), onboarding consistency and efficiency, and policy development collaboration.
- Comprehensive succession planning to ensure tacit knowledge is captured and documented, while successors will be adequately prepared to fill future vacancies.
- Identify skills gaps and prepare our future workforce through leadership development opportunities and training.

Recommendation

To address these gaps, I recommend reclassifying our Senior HR Generalist position to an Assistant HR Director, as well as adding the position of HR Business Partner to the department in 2026 should funding become available. This role would provide dedicated, department-facing support by:

- Embedding a resource within departments to anticipate workforce needs.
- Leading strategic recruiting campaigns to attract high-quality candidates.
- Support career development initiatives, career latticing job design / frameworks, Workday utilization, and assist the HR Director with projects as needed (e.g. succession planning preparation.)
- Enhancing HR's ability to provide actionable workforce analytics and policy insights.

Fiscal & Strategic Considerations

While adding staff represents an expense, it is best viewed as an investment in human capital. Building internal HR capacity will:

- Strengthen retention by fostering stronger connections and providing consistent support.
- Preserve and leverage institutional knowledge that is otherwise lost through attrition.
- Reduce reliance on external, transactional hiring approaches by building proactive pipelines of talent.

- Enable HR to align with the “build vs. buy” philosophy—retaining internal expertise while remaining flexible when outside solutions are needed.

Conclusion

The city’s workforce is its most valuable asset. To support and retain that workforce, HR must evolve from an administrative office to a strategic partner. The reclassification of the Senior HR Generalist is just the first step toward that transformation. This is the first step towards achieving our goal of positioning the city to better recruit, develop, and retain top talent in a competitive labor market.

Respectfully submitted,

Lisa M. Nowak, M.S. HRD, SHRM-CP
Director of Human Resources

A handwritten signature in black ink, appearing to read 'L. Nowak', followed by a long horizontal line extending to the right.

Lisa M. Nowak, MS HRD, SHRM-CP
City of Wausau Human Resources Director

Perfect Attendance Leave

Recommendation for Removal from the Employee Handbook

City of Wausau | Human Resources Department | HR Committee Draft — Pending Approval | June 8, 2026

Recommendation

Human Resources recommends the removal of the Perfect Attendance Leave (PAL) program from the City of Wausau Employee Handbook for all non-represented employees, effective January 1, 2027, pending HR Committee and Common Council approval.

This recommendation is made as part of the ongoing Employee Handbook reorganization and audit. The decision to remove PAL is not accompanied by a specific replacement benefit at this time. The City will continue to evaluate its overall leave and benefits structure throughout the remainder of the handbook audit, with the goal of building an equitable and competitive benefits package for all employees.

\$28,182.52
Current PAL liability

24
Employees with accrued balances

3
Sections affected in handbook

Annual cost avoidance from PAL elimination: pending payroll data. Proposed transition: employees retain accrued hours for use through December 31, 2028 — see companion Transition Provision document.

Rationale for Removal

The PAL program was established to reward consistent attendance. Over time it has created outcomes that are inconsistent with the City's values as an employer and its ability to recruit and retain talent:

- PAL penalizes employees for using leave they legitimately earned. The benefit rewards not being sick rather than dedicated service, which is not a distinction the City intends to make.
- PAL creates a structural disadvantage for non-exempt employees. Employees who cannot flex time or work from home — operational, utility, and public works staff — accrue PAL less easily than exempt employees who have schedule flexibility the policy was never designed to account for.
- PAL incentivizes presenteeism. Employees come in sick to protect their balance, reducing productivity and increasing the risk of illness spreading to coworkers and the public.
- PAL carries an ongoing balance sheet liability. The City currently holds \$28,182.52 in accrued balances across 24 non-represented employees. No new accruals will occur after December 31, 2026.
- PAL contradicts the City's recruitment message. Advertising generous leave benefits while structurally penalizing employees for using them is a contradiction that sophisticated candidates notice.

The removal of PAL is the first action in a broader effort to build a modern, equitable leave and benefits program. The City's leave philosophy — that earned leave is part of total compensation and employees are encouraged to use it — cannot coexist with a benefit that rewards employees for not using earned leave. The City will continue to evaluate its overall benefits structure throughout the remainder of the handbook audit.

Handbook Impact Summary

PAL is referenced in three sections of the current handbook. The table below identifies each section, the specific change required, and the action to be taken.

Section	Title	Change	Action
8.01	General Provisions	Remove 'perfect attendance leave' from the enumerated list of benefits. Non-represented employees only. Represented employees retain until CBA negotiation.	AMEND
8.05	Perfect Attendance Leave	Section removed in full. All subsections (Earning Method, Utilization, Minimum/Maximum Usage) deleted. Section heading removed.	REMOVE
8.12	Separation Benefits for Vacation, Compensatory and Perfect Attendance Leave	Title amended: 'Perfect Attendance Leave' removed. Body language amended: add PAL sunset date / delete as necessary. Section renumbered to 8.11 following removal of 8.05.	AMEND
Ch. 8 TOC	Chapter 8 Table of Contents	8.05 entry removed. 8.12 entry title amended. All subsequent section numbers shift down by one.	AMEND
8.06 B	Sick Leave — Notification (pay code 126)	Pay code 126 'SickPrevnt' existed to track PAL-related medical appointment carve-outs. Coordinate with Finance/Payroll to confirm whether this code can be retired.	COORDINATE

Note: Represented employees (ATU, Professional Police Association and Local 415 Fire Fighters Association) are not affected by this recommendation. PAL is incorporated into current collective bargaining agreements and cannot be removed unilaterally. HR will flag PAL for inclusion in the next negotiation cycle with each bargaining unit. The proposed transition provision includes a CBA carve-out preserving any greater right under an applicable agreement.

Section-by-Section Changes

§ 8.01

AMEND

General Provisions — Amendment

The current §8.01 lists 'perfect attendance leave' in the enumerated list of benefits where public safety personnel receive the greater benefit at time of hire or promotion. This reference is removed for non-represented employees.

REMOVE — non-represented employees only

...holiday, personal holiday, vacation, perfect attendance leave, post-employment health plan, sick leave, compensatory time, and health insurance benefit contributions...

REVISED TO READ

...holiday, personal holiday, vacation, post-employment health plan, sick leave, compensatory time, and health insurance benefit contributions...

Note: All other language in §8.01 remains unchanged. No substantive impact on public safety personnel benefits beyond the removal of PAL for non-represented employees.

§ 8.05

REMOVE

Perfect Attendance Leave — Full Removal

Section 8.05 is removed in full effective January 1, 2027. The section heading and all three subsections are deleted. Sections 8.06 through 8.13 are renumbered accordingly. The 2026 calendar year is the final earning year — employees who qualify must submit their application by January 31, 2027.

REMOVE IN FULL — all language below

8.05 — Perfect Attendance Leave

In departments electing to continue to participate in Perfect Attendance Leave (PAL), employees eligible for a PAL accrual shall make application to the Human Resources Department within 30 days of becoming eligible. Late requests will not be processed.

1. Earning Method: Employees covered by this handbook who do not fail to report to work due to sickness or injury or who do not use sick leave, with the exception of leave certified under the Family Medical Leave Act, during a twelve (12) month period (January 1 to December 31) shall earn twelve (12) hours of Perfect Attendance Leave for the first year of perfect attendance. Employees who do not use sick leave for two (2) or more consecutive twelve (12) month periods shall earn sixteen (16) hours effective January 1 of each year they qualify. At no time may an employee's PAL account exceed forty (40) hours. Usage of sick leave for Workers Compensation and incidents of Family Medical Leave will not affect Perfect Attendance Leave accruals.

Employees will be allowed three incidents of sick leave usage for medical or dental appointments within the established Perfect Attendance Leave earning period without sacrificing eligibility for Perfect Attendance Leave. These incidents should be reported using pay code 126 "SickPrevnt." Each incident may not exceed three hours per usage.

Regular part-time employees shall receive a proration of perfect attendance leave based on their number of hours worked.

2. Utilization: Employees may request to use Perfect Attendance Leave at any time following the year(s) in which it is earned.

3. Minimum/Maximum Usage: Perfect Attendance Leave may not be used in less than one-half (1/2) hour for non-exempt employees nor more than forty (40) hour segments.

Note: Pay code 126 'SickPrevnt' was created specifically to track PAL-related medical appointment carve-outs. Coordinate with Finance and Payroll to confirm whether this code serves any other purpose before retiring it.

§ 8.12

AMEND

Separation Benefits — Amendment and Renumbering

Section 8.12 governs cash payout of leave balances at separation. The title and body are amended to audit / remove PAL references. The section is renumbered to 8.11 following the removal of 8.05.

CURRENT TITLE — REMOVE

8.12 — Separation Benefits for Vacation, Compensatory and Perfect Attendance Leave

REVISED TITLE

8.11 — Separation Benefits for Vacation and Compensatory Time

CURRENT BODY — REMOVE

*At time of voluntary termination (resignation or retirement) employees who subsequently leave the employ of the City, upon giving ten (10) working days written notice to the Human Resources Department, shall receive cash payment for all remaining accrued vacation time, compensatory time, and perfect attendance leave.
The employee's last day of work will be the last day on the payroll. Employees will not be permitted to utilize vacation, compensatory time and/or perfect attendance leave and stay on the payroll after the last day at work.*

REVISED BODY

At time of voluntary termination (resignation or retirement), employees who subsequently leave the employ of the City, upon giving ten (10) working days written notice to the Human Resources Department, shall receive cash payment for all remaining accrued vacation time and compensatory time. The employee's last day of work will be the last day on the payroll. Employees will not be permitted to utilize vacation or compensatory time and remain on the payroll after the last day at work.

Note: A transitional sentence should be added to §8.11 during the 2027–2028 use window: 'Employees with Perfect Attendance Leave balances credited prior to January 1, 2027, may use those hours through December 31, 2028, subject to normal scheduling approval.' Remove this sentence effective January 1, 2029.

Chapter 8 Renumbering

Removal of §8.05 shifts all subsequent sections down by one number. The table below maps current to proposed section numbers for the full chapter. All cross-references within the handbook and the Chapter 8 table of contents must be updated accordingly.

Current	Section Title	Proposed Number
8.01	General Provisions	8.01 (amended)
8.02	Paid Holidays	8.02
8.03	Personal Holidays	8.03
8.04	Vacation	8.04
8.05	Perfect Attendance Leave	REMOVED
8.06	Sick Leave	8.05
8.07	Family Medical Leave Policy	8.06
8.08	General Leaves of Absence	8.07
8.09	Educational Leave of Absence	8.08
8.10	Military Leave	8.09
8.11	Bereavement Leave	8.10
8.12	Separation Benefits (amended title)	8.11
8.13	Lactation Policy	8.12

Note: If the proposed handbook reorganization (Part IV structure) is adopted, the equivalent renumbering applies to the Part IV index. 4.05 Perfect Attendance Leave is removed, and 4.06 through 4.12 shift to 4.05 through 4.11.

Accrued Balance Transition

At the time of this recommendation, 24 non-represented employees hold accrued PAL balances totaling \$28,182.52. Employees who qualify for a 2026 accrual and submit their application by January 31, 2027, may add to that total — Finance will confirm the estimated maximum exposure once payroll data is received.

The proposed transition provision allows employees to retain and use their credited PAL hours through December 31, 2028, subject to normal scheduling approval. Unused hours expire after that date unless otherwise required by an applicable collective bargaining agreement, employment agreement, or law.

Recommended Next Steps

- HR Committee reviews this recommendation and, if approved, forwards to Common Council.
 - Common Council considers and votes on PAL elimination effective January 1, 2027.
 - Upon approval: Finance and Payroll notified of effective date and transition window (use through 12/31/2028).
 - Upon approval: Individual employee communications issued — each affected employee receives their current balance and the January 31, 2027 application deadline for 2026 earnings.
 - Upon approval: Department Directors briefed on scheduling expectations during the 2027–2028 use window.
 - Upon approval: Pay code 126 (SickPrevnt) retirement coordinated with Finance and Payroll.
 - Upon approval: Revised handbook language drafted incorporating §8.01 amendment, §8.05 removal, and §8.11 amendment with renumbering.
 - January 31, 2027: Deadline for employees to submit 2026 PAL applications to HR.
 - January 1, 2027: PAL elimination effective — no new accruals.
 - December 31, 2028: Unused PAL balances expire (subject to applicable law), Finance confirms balance sheet recognition.
 - Ongoing: Represented employee PAL rights flagged for next negotiation cycle with ATU, Professional Police Association and Local 415.
 - Ongoing: Benefits review continues as part of the broader handbook audit.
-

Perfect Attendance Leave

Proposed Transition Provision

City of Wausau | Human Resources Department | HR Committee | June 8, 2026

Background

Human Resources is recommending the discontinuation of the Perfect Attendance Leave (PAL) program for all non-represented City of Wausau employees, effective January 1, 2027. This document presents the proposed transition provision for HR Committee review and, upon Committee approval, for consideration by the Common Council. It also identifies administrative items requiring coordination once the provision is approved.

\$28,182.52

Total accrued PAL liability

24

Non-represented employees affected

0

Represented employees affected

Note: Represented employees are not affected by this proposal. PAL is incorporated into current collective bargaining agreements with the ATU, Professional Police Association and Local 415 Fire Fighters Association.

Proposed Transition Provision

The following language is proposed for adoption by the HR Committee and Common Council. Upon approval, it will be incorporated into the Employee Handbook and used as the basis for all employee communications regarding this change:

Effective January 1, 2027, the City will discontinue the Perfect Attendance Leave program. The 2026 calendar year will be the final year in which Perfect Attendance Leave may be earned. Employees who qualify based on their attendance record for calendar year 2026 must submit their application to the Human Resources Department no later than January 31, 2027. Perfect Attendance Leave credited for calendar year 2026, and any previously credited leave, will remain available for use through December 31, 2028, subject to normal scheduling approval. Unused Perfect Attendance Leave remaining after December 31, 2028, will expire unless otherwise required by an applicable collective bargaining agreement, employment agreement, or law.

What This Means in Practice

For employees with accrued balances

Employees who currently hold accrued PAL balances retain their earned hours and may use them through December 31, 2028, subject to normal supervisor approval and scheduling requirements. Employees who

qualify for a 2026 accrual must submit their application to HR by January 31, 2027 — this is the final accrual cycle.

Note: Upon approval of this proposal, HR / Payroll will communicate to each affected employee their current balance and the January 31, 2027 application deadline for 2026 earnings, so employees can plan accordingly.

For employees with no accrued balance

Employees who have not accrued a PAL balance, or who have used their balance in full prior to January 1, 2027, are unaffected. No new PAL hours will accrue after December 31, 2026.

For new employees

Employees hired on or after January 1, 2027, are not eligible for Perfect Attendance Leave. PAL will not appear in the revised Employee Handbook.

For represented employees

This provision applies to non-represented employees only. Represented employees covered by collective bargaining agreements with the Professional Police Association and Local 415 Fire Fighters Association retain their PAL rights as negotiated. The expiration language in the provision includes an explicit CBA carve-out to reflect this. HR will flag PAL for inclusion in the next negotiation cycle with each bargaining unit.

Financial Impact

Current liability

The City currently holds \$28,182.52 in accrued PAL liability across 24 non-represented employees. Under this proposed transition provision, that liability does not require an immediate cash outlay. It will resolve as employees use their hours during the 2027–2028 window, or expire at December 31, 2028, for any unused balances. Additionally, employees who qualify for 2026 earnings and submit by January 31, 2027 may add hours to that liability.

Ongoing cost avoidance

No new PAL hours will accrue after December 31, 2026. The annual cost the City previously incurred through PAL accruals — hours earned at each employee's hourly rate plus employer payroll burden — is eliminated. Finance will confirm the total annual avoidance figure once payroll data is returned.

Balance sheet treatment

The existing \$28,182.52 liability remains on the balance sheet until hours are used or expire. Finance is able to confirm how the liability is carried and recorded during the 2027–2028 transition window, and how expired balances are recognized at December 31, 2028.

Implementation Checklist

The following actions will be required upon approval of this proposal and through the transition window.

Timing	Action	Owner
Upon approval	Notify Finance and Payroll of effective date, transition window, and balance sheet treatment needed	HR
Upon approval	Confirm with HR Team: PAL discontinuation after 12/31/2026	HR
Upon approval	Communicate transition provision to all affected employees with individual balance statements and January 31, 2027 application deadline	HR
Upon approval	Confirm pay code 126 (SickPrevnt) retirement with Finance and Payroll — code existed solely for PAL carve-out tracking	HR / Payroll
Upon approval	Incorporate transition provision into revised Employee Handbook	HR
Upon approval	Brief Department Directors on scheduling expectations during 2027–2028 use window	HR
1/1/2027	PAL elimination effective — no new accruals	Payroll
12/31/2026–12/31/2028	Monitor PAL usage during transition window; coordinate with supervisors on scheduling requests	HR / Supervisors
Early 2027	Flag PAL in CBA negotiation cycle with Police Association and Local 415 (ATU is 2026)	HR
12/31/2028	Any unused PAL balances expire — Finance confirms balance sheet recognition	HR / Finance
Post-12/31/2028	Confirm all balances cleared; close out PAL tracking in payroll system	Payroll