



OFFICIAL NOTICE & AGENDA REGULAR MEETING

MEETING: Human Resources Committee
DATE/TIME: Monday, July 13, 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... Human Resources Committee
June 2026 Meeting Minutes
- 3 Discussion and possible action.**
 - a. Approve bargaining agreement between the City of Wausau and Local 1168 Amalgamated Transit Union, AFL-CIO for July 1, 2026 through June 30, 2028
 - b. a. **Request for Approval of Firefighter / Paramedic Apprenticeship Partnership with Northcentral Technical College**
- 4 Discussion.**
 - a. Discussion: City Overtime Information
- 5 Adjournment.**

Vicki Tierney, Chairperson

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

DATE:
TIME:
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YouTube and Channel 981 on Cable TV

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City of Wausau
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**CITY OF WAUSAU HUMAN RESOURCES COMMITTEE
MINUTES OF OPEN SESSION**

DATE/TIME: June 8, 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 Chairperson Tierney

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

No one was present for public comment.

Approval of the March 9, 2026 Minutes and May 11, 2026 Minutes.

Motion by Alder Kilian and seconded by Alder Martens to approve the March 9th and May 11 Human Resources Committee meeting minutes.

Motion carried unanimously.

Discussion and Possible Action: Request for Approval of Firefighter/Paramedic Apprenticeship Program with Northcentral Technical College.

Fire Chief Kopp, Deputy Chief Pluess, and Dr. Brad Gast of Northcentral Technical College presented a proposed Firefighter/Paramedic Apprenticeship Program funded through a federal congressional spending allocation administered through NTC. Staff explained that the program was developed to address firefighter/paramedic recruitment challenges and would provide an 18-month pathway for participants to obtain required certifications while working as paid apprentices. The program would consist of two cohorts of nine apprentices.

Alder Kilian asked several questions regarding apprentice employment status, the City's obligations upon completion of the program, supervisory responsibilities, and potential financial impacts. Deputy Chief Pluess explained that apprentices would be full-time employees for the duration of the 18-month apprenticeship, would not be guaranteed permanent employment upon completion, and that anticipated wages, benefits, training costs, and field training officer expenses had been included in the grant proposal. Discussion also included the benefits of providing the Fire Department with an opportunity to evaluate and train potential future employees over an extended period.

Alder Larson asked how vacancies occurring during the apprenticeship period would be handled and whether holding positions open could create overtime costs. Fire Department staff explained that future vacancies would be evaluated based on operational needs, recruitment timelines, and the progress of apprentices within the program. Discussion also included current firefighter recruitment timelines and the length of the hiring process.

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Alder Wiskowski asked questions regarding onboarding efficiencies, grant administration, coding and tracking of grant-funded expenditures, overtime implications, apprentice withdrawal from the program, and long-term sustainability following expiration of grant funding. Staff explained that the program could reduce onboarding time for future hires, that grant-funded expenses would be tracked separately, and that the department does not anticipate requesting taxpayer funding to continue the program after grant funding expires. Committee members discussed the importance of documenting funding, reimbursement, and accountability measures.

Alder Martens discussed the department's previous apprenticeship efforts and expressed support for the program as a long-term workforce development and recruitment strategy. Discussion included differences between the proposed program and prior apprenticeship initiatives, apprentice training progression, staffing distribution among stations, and potential long-term benefits to firefighter recruitment and retention.

Chairperson Tierney raised questions regarding grant reimbursement procedures, employee benefits, workers' compensation coverage, collective bargaining implications, seniority rights, and the availability of written program documentation. Staff explained that grant funding was intended to cover anticipated wages, benefits, and workers' compensation premiums. Discussion also included the need for a Memorandum of Understanding with the bargaining unit and additional documentation outlining responsibilities of the City and NTC.

Director Nowak advised the Committee that several legal and employment-related issues remained under review, including unemployment liability, FMLA eligibility, workers' compensation exposure beyond premium costs, and other employment obligations associated with full-time apprentice status. Director Nowak noted that while the grant proposal included funding for anticipated expenses, some potential liabilities could remain the responsibility of the City.

Committee members expressed support for the goals of the apprenticeship program but indicated that additional written documentation, legal review, and clarification regarding financial, employment, labor relations, and operational considerations were necessary before the Committee could fully evaluate the proposal.

Motion by Alder Larson, seconded by Alder Kilian, to table consideration of the Firefighter/Paramedic Apprenticeship Program pending additional written information, legal review, and confirmation that the City's obligations and potential liabilities will be no cost to the citizens.

Motion carried 4-1, with Alder Martens opposed.

Discussion and Possible Action: Request for Additional Human Resources Department Staff Member.

Director Nowak reviewed current Human Resources Department workload and presented a request to add a Human Resources Coordinator position. Director Nowak provided an overview of ongoing departmental responsibilities, including recruitment, labor negotiations, employee relations matters, policy development, benefits administration, workers' compensation administration, FMLA

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administration, compliance reporting, and various citywide projects. Director Nowak indicated that current staffing levels have limited the department's ability to address additional requests and initiatives.

Committee members discussed staffing needs within the department, implementation timing, funding options, and opportunities for cross-functional support with other departments. Members expressed support for adding resources to the Human Resources Department and discussed the potential need for a budget modification to fund the position.

Motion by Alder Larson, seconded by Alder Kilian, to approve the addition of a full-time Human Resources Coordinator position and of a budget modification to fund the position this year.

Motion carried unanimously.

Discussion and Possible Action: Request to Remove Perfect Attendance Leave Program.

Director Nowak reviewed the Perfect Attendance Leave (PAL) Program and recommended discontinuing the program effective January 1, 2027. Director Nowak explained that the program rewards employees who do not use sick leave but may unintentionally discourage appropriate use of sick leave, create inequities among employees with medical conditions, and reinforce a workplace culture that encourages employees to report to work while ill. Director Nowak further noted that attendance concerns are more appropriately addressed through management practices and attendance policies rather than through PAL incentives.

Committee members discussed the limited utilization of the program, concerns regarding employees working while sick, and the need to maintain a healthy workplace environment. Director Nowak discussed allowing employees who have already accrued PAL hours to retain and use those hours after the program is discontinued.

Motion by Alder Larson, seconded by Alder Wislowski, to remove the Perfect Attendance Leave Program effective January 1, 2027.

Motion carried unanimously.

Future Agenda Items Request.

Alder Wislowski raised concerns regarding overtime expenditures and noted that several constituents had recently contacted Council members regarding overtime usage across City departments. Committee members discussed the importance of publicly reviewing overtime trends and providing additional information regarding overtime expenditures. Chairperson Tierney indicated that discussions had begun regarding the issue and members expressed support for a future agenda item to review overtime usage and related departmental impacts. Director Nowak indicated the matter would be scheduled for future committee discussion.

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Adjournment.

Motion by Alder Wiskowski to adjourn. Second by Alder Kilian. Meeting adjourned.

Vicky Tierney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=TpBv21SbLuE>

JOINT RESOLUTION OF THE HUMAN RESOURCES COMMITTEE AND FINANCE COMMITTEE

Approve bargaining agreement between the City of Wausau and Local 1168 Amalgamated Transit Union, AFL-CIO for July 1, 2026 through June 30, 2028.

Committee Action:
HR Approved

File Number:

Date Introduced: 7.13.26

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes ☐ No ☒	
	<i>Included in Budget:</i>	Yes ☐ No ☐	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes ☐ No ☐	<i>Amount: 2026 \$17,758.94, 2027- \$27,862.90, 2028- \$14,399.30</i>
	<i>Recurring Costs:</i>	Yes ☐ No ☐	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes ☐ No ☐	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes ☐ No ☐	<i>Amount:</i>
	<i>TID Source: Increment Revenue ☐ Debt ☐ Funds on Hand ☐ Interfund Loan ☐</i>		

RESOLUTION

WHEREAS, Representatives of the City of Wausau (hereby referred to as “City”) and the Local 1168 Amalgamated Transit Union, AFL-CIO (hereafter referred to as the “Transit Union”) have agreed to the provisions of a collective bargaining agreement encompassing the time period of July 1, 2026 to June 30, 2028, the summary of the agreement being attached; and

WHEREAS, your Human Resources Committee at their July 13th meeting and Finance Committee at their July 14th meeting recommend the adoption of this agreement, and

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau that provisions as summarized on the attachments are approved for incorporation into the labor agreement between the City and the Transit Union, and that all of the remaining unchanged provisions in the latest current agreement shall continue to be in effect, and that the labor agreement shall be a two-year agreement, encompassing the periods of July 1, 2026 to June 30, 2028 inclusive and retroactive, and

BE IT FURTHER RESOLVED that the Mayor and other proper City officials and designees are hereby authorized and directed to execute the relevant labor agreement encompassing the attached provisions and all other unchanged provision in the latest current agreement.

Approved:

Doug Diny, Mayor

SUMMARY
OF
TRANSIT COLLECTIVE BARGAINING AGREEMENT
CHANGES

- Term: July 1, 2026, to June 30, 2028.
- For PP14 2026, Step A in all classifications except Lead Maintenance Tech received a \$1.00 increase. Then all classifications and steps received a two percent (2%) increase for PP14 2026 only. All employment classifications and steps then received a one and a half percent (1.5%) increase at PP1 2027, PP14 2027, and PP1 2028.
- General correction of typos, other grammatical errors, language clean up to ensure accurate references to job titles.
- Clarified that all employees of the bargaining unit could have their probationary period extended.
- Clarified eligible benefits available to part-time and full-time employees during the probationary period.
- Updated part-time employees' vacation usage to accurately reflect their work schedule. Increase the maximum number of vacation hours for part-time employees to carry over to the next year from 20 hours to 40 hours.
- Converted the number of working days required to earn vacation in a pay period to hours worked for full-time and part-time employees.
- Sick time usage will now reflect the actual number of hours assigned to work.
- The Perfect Attendance Leave accrual policy will be discontinued if the City discontinues it City-wide for the non-represented employees. Accrued PAL leave will remain, and employees will be able to use it as before until it has been exhausted.
- Clarifying what a day of funeral leave means for full-time employees.
- Moved scheduling language from Article 10 to Article 19 and removed language that made these two Articles conflict.
- Removed unnecessary language regarding part-time employee call in pay.
- Increased the number of bottoms provided to Bus Operators. Added language indicating all City-purchased items with the Metro Ride logo on them need to be returned to the City

upon employment separation. Garage employee uniforms also must be returned to the City upon employment separation.

- Employee utilizing employer funds to purchase safety shoes must reimburse the City in the event the employee purchases shoes and then leaves employment within the next 30 days.
- Removed references to “fair share contributions” due to Wisconsin being a right to work state, and the U.S. Supreme Court decision *Janus v. American Federation of State, County, and Municipal Employees*, 585 U.S. 878 (2018).
- Article 31 – Savings Clause was updated to reflect the steps to take in the event language in the Collective Bargaining Agreement is found unlawful.
- The Federal Medical Card requirements and obligations after being hired have been removed.
- Employees not honoring the entire notice of separation period they provided to the City will forfeit that accrued but unused leave banks.
- Language was added that prior years of service in a different classification are not lost if the employee remains with the City, and returns to that prior classification in the future.
- *Facilities Maintenance* employees will receive a \$1.50 increase per hour to their base wage when they act as a *Bus Operator*.
- Deleted Side Letter #2, as it was no longer applicable.

Amalgamated Transit Union
Summary of Tentative Agreement, June 22, 2026

Article	Agreement
Entire Agreement	Updating outdated information. EX; dental insurance beginning date. Also clean up typos.
10 – Vacation	Adjust language for full-time employees to work 48 hours and part-time employees to work 24 hours to earn vacation and sick time balances. Increasing maximum carryover limits for part-time employees to 40 hours.
11 – Sick Leave	Using sick and vacation time in .25-hour increments.
11 – Sick Leave	Defined hours paid for full-time and part-time employees.
12- Perfect Attendance Leave	To follow the City's PAL leave policy in the event the city discontinues.
20 - Uniforms	Adjusting the number of bottoms and defining type of shirts. Also asking for items to be returned upon departure. And if separated must reimburse for boots if under 30 days.
32- Entire Memorandum of Agreement	Removal of Federal Medical Card requirements.
35 – Voluntary Separation	Added language to define what a 2-week notice is.
Appendix A	Adjusted wages start wages will receive a \$1.00 increase 06/21/26 along with the respective percentage increases. 06/21/26 2% Increase 12/20/26 1.5% Increase 06/20/27 1.5% Increase 12/19/27 1.5% Increase

**AGREEMENT
BETWEEN THE
CITY OF WAUSAU**



**AND
LOCAL 1168
AMALGAMATED TRANSIT UNION, AFL-CIO**

JULY 1, 2026, TO JUNE 30, 2028

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
30	Duration of Agreement.....	26
3	Employees Covered by Agreement	2
32	Entire Memorandum of Agreement.....	27
16	Funeral Leave	18
7	Grievance Procedure.....	6
9	Holidays.....	9
23	In-service Training.....	24
13	Insurance.....	16
18	Job Rates	19
21	Jury Duty	22
8	Leave of Absence	8
15	Longevity Pay	17
28	Maintenance of Equipment.....	25
5	Management Rights	2
25	Negotiating Sessions.....	24
36	Non-Discrimination.....	28
29	No-Strike Agreement.....	25
33	Past Practices	28
12	Perfect Attendance Leave	15
1	Policies of Employer and Union.....	1
4	Probation.....	2
2	Recognition.....	1
34	Reimbursed Expenses	28
14	Retirement.....	17
31	Savings Clause.....	26

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
6	Seniority Rights	3
26	Scheduling of Runs.....	24
17	Shift Differential	19
11	Sick Leave	13
24	Transfer of Benefits	24
20	Uniforms	20
27	Union Activity	24
22	Union Dues Check-off/Fair Share	22
10	Vacations	11
35	Voluntary Separation	28
19	Working Hours and Overtime	19
	Appendix "A"	31
	Letter of Agreement #1.....	33
	Memorandum of Understanding.....	34

MEMORANDUM OF AGREEMENT
BETWEEN
WAUSAU AREA TRANSIT SYSTEM, INC.
AND
LOCAL DIVISION NO. 1168, AMALGAMATED TRANSIT UNION, AFL-CIO

This Memorandum of Agreement made and entered into by and between the Wausau Area Transit System (WATS), d.b.a Metro Ride, operating the bus and intervening territory, their successors, lessees and assignees, hereinafter referred to as "Employer", and Local Division 1168, Amalgamated Transit Union, AFL-CIO, hereinafter referred to as "Union".

WHEREAS, the Employer and the Union have reached an amicable understanding with respect to the employer-employee relationship which exists between them and desire to enter into a complete agreement covering the rates of pay, hours of work, and conditions of employment.

WHEREAS, the Employer and the Union recognize that by increasing productivity and efficiency of operations, the Wausau Area Transit System will continue to prosper and grow.

NOW, THEREFORE, in consideration of the premises and in consideration of the promises hereinafter contained and other good and valuable considerations, the receipt of which is hereby irrevocably acknowledged.

IT IS AGREED AS FOLLOWS:

ARTICLE 1 - POLICIES OF EMPLOYER AND UNION

The mutual interest of the Employer and employees is recognized by this agreement for the operation of transit operations under methods that will promote safety, economy of operations, cleanliness, proper care of equipment and protection of property and the ethical conduct of business and labor relations between the Employer and the employees. The Union pledges that it will cooperate with the Employer in a concerted effort for more productivity. Every employee shall endeavor to increase their individual productivity and make use of all suggestions relative thereto from the Employer.

ARTICLE 2 – RECOGNITION

The Employer continues to recognize the Union as the sole and exclusive bargaining agent for the purposes of engaging in conferences and negotiations establishing wages, hours, and conditions of employment for the employees set forth in Appendix "A" of this agreement, which is incorporated herein by reference.

Expressly excluded from the bargaining unit of the Amalgamated Transit Union, Local Division 1168, AFL-CIO, are the Transit Director, Deputy Director, Transit Operations Supervisor, Transit

Maintenance Supervisor, Administrative Assistant III, and other managerial, supervisory, and confidential employees.

ARTICLE 3 - EMPLOYEES COVERED BY THIS AGREEMENT

Whenever the term "Employee" is used in this Memorandum of Agreement, it shall mean and include only those employees set forth in Appendix "A" of the Agreement. Article 8 through and including Article 21 of this Agreement, except as otherwise specified, apply only to regular full-time employees.

ARTICLE 4 – PROBATION

- A. **Probationary Period:** All full-time and part-time employees shall serve a probationary period of six (6) months from date of hire. The probationary period for any new employee hired may be extended not to exceed an additional six (6) months at the discretion of the Employer. In the event the employee becomes a permanent employee, seniority and other benefits under this contract shall accrue to the original date of hire providing such employee was continuously employed by the Employer in this bargaining unit. A probationary employee is any non-permanent employee who receives no rights or benefits except as specifically set forth in this contract.

During the probationary period, the employee shall attain no seniority rights and be subject to dismissal for any reason without recourse to the arbitration procedure.

- B. **Probationary Employee Benefits:** All probationary employees shall receive the same holidays, funeral leave, and retirement benefits as those received by regular employees. Full-time employee usage will be based on hours equal to assigned work or 8 hours, whichever is greater. Part-time usage will be based on 6 hours.

ARTICLE 5 - MANAGEMENT RIGHTS

The Employer possesses the sole right to operate its operations and all management rights repose in it but such rights must be exercised consistently with the other provisions of this contract. These rights include but are not limited to the following:

- A. To direct all transit operations and operations incidental thereto.
- B. To hire, promote, transfer, assign and retain employees in positions with the Employer, including the right to hire specialists, on either a temporary or permanent basis.

- C. To suspend, demote, discharge and take other disciplinary action against employees for just cause.
- D. To relieve employees from their duties because of lack of work or other legitimate reasons.
- E. To maintain efficiency of transit operations entrusted to it.
- F. To take whatever action is necessary to comply with State or Federal law.
- G. To introduce new or improved methods or facilities.
- H. To change existing methods or facilities.
- I. To contract out for goods or services.
- J. To determine the methods, means and personnel by which such operations are to be conducted.
- K. To take whatever action is necessary to carry out the functions of the operations in situations of emergency.
- L. To establish work rules and schedules of work.

ARTICLE 6 - SENIORITY RIGHTS

- A. Seniority List: The Employer agrees to keep posted in an acceptable place, in the operator's room and garage, an up-to-date seniority list showing the seniority standing of each and every employee, and the work classification.
- B. Roll of Seniority: It shall be the policy of the Employer to recognize seniority and qualifications as two (2) of its criteria in making promotions.
- C. Definition of Seniority: Subject to successful completion of the probationary period, seniority shall commence upon date of hire and be based upon the actual continuous length of service for which payment has been received by the employee, provided, however, that it is herein agreed that the agreement covers all employees who were previously employees of the Wisconsin Public Service Corporation and Wausau Transit Lines, Inc. and that such employees shall be given full credit for all time of continuous service with said previous employer in calculating seniority under this agreement. Employees shall hold seniority only in their respective department, which at the present time consists of bus operators, garage employees, and part-time employees. If an employee chooses to change departments they shall go to the bottom of the seniority list in that department; this shall not affect any other rights and/or benefits, only picking of work and vacation.

- D. Notification of Union: When a promotion within the bargaining unit is to be made, the Employer will notify the President of the Union at least five (5) days prior to making the promotion. All new jobs or promotions within the bargaining unit shall be posted on the bulletin board with notification first to the Union.
- E. Qualifications: The initial determination as to an employee's qualifications shall be made by the Employer. However, if there is a difference of opinion as to the qualifications of an employee, the Union may take the matter up for adjustment under the grievance procedure.
- F. Evaluation Following Change in Classification: An employee being promoted to a higher classification within the bargaining unit shall serve an evaluation period of six (6) months in the new classification. This evaluation period does not apply to employees moving from Mechanic I to Mechanic II. Any employee who does not complete the evaluation period successfully shall be returned to his/her former classification at his/her former rate of pay. The employee promoted may disqualify himself/herself during the evaluation period and return to his/her former classification at his/her former rate of pay with accumulated seniority. In the event that the Employer promotes a member of the bargaining unit to a supervisory or managerial position with the Employer, such employee shall retain his/her bargaining unit seniority for a period not to exceed six (6) months from the date of said promotion.

However, in the event that the Employer promotes a member of the bargaining unit to a supervisory or managerial position with the Employer, and that employee's position is subsequently eliminated, that individual may return to a bargaining unit position and shall retain seniority rights in the bargaining unit to the extent accumulated as of the date of the promotion to the supervisory or management position.

- G. Loss of Seniority: Seniority and the employment relationship shall be broken and terminated if an employee:
1. Quits
 2. Is discharged for just cause
 3. Is absent from work for three (3) consecutive working days without notification to the employer
 4. Fails to report to work within five (5) working days after receiving notice of recall
 5. Fails to report for work at the termination of a leave of absence
 6. Is on a leave of absence for personal or health reasons and accepts other employment without permission
 7. Retires

8. Is not re-employed for a period of two (2) years after being laid off.
- H. Notice of Recall: The notice of recall for any Employee who has been laid off shall be sent by certified mail to the last address of the employee.
- I. Notice of Lay Off: Each employee to be laid off shall be given written notice in person at least ten (10) days prior to the date of the layoff. The notice shall indicate the date on which the layoff is to be effective and to contact the Human Resources Department immediately to exercise any layoff rights. A copy of the notice shall be sent to the Human Resources Department.
- J. Order of Lay Off: Prior to the layoff of any members of the bargaining unit, non-bargaining unit seasonal and temporary employees shall be laid off first. Should additional layoffs be necessary, part-time employees shall be laid off next. Should additional layoffs be necessary, full-time probationary employees shall be laid off next. Should additional layoffs be necessary, the oldest in point of departmental seniority shall be retained, if the employer determines him/her qualified to perform the available work. A recall of employees that have been laid off shall be in reverse order of that of laying off, providing the recalled employees are qualified to perform the available work.

The full-time operators have the first opportunity to accept employment according to seniority in a part-time bus operator position under the terms of this section. All rights to recall as a full-time operator will be retained. The full-time operators may choose to accept the layoff rather than the part-time position. In the event that no full-time operators accept the part-time operator positions, a part-time operator may be returned to fill the position.

Full-time operators who accept employment in part-time operator positions shall continue to receive the employee's then existing rate and prorated fringe benefits for a period of six (6) months while serving in the part-time position. In the event the full-time employee continues in the part-time position beyond six (6) months, the employee shall receive the normal wage rate and fringe benefits for a part-time position.

- K. Time Limitations: The recall list shall be valid up to two (2) years following layoff. After two (2) years from the date of the layoff, all recall rights are terminated.
- L. Voluntary Layoff: Whenever layoffs of bargaining unit employees are necessary, members having greater seniority than those employees being laid off may volunteer to be laid off in their place. The request for voluntary layoff must be in writing and shall be irrevocable during the period of layoff. It is agreed and understood that the employer has no control over the decision as to whether the employee on voluntary layoff is entitled to unemployment compensation under the laws of the State of Wisconsin, and that the employee requesting voluntary layoff does so at his/her own risk.

During the period of a voluntary layoff, no vacation, sick leave or other benefits (other than seniority) shall accrue to the employee. Provided however that in no event shall seniority be allowed to keep accruing in an excess of four (4) months from the date of the voluntary layoff. The employer shall allow any employee on a voluntary layoff to continue his/her medical, dental and life insurance coverage; however, the employee shall pay the full cost through COBRA.

ARTICLE 7 - GRIEVANCE PROCEDURE

A. Definitions:

Grievance: A grievance shall mean only any controversy which exists because of an unsatisfactory adjustment or failure to adjust a claim or dispute of any employee or group of employees concerning the interpretation or application of this contract.

Proper Submission of Grievance and Response: Received in person and time stamped by the recipient or sent via electronic mail and timestamped by the computer.

Written Notice: Hard copy notice including but not limited to letter, memo, or note.

Workday: A day on which normal bus routes are scheduled to operate, 12:00 a.m. to 11:59 p.m., excluding Saturday, Sunday and all holidays as identified in Article 9.

Union Representative: Union is allowed to have 2 representatives. Union Attorney is not included as a Union representative.

B. Settlement of Grievance: Any grievance shall be considered settled at the completion of any step in the procedure, if all parties concerned are mutually satisfied. Dissatisfaction is implied in recourse from one step to the next.

C. Time Limitations: The failure of either party to file a grievance, process a grievance, or appeal a grievance in a timely fashion as provided herein shall be deemed a complete settlement and waiver of the grievance. If the Union fails to receive a reply in a timely fashion, they shall have the right to automatically proceed to the next step of the grievance procedure. However, if it is impossible to comply with the time limitations specified in the procedure because of work schedules, illness, vacation, etc., these limitations may be extended by mutual consent of the parties confirmed in writing.

D. Steps in Procedure:

Step 1: All grievances must be submitted in writing to the Transit Director or his/her designee promptly on forms supplied by the Union and no later than ten (10) workdays from the date the employee knew or should have known of the cause of such grievance. The written grievance shall contain a clear and concise statement of the grievance and

indicate the issue involved, the relief sought, the date the incident or violation took place, and the specific section of the contract involved. In the event of a grievance the employee shall perform his/her assigned task and grieve his/her complaint later. The employee with one (1) union representative will explain his/her written grievance to the Transit Director (or his/her designee). The Transit Director or his/her designee shall within ten (10) working days inform the union, in writing, of his/her decision on the grievance.

Step 2: If the grievance is not settled in the first step, the employee and the grievance committee will appeal the written grievance by submitting a letter, memo, or note to the Director of Human Resources within five (5) workdays after the decision of the Transit Director. The Director of Human Resources will review the record and further investigate the grievance including a meeting with the grievant. At this meeting, the employee may be represented by up to (but not to exceed) two (2) members of the Union.

This will probably be a member of the grievance committee and the president of the Union, but this determination is in the discretion of the Union. The Director of Human Resources will then inform the Union in writing of his/her decision within five (5) working days after the meeting on the grievance.

Step 3: If the grievance is not settled in the first or second step, the employee and the grievance committee will appeal the decision in writing to the Human Resources Committee of the Employer. This appeal must be made within five (5) working days after receipt of the written decision of the Director of Human Resources. The Human Resources Committee will review the records and further investigate the grievance. The Union shall have the privilege to meet and discuss a grievance with the Human Resources Committee and shall receive written invitation to discuss the matter with the Human Resources Committee at least 24 hours prior to the scheduled meeting. The Human Resources Committee will inform the Union in writing of its decision within ten (10) working days after meeting on the grievance.

E. Arbitration:

1. Time Limit: If a satisfactory settlement is not reached in Step 3, the employee and grievance committee must notify the Human Resources Director in writing within five (5) working days after the union's regularly scheduled monthly meeting but no more than twenty (20) working days from receipt of written notice of the Human Resources Committee decision that they intend to process the grievance in arbitration.
2. Methods of Selection: Before the initial arbitration hearing, the employer and the union grievance committee shall use their best efforts to select a mutually agreeable arbitrator. If the employer and the union grievance committee are unable to agree on an arbitrator within ten (10) working days after receipt of the employee and grievance committee's written notice, either party may request the Wisconsin Employment Relations Commission to prepare a slate of seven (7) impartial arbitrators. The union grievance committee and the employer shall then alternately strike three (3) parties each on the

slate with the party initiating the grievance exercising the first strike. The union and the employer shall exercise their strikes within five (5) days following receipt of the slate from the Wisconsin Employment Relations Commission. The remaining arbitrator on the slate after the strikes shall then be notified of his/her appointment in a joint statement from the employer and the union.

3. Arbitration Hearing: The arbitrator shall use his/her best efforts to mediate the grievance before the formal arbitration hearing. The parties shall agree in advance upon procedures to be used at the hearing and the hearing shall follow a quasi-judicial format. The arbitrator selected or appointed shall meet with the parties as soon as a mutually agreeable date can be set to review the evidence and hear testimony relating to the grievance. Upon completion of this review and hearing, the arbitrator shall render a written decision as soon as possible to both the Employer and the Union which shall be final and binding upon both parties.
 4. Costs: Each party shall share equally in the cost of the arbitrator and transcript costs. All other expenses will be paid by the party incurring them.
 5. Decision of Arbitrator: The decision of the arbitrator shall be limited to the subject matter of the grievance and shall be restricted solely to interpretation or application of the contract in the area where the alleged breach occurred. The arbitrator shall not amend, modify, nullify, ignore or add to the provisions of the agreement. Any modification of addition to or deletion from the express terms of this agreement by the arbitrator, shall be considered a per se violation of Section 788.10 of the Wisconsin Statutes. If a discharged employee is found to have been unjustly discharged, he/she may be reinstated to his/her former position and receive pay for all lost time or some other appropriate action as the arbitrator may decide.
- F. Place of Hearing: Although the Employer consents to provide facilities for grievance and grievance arbitration, such meetings and hearings, where possible, shall be held outside the normal workday.

ARTICLE 8 - LEAVE OF ABSENCE

- A. Normal Reason for Leave: Written leave of absence, without pay, for periods not in excess of six (6) months in any year may be granted in the discretion of the Employer to any full-time employee to further his/her education, for a long continuous illness or accident or where sick leave is exhausted or where the Employer will directly benefit from the leave, providing said employee does not accept employment elsewhere or become self-employed. The Employer at the end of the six (6) month period shall, upon written request of the employee, review any leave to determine whether an additional six (6) month period will be granted. The employee to whom written leave of absence has been granted, shall be entitled, at the expiration of the time stated in such leave, to be reinstated to the position in which he/she was employed at the time the leave was granted. During the period of leave

of absence, no vacation, sick leave or other benefits (other than seniority) shall accrue to the employee. The Employer shall allow any employee on a leave of absence to continue his/her medical and life insurance coverage; however, the employee shall pay the full cost through COBRA.

B. Military Leave:

1. Reserve Training: Employees who are members of a reserve component of the military forces of the United States or the State of Wisconsin shall promptly notify the Transit Director and will be granted a leave of absence if required to participate in training duties. Such employees shall be paid the difference, if any, between their regular pay and their military pay for the training period involved, but not to exceed two (2) weeks in the calendar year.
2. Active Duty: In the event of a national or state emergency, employees may take an extended military leave of absence without pay if ordered to active duty. Any employee on military leave of absence may continue health, dental and life insurance program coverages; the payment therefore to be as follows:
 1. Employee shall pay full cost of the life insurance.
 2. For the first three (3) months of Active Duty, premiums for health, vision, and dental insurance shall be paid as provided for under this agreement; thereafter, the employee shall pay the full cost.

- C. Union Business: Unpaid leaves of absence may be granted to members of the bargaining unit (Union officers) to attend necessary or mandated Union functions (i.e. conventions, conferences, seminars). The granting of such leave shall be within the sole discretion of the Transit Director.
- D. Benefits While on Leave of Absence: Whenever any employee is on an unpaid leave of absence more than ten (10) working days in any thirty (30) day period, the employee shall reimburse the employer for the cost of his/her medical/dental/vision costs or premiums for the period of absence. No accumulation of sick leave and vacation will occur during such absences.

ARTICLE 9 – HOLIDAYS

- A. Holiday Schedule: All permanent full-time employees shall be granted the following holidays off with pay:

New Year's Day
Memorial Day

Independence Day
Labor Day

Thanksgiving Day
Christmas Day

- B. Full-time employees shall receive an allowance equal to their picked run or regular work schedule, in addition to regular hours worked on working holidays; ATU Friday, Day after Thanksgiving, December 24th, and New Year's Eve Day. Full-time employees who do not have a regular work schedule shall receive an allowance equal to their assigned work schedule, or a minimum of eight (8) hours pay, whichever is greater, in addition to regular hours worked on working holidays; ATU Friday, Day after Thanksgiving, December 24th, and New Year's Eve Day.

If the City adds MLK and/or Juneteenth to City holidays, ATU will receive the same.

- C. Work on Holidays: Any employee who is required to work on any of the above-mentioned holidays shall be paid at the rate of time and one-half (1 1/2) his/her regular classification rate in addition to receiving the holiday allowance. Work on ATU Friday, Day after Thanksgiving, December 24th, and New Year's Eve Day are excluded from this section.
- D. Holiday Pay Rate: Full-time employees shall receive an allowance equal to their picked run or assigned work schedule, or a minimum of eight (8) hours' pay, whichever is greater.
- E. Holiday Pay Eligibility: In order to be eligible for holiday pay, an employee must be on the active payroll of the Employer and must have worked his/her full regularly scheduled workday before and after the holiday, unless excused by the Employer. Employees scheduled to work on a holiday must work the holiday to qualify for holiday pay. Employees shall be eligible for holiday pay even though the employee does not work his/her full regularly scheduled workday before and after the holiday if the employee is excused from work because of the following reasons:
1. Inpatient hospitalization.
 2. Recuperating from inpatient hospitalization.
 3. Vacation.
 4. Scheduled days off.
 5. Unavailable for work due to non-elective outpatient surgery verified by a surgery report.
 6. Unavailable for work due to properly reported illness/injury arising on the job as a potential or actual worker's compensation claim.
 7. Unavailable for work for at least three (3) consecutive scheduled workdays in total either immediately prior to or immediately after the holiday with the employee providing a doctor's verification of the employee's inability to perform the duties of

the position held by the employee. Rotating days off shall count in determining the three (3) consecutive scheduled workdays unless the rotating day off is the first day of the three (3) consecutive scheduled work days before or the last day of the three (3) consecutive scheduled work days after the holiday. The Employer may require an examination by a physician of the Employer's choosing, and at the Employer's expense to determine the extent of the injury or illness of the employee.

Example: If a holiday lands on a Monday, and the Employee's rotating day off falls on a Tuesday, and then is unavailable for the next three days with a doctor's verification, the Employee would be eligible for the holiday pay.

8. FMLA Certified absence of three or more days.

F. Personal Holidays: Each full-time Employee shall receive a total of three (3) personal holidays per calendar year. Regular part-time employees shall receive three (3) days as personal holidays per calendar year. New employees shall receive three (3) personal holidays upon hire and may utilize this benefit at time of hire, pending supervisor's approval.

The choice of personal holidays must be approved by the Transit Director and must be taken as full days. Personal holidays must be used within the calendar year they are received.

G. Holidays for Part-Time Employees: All part-time employees shall receive six (6) hours holiday pay for each holiday allowed by this agreement.

ARTICLE 10 – VACATIONS

A. Regular full-time employees shall earn paid vacation based on the number of years of service with the City in accordance with the following schedule:

Years of Service	Annual Vacation	Bi-weekly Accrual	Max. Vacation Accumulation Allowed
At time of hire	15 days	4.6154 hours	160 hours
Upon completion of 5 years of service	20 days	6.1540 hours	200 hours
Upon completion of 10 years of service	25 days	7.6924 hours	240 hours
Upon completion of 15 years of service	30 days	9.2308 hours	280 hours

Part-time employees' vacation earning schedule shall be based on 4 hours/day and 20 hours/week. Part-time employees shall be able to carryover vacation hours from one year to the next, with a maximum carryover limit of 40 hours.

New employees accrue but may not use vacation benefits during the first six (6) months of employment. Full-time employees must have forty-eight (48) hours of paid time (hours worked or paid leave) in a pay period to earn vacation during that pay period. Part-time employees must have twenty-four (24) hours of paid time (hours worked or paid leave) in a pay period to earn vacation during that pay period. This does not apply to employees who are on approved family medical leave.

Annual vacation shall be credited according to an employee's anniversary date. The scheduling and limitations on the number of employees permitted to be on vacation at the same time shall be scheduled according to the policy established by individual departments as determined by the Department Head and based on the needs of the City.

Vacation must be used in a minimum of 2 hours. An employee's vacation balance can never have a deficit. Full-time employee usage will be based on hours equal to assigned work or 8 hours, whichever is greater. Part-time employee usage will be based on 4 hours.

- B. Vacation Payout: Employees may be paid out for up to forty (40) hours annually of unused and unscheduled vacation upon ten (10) days advance written notice to the employer. Employees shall be paid at their current wage rate. Vacation hours paid shall not be used in the calculation of overtime.

- C. Scheduling Procedures:

- 1. Administration shall post, no later than October 1st each year, a vacation roster in order that the employees may schedule in advance and have knowledge of those weeks available. Choice of vacation shall be by department seniority, with each eligible employee having up to two (2) scheduled workdays to pick their vacation. Employees who fail to pick their vacation within the aforesaid two (2) days shall forfeit their pick until all less senior employees have had the opportunity to make their vacation pick. Special arrangements may be made in the case of extreme necessity (i.e., illness, injury, vacation, etc.) at the discretion of the Deputy Transit Director or Transit Director, or their designee. Their designee may only act in the absence of the Deputy Transit Director and Transit Director. Employees may not trade scheduled vacation periods. Single vacation day, single PAL day, and personal holiday selections shall be picked after the full week selection procedure has been completed. Employees may not change their vacation pick until after the entire picking process has been completed. All unpicked vacation days may be retained by the employee to be chosen later. Management will post a notice that the picking process is complete and that single day requests will be accepted and considered by seniority on the first specified date. Thereafter, unpicked vacation days shall be available on a first come first served basis after the formal block week and single day picks have been made by seniority.

ARTICLE 11 - SICK LEAVE

The City of Wausau's sick leave policy is designed to compensate for unavoidable absences from work caused by injury or illness. This policy's intent is to prevent the financial hardship of loss of wages for an extended period.

- A. Accumulation: Regular full-time employees shall receive an amount equal to 8 hours per month of service which will accrue on a bi-weekly basis at 3.6923 hours. Sick leave will accrue up to a maximum of 133 days (1,064 hours).

Regular part-time employees shall receive a proration of the bi-weekly accrual equal to 4 hours per month of service, which will accrue on a bi-weekly basis at 1.85 hours. Sick leave will accrue up to a maximum of 66 days (528 hours).

Employees earn sick leave immediately upon starting employment with the City. Employees must have six (6) days of paid time (hours worked or paid leave) in a pay period in order to earn sick leave during that pay period.

- B. Use of Sick Leave: An employee may use sick leave when, due to sickness or temporary disability, the employee is unable to perform the duties of employment. In addition, an employee may use sick leave to attend his or her medical and dental appointments. An employee may also use sick leave for a member of his/her family. The immediate family is defined as the employee's spouse, child, parent or a relative living in the same household as the employee. Sick leave use for an immediate family member is allowable only where the immediate family member requires the constant attention of the employee. Generally, employees who will be missing work due to illness or injury must notify their immediate supervisor as soon as reasonably practical but not later than seventy-five (75) minutes prior to the start of their scheduled workday. Employees should consult their immediate supervisor to learn the proper procedure for notifying the City of the need to use sick leave as notification policies may differ between departments. The employee shall provide, upon request of the employer, a statement from a physician verifying the need for leave when requested by the City at any time. Sick leave must be used in a minimum of two (2) hours. Full-time and part-time employee usage will be based on hours equal to assigned work (.25 hour increments).
- C. Sick Leave during Vacation: In the event that an illness or injury should occur during vacation, unless a written request is made to change vacation leave to sick leave prior to the vacation period, vacation leave shall be charged.
- D. Post Employment Health Plan - Sick Leave Conversion. Sick Leave Conversion upon Retirement: There shall be the following option for regular full-time employees upon retirement or medical disability retirement:

When a full-time employee, with less than 25 years of service, retires or is forced to retire due to medical disability, a maximum of 60 percent (60%) of the sick leave remaining in

the employee's accumulated sick leave account may be converted to its monetary value (employee's hourly rate, exclusive of longevity and shift differential rates) and shall be contributed to the participant's Post Employment Health Plan (PEHP). In order to determine the employee's sick leave conversion benefit, the following formula would be applied:

Years of Service + Age = Credits

EXAMPLE: 20 Years of Service + 55 = 75 Credits

For credits above 68 but below 80, deduct 5 percent (5%) from the standard conversion for each year short of 80.

80 credits	= 60 percent conversion of sick leave to dollar credits.
79 credits	= 55 percent conversion
78 credits	= 50 percent conversion
77 credits	= 45 percent conversion
76 credits	= 40 percent conversion
75 credits	= 35 percent conversion
74 credits	= 30 percent conversion
73 credits	= 25 percent conversion
72 credits	= 20 percent conversion
71 credits	= 15 percent conversion
70 credits	= 10 percent conversion
69 credits	= 5 percent conversion
68 credits	= 0 percent conversion

Regular full-time employees who retire with at least 25 years of service shall have a monetary contribution of 80 percent (80%) of banked sick leave hours contributed to the participant's PEHP.

To be eligible for sick leave conversion upon retirement, an employee must meet all of the following conditions:

1. Have been hired prior to January 1st, 2013; and
2. Apply for Wisconsin Retirement Fund benefits at least thirty (30) days prior to the last day of work; and
3. In cases of voluntary retirement, the employee must have notified the employer at least three (3) months prior to the retirement date. An employee must submit the notice to the Human Resources department and give the anticipated retirement date. Upon receipt of notice the Department director shall sign the notice, accepting the retirement which becomes irrevocable unless an exception is approved by the Director of Human Resources.

ARTICLE 12 - PERFECT ATTENDANCE LEAVE

- A. **Earning Method:** **Full-time employees** covered by this agreement who do not use sick leave during a six (6) month period (since date of last sick leave usage), shall earn six (6) hours of Perfect Attendance Leave. If the employee does not use sick leave for an additional six (6) month period, the employee shall earn an additional six (6) hours of Perfect Attendance Leave. Full-time employees who continue not to use sick leave will earn eight (8) hours Perfect Attendance Leave for each consecutive six (6) month period following the first year and six months of no sick leave usage. Full-time employees who do not use sick leave for the fifth consecutive year shall earn twelve (12) hours PAL for each consecutive six (6) month period following the fifth year and six months of no sick leave usage. At no time may a full-time employee's P.A.L. account exceed forty (40) hours.

Earning Method: **Part-time employees** covered by this agreement who do not use sick leave during a six (6) month period (since date of last sick leave usage), shall earn four (4) hours Perfect Attendance Leave. If the employee does not use sick leave for an additional six (6) month period, the employee shall earn an additional four (4) hours Perfect Attendance Leave. Part Time employees who continue not to use sick leave will earn six (6) hours Perfect Attendance Leave for each consecutive six (6) month period following the first year and six months of no sick leave usage. Part-time employees who do not use sick leave for the fifth consecutive year shall earn nine (9) hours PAL for each consecutive six (6) month period following the fifth year and six months of no sick leave usage. At no time may a part-time employee's PAL account exceed thirty (30) hours.

- B. **Utilization:** Employees may request to use Perfect Attendance Leave, or be paid out for said leave, at any time following the year(s) in which it is earned. To facilitate use of PAL hours by an employee, management can utilize a part-time employee to cover vacancies if no other full-time employee is available at a regular rate of pay.

PAL shall be picked in conjunction with the department's single vacation pick procedure. PAL time not picked during the single vacation pick process shall be available on a first come first served basis.

The number of employees utilizing Perfect Attendance Leave at one time shall be limited subject to the ability of the employer to maintain normal operation.

- C. **Minimum/Maximum Usage:** Perfect Attendance Leave may be used with a minimum of two (2) hours. Full-time employee usage will be based on hours equal to assigned work or 8 hours, whichever is greater. Part-time employee usage will be based on 6 hours.
- D. Employees will be responsible for alerting the Human Resources Department each six (6) month period that PAL is to be accrued. The employee will have three (3) months following the date PAL was earned to advise the Human Resources Department of the employee's eligibility for the leave accrual or the employee will not be eligible for the accrual for that period. A six-month period without sick leave usage shall be counted toward an increased PAL accrual amount regardless of whether the employee forfeited PAL accrual for that period.

- E. In the event the City discontinues PAL for the non-represented employees, Sections A and D of this Article will be discontinued and eliminated effectively on the date the City-wide discontinuance takes effect. Section B (“Utilization”) and Section C (“Minimum/Maximum Usage”) shall remain. Employees will still be able to use any banked PAL.

ARTICLE 13 - INSURANCE

- A. Medical and Hospitalization Benefits: Employees will contribute monthly, twelve (12%) of the health insurance premium equivalent for the respective coverage selected. Employees who do not participate in the Health Risk Assessment shall pay twenty percent (20%) of the total monthly premium equivalent rate for the respective coverage selected.

The employer’s contribution to the premium cost of the medical and hospitalization program for part-time employees in the position of Bus Operator I is limited to and based on the single premium cost. The part-time employee in the position of Bus Operator I is responsible to pay the difference between the single premium and family premium if family coverage is selected. Probationary employees must indicate whether they desire to be covered by the City's medical and hospitalization program within the first thirty (30) days of employment, with coverage to be effective upon the first of the month following the thirty-first (31st) day of employment. No employee shall make any claim against the City for additional compensation in lieu of or in addition to the City's contribution because he/she does not qualify for the family plan. The City may change coverage, benefit levels, benefit providers, carriers, and/or self-fund its medical and hospitalization and insurance program.

The City may choose to implement a Health Reimbursement Account (HRA) to self fund deductible amounts. The City shall contract with a HRA administrator with the capacity for processing of electronic transmission of medical service information provided by the health insurance provider. Employees shall be responsible for paying medical service providers for medical services for which the employee is receiving a check from the HRA administrator.

- B. Dental Insurance Benefits: The City agrees to pay fifty percent (50%) of the cost of the dental insurance program. Part-time employees in the position of Bus Operator I are limited to employee-only dental insurance eligibility. Probationary employees must indicate whether they desire to be covered by the City's dental insurance program within the first thirty (30) days of employment, with coverage to be effective upon the first of the month following the thirty-first (31st) day of employment. No employee shall make any claim against the City for additional compensation in lieu of or in addition to the City's contribution because he/she does not qualify for the family plan. The City may change coverage, benefit levels, benefit providers, carriers and/or self-fund its dental program.

Upon receipt of any notices concerning any rate increase or decrease, the City shall provide the Secretary of the Union with a copy of such notice within ten (10) days.

The City's contribution towards dental insurance shall be limited to fifty percent (50%) of the premium rate for the plan.

- C. Life Insurance: Employees may also participate in the State Group Life Insurance Program upon eligibility thereunder.
- D. Felonious Assault Insurance: The Employer agrees to purchase a felonious assault insurance policy in the amount of one hundred thousand dollars (\$100,000) per covered individual, for all employees covered by this agreement to the extent it is possible under the current provider, however, that the premium thereon does not exceed ten dollars (\$10.00) for each covered individual per twelve (12) month period. This insurance coverage is to terminate with the termination of this agreement.
- E. Income Replacement Insurance: The City agrees to offer income replacement insurance for employees eligible to participate in the Wisconsin Retirement System. Employees who elect to participate shall pay the premium rate as established by the insurer.
- F. Pre-tax Insurance Premiums: All deductions from employees' pay for health and dental insurance will be taken on a pre-tax basis.
- G. Voluntary Benefits: The City offers a variety of voluntary benefits such as vision insurance, short-term disability insurance, long-term disability and deferred compensation programs. Complete details of these plans will be available to all employees and at various times during the year.

ARTICLE 14 - RETIREMENT

- A. Wisconsin Retirement Fund: The parties agree to follow the contribution rates established by law and the employee shall contribute the employee's share to the Wisconsin Retirement System.

ARTICLE 15 - LONGEVITY PAY

The Employer agrees that it shall pay longevity pay (in addition to regular job rates), on an annual basis on the 1st pay period in November, as a reward to employees who have completed continuous uninterrupted service as additional compensation as follows:

- A. From 5 to 10 years - a total of \$15.00 per month.
- B. From 10 to 15 years - a total of \$25.00 per month.

C. From 15 to 20 years - a total of \$35.00 per month.

D. From 20 to 25 years - a total of \$45.00 per month.

E. From 25 years and over - a total of \$55.00 per month

Part-time employees shall qualify for longevity based on seniority.

ARTICLE 16 - BEREAVEMENT LEAVE

The employer grants bereavement leaves to handle family matters and attend funerals when a close or extended member of their family dies.

- A. Immediate Family: In the event of a death in the immediate family of a full-time or part-time employee, such employee will be paid for the time lost from scheduled work at their regular rate of pay for up to three (3) days to handle family matters and attend the funeral. Immediate family shall mean the employee's: spouse, parent, stepparent, children, stepchildren, parent-in-law, siblings, or other person residing in the employee's home immediately prior to death. One (1) day funeral leave for full-time employees shall mean 8 hours or their regularly scheduled shift amount, whichever is greater.
- B. Other: The full-time or part-time employee shall receive one (1) day off with pay to handle family matters or attend the funeral of an extended family member. Extended family shall mean the employee's grandparents, grandchildren, siblings-in-law, aunts, uncles, nieces, and nephews.
- C. Extension: Additional time off requested, as paid or unpaid, may be available for use by employees if the circumstances warrant. Employees should contact their supervisor to discuss any requests and exceptions that may be granted at the discretion of the Department Director, in consultation with the Director of Human Resources. Bereavement leave shall be used no later than 6 months after the date of the loss unless extended by the Transit Director.
- D. Death of Fellow Employee: All employees may be granted up to four (4) hours leave without loss of pay to attend the funeral of a fellow employee or a retired employee of the Wausau Area Transit System, d.b.a. Metro Ride. The need for continuing service may limit the number of employees who may attend the funeral. In each instance, the employer may decide on the number of employees and the amount of time required to attend the funeral, up to four (4) hours.
- E. Part-Time Employee Benefit: One (1) day funeral leave for part-time employees shall mean six (6) hours.

ARTICLE 17 - SHIFT DIFFERENTIAL

Any Bus Operator or Mechanic I or II whose work schedule regularly requires work after 7:00 p.m. shall receive ten cents (\$.10) per hour above the regular pay rate for each hour worked after 7:00 p.m.

ARTICLE 18 - JOB RATES

Employees shall participate in the City's direct deposit program for payroll purposes. There shall be no cost to the employees for utilization of this program.

The job rates are specified in Appendix "A".

ARTICLE 19 - WORKING HOURS AND OVERTIME

- A. Normal Work Week: The normal work week for all employees shall be forty (40) hours per week, including reporting time. Shift schedules will be determined by the Transit Director. The Deputy Transit Director or Transit Director, or their designee, shall post a tentative schedule by the end of the business day on Wednesday for the following week. Any time off requests must be submitted to management no later than 2:30 p.m. the Monday before the tentative schedule is posted. Employees will be guaranteed the number of hours posted on the tentative schedule, unless they take time off without providing notice of said leave as described above.
- B. Overtime Pay: Any employee who is required to perform work more than forty (40) hours per week including reporting time shall be compensated at the rate of time and one-half (1 1/2) of his regular classified rate. Holiday pay hours will be used in the calculation of hours worked for overtime purposes when the holiday falls on a regularly scheduled workday. Holidays falling on a regularly scheduled off day will not be used in the calculation of hours worked for overtime purposes. For purposes of this provision, Saturday and Sunday shall be considered regularly scheduled off days. ATU Friday, Day after Thanksgiving, December 24th and New Year's Eve Day are excluded from this section.
- C. Overtime Work: The Employer has the right to schedule overtime time as required in a manner most advantageous to the Employer and consistent with the requirements of the transit operations and the public interest. The employees and the Union agree that overtime assignments must be accepted (unless such assignment would endanger the health or safety of the employee).
- D. Call-In Pay: Whenever a bus operator, garage employee, or part-time employee is called for work, they shall receive a minimum of two (2) hours pay time.

- E. Instructors: Operators acting as instructors shall receive in addition to their regular wages, one dollar fifty cents (\$1.50) for each hour worked while performing the duties of the driver instructor, or one dollar (\$1.00) per hour for each hour worked while performing the duties of a route trainer.
- F. Overtime Reports: Operators shall report, in writing, to the manager or immediate supervisor the reason for any time spent on runs in excess of the posted time for the run.
- G. Reporting Time: All full-time and part-time bus operators when required to work an additional fifteen (15) minutes each day, either prior to or after their regular shift, or any combination thereof, to attend to work related matters preceding or following their shift. Such time shall be considered in the calculation of overtime (as defined under the Fair Labor Standards Act, [29 USC 201]) and shall be paid in accordance with the provisions of the Fair Labor Standards Act.

To comply with the provisions of the Act, employees shall record the actual time they commence their work activities on their daily time reports. Likewise, employees will record the actual time they finish work. Under no circumstances may employees perform any unauthorized work more than the fifteen (15) minute reporting time provision. Specifically, this means that no work may be performed prior to sign in time or following sign out time. The allocation of the fifteen (15) minute reporting time provision between pre-shift and post-shift activity shall be made by the Transit Director.

- H. Garage Employees: Overtime for garage employees is defined as any hours worked more than any regular scheduled eight (8) hour day or forty (40) hours per week and shall be compensated at the rate of time and one-half (1 ½). Regularly scheduled hours of work will not be reduced to minimize the costs of such overtime.
- I. Overtime Pay: Overtime shall not be paid more than once for the same hours worked. Employees will have the option to give back overtime in exchange for a reduced workday, in the same week, at the option of the employee and approved by management.

ARTICLE 20 - UNIFORMS

- A. Upon successfully completing the CDL program and obtaining a CDL license, new Employees will receive two (2) bottoms and three (3) shirts of the Employee's choice (short or long sleeve, pants or shorts), paid for by the Employer.

The Employer shall provide the uniform for all bus operators based on the below per contract year. The Employer reserves the right to set standards for and regulate items of uniform clothing to include but not to be limited to color, style, fabric, material, brand, and specifications. The Employer further reserves the right to determine the serviceability of any uniform item. The cost of maintenance of the uniform shall be borne by the Employee.

Bus Operators may wear any professional closed toe athletic or dress shoe.

If an employee voluntarily leaves the Employer during their probationary period, said employee will owe the Employer \$200.00 to cover the cost of the uniform provided to them.

The uniform for the Bus Operators consists of the following allocation, with the Employee choosing the type:

- 5 bottoms (pants or shorts)
- 5 shirts (short or long sleeve polos)
- 1 jacket (winter coat or fleece jacket)
- 1 hat (winter hat or baseball hat)

Additional items of clothing may be purchased by the employee at their own expense. Upon separation of employment for any reason, employees shall return all items purchased by the City with the Metro Ride logo embroidered on the item.

- B. Maintain Present Uniform: The parts of the uniform including shirts shall be the same as those presently worn unless they are not available, in which case the Employer shall decide the kind to be worn for uniformity.
- C. Change of Uniform: The Employer further agrees that should Employer policy require a change in the type of uniform now considered standard, it will bear the entire cost of the first replacement of the completely new type.
- D. Uniforms - Garage Employees: The Employer agrees to provide uniform services for all garage employees. Uniforms are to always remain on Employer property except when an employee is on duty elsewhere on Employer business. The cost of replacement of uniforms due to negligence will be borne by the employee. All provided uniforms shall be turned in at the time of separation of employment with the City, except for footwear which shall remain the property of the Employee.
- E. Safety Shoes: Shop employees (mechanics and utility workers) are required to wear safety shoes during normal working hours. The Employer will pay fifty percent (50%) up to \$250, whichever is less, of the cost of two (2) pairs of safety shoes during the term of this Agreement, one (1) per contract year, to mean July 1 to June 30. The Employer will pay fifty percent (50%) up to \$250, whichever is less, of the cost of one (1) pair of rubberized snow boots, once per contract. Prior management approval is needed for all items discussed in this section. If an employee makes a purchase under this section, and voluntarily terminates employment within the next 30 days, the employee shall reimburse the Employer the full amount.
- F. Ear Protectors: A regular, full-time employee in the classification of garage employee is eligible for reimbursement up to \$75.00 maximum for molded ear protectors once every 24-

month period (including cost associated with office visit), with prior management approval. The employee may use any provider to obtain molded ear protectors.

- G. Eye Protectors: Shop employees (mechanics and utility workers) are required to wear eye protectors while in the shop. The City shall provide non-prescription safety eyewear that meet the ANSI (Z87.1) standards. Once per year, the employee shall be eligible for reimbursement of replacement prescription lenses up to \$150.00, with prior management approval, provided the eye protectors including frames and glass meet approved safety standards.

ARTICLE 21 - JURY DUTY

Employees covered by this agreement who serve on a jury or are subpoenaed to appear as a witness before a court or administrative tribunal shall be paid the difference between the jury or witness duty fees and their regular earnings. Employees, when released from jury or witness duties shall immediately return to their job and complete the scheduled workday. Employees shall not be entitled to overtime or shift differential under this provision.

ARTICLE 22 - UNION DUES CHECKOFF

- A. Union Dues Checkoff: Upon the employee's granting written authority to the Employer, on a form to be provided by the Union, the Employer agrees to deduct from the employee's earnings on the first and second payroll period of each month the amount sufficient to provide for the regular payment of the current rate of monthly union dues established by the Union. The amount shall be certified by the Union and any changes in such amount shall be so certified. The amount deducted shall be paid to the Treasurer of the Union once each month. Employees may revoke the checkoff authorizations at any time by providing written notice to the Employer and the Union. The Union agrees to indemnify and hold harmless the Employer for any damages or legal costs resulting from the checkoff of Union dues pursuant to this provision.
1. Union Representation: The Union, as the exclusive representative of all the employees in the bargaining unit, will represent all such employees, union and nonunion, fairly and equally. No employee shall be required to join the Union, but membership of the Union shall be made available to all employees who apply consistent with the Union constitution and bylaws. No employee shall be denied Union membership because of race, creed, color or sex. Employees have the right to maintain or drop their membership in the Union as they see fit.
- a. Present Employees: As to employees employed on the effective date of this agreement, such deductions shall be made and forwarded to the Treasurer of the Union only from the monthly earnings of those employees who are members of the Union on the effective date of this Agreement. However, should employees who are

not members of the Union on the effective date of this Agreement voluntarily become members of the Union after the effective date of this agreement they shall thereafter be subject to the provisions of this agreement.

2. Forfeiture: In the event that the Union, through its officers, authorizes or encourages its members to engage in any strike or work stoppage against the Employer, the deductions and payments of union dues made in accordance with this agreement, and including any voluntary dues deduction (checkoff) privileges, shall be terminated forthwith by the Employer. Thereafter, for a period of one year, measured from the date of the onset of the strike or work stoppage, no deductions whatsoever shall be made from the earnings of any employees, nor shall any payment whatsoever be made to the Treasurer of the Union by the Employer.

3. Responsibility of the Employer and the Union:

- a. If an error is discovered with respect to deductions under this provision, the Employer shall correct said error by appropriate adjustments in the next paycheck of the employee or the next submission of funds to the Union. The Employer shall not be liable to the Union, employee or any party by reason of the requirements of this Article of the agreement for the remittance of or payment of any sum other than those constituting actual deductions made from employee's wages earned. The Employer will provide the Union with a list of employees from whom such deductions are made with each monthly remittance to the Union.
 - b. Indemnification and Hold Harmless Provision: The Union shall indemnify and save the Employer harmless against all claims, demands, suits, orders, judgments or other forms of liability including court costs or damages that arise out of or by reason of action taken by the Employer in compliance with the provisions of this union dues agreement.
 - c. Trust Account: During the pendency of any action brought challenging the provisions of this union dues agreement or the right of the Employer and the Union to enter into such agreement, all sums which the Employer has agreed to deduct from the earnings of the employees covered by this union dues agreement and transmit to the Treasurer of the Union shall be placed in trust pending the ultimate disposition of such action. Upon disposition of the action, if it is determined that the funds held in trust are to be paid to the Union, the Union shall be entitled to the interest which was earned on such funds during the pendency of the action.
- B. Administrative Fee: The Union shall pay the Employer seventy-eight dollars (\$78.00) per year payable on or before October 1st to partially cover the administrative expense of the Employer in processing the dues deduction provision.

ARTICLE 23 - IN-SERVICE TRAINING

Employees required to attend in-service training meetings outside of normal working hours shall be paid a minimum of two (2) hours at straight time.

ARTICLE 24 - TRANSFER OF BENEFITS

Persons transferring into this bargaining unit from another City of Wausau Department shall be given credit for length of employment in the other department as it relates to all benefits, except as length of service applies to seniority. For example, such an employee may transfer existing vacation and sick leave balances to this department.

ARTICLE 25 - NEGOTIATING SESSIONS

Negotiating sessions shall be conducted outside the normal workday, unless the parties mutually agree otherwise.

ARTICLE 26 - SCHEDULING OF RUNS

- A. Schedule Changes: The Employer shall have the sole and exclusive right to schedule the routes and timing of all runs. The Employer agrees to discuss with the Union any changes in its schedules, but in no event shall the Employer be restricted to its right to implement such changes.
- B. Run Picks: The Employer will conduct general run picks (bids) in seniority order in which employees will have the opportunity to express their preference as to runs. Run picks shall be held fifteen (15) workdays prior to the first Monday of the months of June, October, and February. In the event of sickness, vacation, and/or circumstances beyond the individual's control, an extension of time may be granted, if mutually agreed upon by the Union Committee and the Employer.
- C. Assignment of New Runs: The assignment of employees to new runs or vacant runs shall be made by the Employer for the ten (10) days prior to the completion of run picks for that position.

ARTICLE 27 - UNION ACTIVITY

- A. Union Activity: Employees shall be prohibited from using Employer vehicles to attend any Union meetings or conferences. No Union business shall be transacted during on-duty hours unless prior approval from the Transit Director has been granted. All employees

when acting in an official capacity for the Union shall keep time records when this activity occurs during working hours. Union officers shall not be precluded from the proper conduct of the grievance procedures, however, in accordance with the terms of this agreement, the Employer reserves the right to exclude such meetings from all work areas. Union membership meetings shall not be conducted on the Employer's property. Time spent by representatives of the Union in the conduct of grievances with the Employer shall not be deducted from the pay of such persons.

- B. Union Officials: The Union agrees to provide written notification to the Transit Director within seven (7) days following the election or selection of Union officials, stewards, grievance committee members or other Union officials. The Employer agrees to advise the Union of the proper officials assigned to handle personnel matters involving the Union.
- C. Bulletin Boards: The City agrees to provide space for separate bulletin boards for the Union's use and allow them to be erected in locations to be agreed upon for the posting of notices regarding Union affairs, restricted to notices of Union meetings, notices of Union elections, notices of Union appointments and results of Union elections, notices of Union recreational and social events and notices concerning bona fide Union activities such as cooperatives, credit unions and Unemployment Compensation information and other notices concerning Union affairs which are not political or controversial in nature. Upon notice from the City, the Union shall promptly remove from such bulletin boards any material which is contrary to City policy, libelous, scurrilous or in any way detrimental to the labor-management relationship. The City shall retain ownership of the bulletin boards, and in the event the Union fails to remove materials in violation of this Article, the City reserves the right to remove said bulletin boards.
- D. Display Case: The City agrees to provide space for a Union display case that measures no larger than 18" wide by 18" deep and 68" high. The Union agrees to display materials that are workplace appropriate and, upon notice from the City, shall promptly remove any material which is contrary to City policy, libelous, scurrilous or in any way detrimental to the labor-management relationship. The Union will retain ownership of the display case and in the event the Union fails to remove materials in violation of this Article, the City reserves the right to remove it.

ARTICLE 28 - MAINTENANCE OF EQUIPMENT

The Employer agrees to maintain its equipment in a safe and healthy operating condition. The buses shall be treated in accordance with laws and ordinances covering such conditions.

ARTICLE 29 - NO-STRIKE AGREEMENT

- A. Strike Prohibited: Neither the Union nor any officers, agents or employees will instigate, promote, encourage, sponsor, engage in or condone any strike picketing, slowdown,

concerted work stoppage, or any other intentional interruption of work during the term of this agreement.

- B. Union Action: Upon notification by the Employer to the Union that certain of its members are engaged in a violation of this provision, the Union shall immediately in writing order such members to return to work, provide the Employer with a copy of such an order, and a responsible official of the Union shall publicly order them to return to work. If a strike or other violation not authorized by the Union occurs, the Union agrees to take all reasonable, effective and affirmative action to secure the members' return to work as promptly as possible. Failure of the Union to issue the orders and take the action required herein shall be considered in determining whether the Union caused or authorized the strike.
- C. Penalties: Any or all the employees who violate any of the provisions of this section may be discharged or disciplined by the Employer, including loss of compensation, vacation benefits and holiday pay. In any arbitration proceeding involving breach of this provision, the sole question for the arbitrator to determine is whether the employee engaged in the prohibited activity.

ARTICLE 30 - DURATION OF AGREEMENT

- A. Except as noted below, this Agreement shall be in effect as of July 1, 2026, and shall remain in full force and effect until and through June 30, 2028.
- B. Timetable for Negotiations:
 - Step 1: Submission of Union bargaining requests and City management proposals in writing on or before May 1, 2028.
 - Step 2: Negotiations shall begin after the bargaining proposals have been exchanged as outlined in Step one (1) above. Each party agrees to work in good faith towards reaching a successor agreement in a reasonable amount of time.
- C. Adjustment to Timetable: This timetable is subject to adjustment by mutual agreement of the parties consistent with the progress of negotiations.
- D. Extension of Agreement: In the event the parties are unable to reach agreement during the negotiations for renewal of this contract, the basic terms of conditions of this Agreement shall continue until the terms and conditions of the new Agreement are worked out by negotiation.

ARTICLE 31 - SAVINGS CLAUSE

Should any section or portion of this Collective Bargaining Agreement be held unlawful and unenforceable by a court of competent jurisdiction, operation of law, or by a Federal Executive Order, such decision shall apply only to the specific section or portion directly specified in the decision, the parties agree immediately to negotiate a substitute for the invalid section or portion.

ARTICLE 32 - ENTIRE MEMORANDUM OF AGREEMENT

This Agreement supersedes and cancels all previous agreements, verbal or written or based on alleged practices, between the Employer and the Union and constitutes the entire agreement between the parties. Any amendment or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

The parties further acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered by this Agreement and with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject may not have been within the knowledge and contemplation of either or both of the parties at the time that they negotiated or signed this Agreement. Waiver of any breach of this Agreement by either party shall not constitute a waiver of any future breach of this Agreement.

Employees required to have a Commercial Driver's license are subject to Drug and Alcohol testing consistent with the Metro Ride Policy.

The parties agree to incorporate a side letter as part of the current labor agreement which would provide as follows:

The City of Wausau Human Resources Department shall continue to monitor the claims administration of the Employee Benefit Program and to make recommendations for improvement when administrative problems become apparent.

The parties agree to incorporate a side letter as part of the current labor agreement which would provide as follows:

The employer agrees to discuss with the Union the terms and conditions of any mandatory drug testing program adopted by WATS or the City of Wausau and to bargain the impact of such program before it is implemented.

(Four [4] copies of this instrument are being executed, all with the same force and effect as though each were an original.)

Employees hired after July 1, 2005, shall be required to have and maintain a CDL.

ARTICLE 33 - PAST PRACTICES

The City will not unilaterally change any benefit, practice or condition of employment which is mandatorily bargainable.

ARTICLE 34 – REIMBURSED EXPENSES

For employees for whom a Commercial Driver's License is a requirement of employment, the City shall pay up to \$50 toward obtaining a commercial driver's license, upon issuance and/or renewal.

ARTICLE 35 – VOLUNTARY SEPARATION

At time of voluntary separation (retirement or resignation), upon giving at least ten (10) working days' written notice to the Human Resources Department, shall receive payment for all remaining earned but unused vacation time, compensatory time, perfect attendance leave and longevity in accordance with this Agreement. In the event of an employee's death, the same payment shall be made to the employee's estate. Employees who fail to provide at least ten (10) working days' written notice to the Human Resources Department, or who provide notice but do not work the full notice period, shall forfeit earned, unused vacation, perfect attendance leave, and longevity (see example below). The employee's last day of work shall be the final day on the payroll. Employees must work their full scheduled shift unless approved by the Department Head. Employees will not be permitted to utilize vacation, sick, compensatory time and/or perfect attendance leave and stay on the payroll after the last day at work.

Employee provides 45 working days' written notice of resignation. After 20 days, the Employee decides to be done and not work the remaining 25 working days. Employee forfeited their earned unused vacation, perfect attendance, and longevity.

ARTICLE 36 – NON-DISCRIMINATION

Under this Agreement, neither party will discriminate against employees based on religion, age, sex, marital status, race, color, creed, national origin, political affiliation, status as a disabled veteran, sexual orientation, any real or perceived sensory, mental or physical disability, or any other protected class under law.

Both parties agree that unlawful harassment will not be tolerated.

Employees who feel they have been the subject of discrimination or harassment are encouraged to discuss such issues with their supervisor or other management staff or file a complaint through the

City's Human Resources Department. In cases where an employee files both a grievance and an internal complaint regarding the alleged discrimination, the grievance will be suspended until the internal complaint process has been completed.

Dated at Wausau, Wisconsin, this _____ day of _____, 2026

Doug Diny
Mayor

Kyle Hanson
President

Lisa Nowak, HR Director

Andrew Eberhardy, Vice President

Ron Schuenke, Transit Director

Jacob Heil, Secretary-Treasurer

Scott Burton, Member Bargaining Team

Roger Yauch, Member Bargaining Team

APPENDIX "A" WAGES AND CLASSIFICATIONS

Effective PP14 2026 \$1.00 increase to Step A + 2%

Classification	Step A Date of Hire	Step B 6 months	Step C 12 months	Step D 24 months	Step E 48 months
Bus Operator	25.55	27.20	28.40	29.78	30.67
Microtransit/Paratransit Operator	20.76	21.00	22.55	23.82	24.53
Facilities Maintenance	24.11	25.62	26.69	27.87	28.70
Mechanic I	25.97	27.48	29.01	30.30	31.21
Mechanic II	26.61	28.37	29.66	31.10	32.04
Lead Maintenance Tech					39.65

Effective PP1 2027 1.5%

Classification	Step A Date of Hire	Step B 6 months	Step C 12 months	Step D 24 months	Step E 48 months
Bus Operator	25.93	27.61	28.83	30.23	31.13
Microtransit/Paratransit Operator	21.07	21.32	22.89	24.18	24.90
Facilities Maintenance	24.47	26.00	27.09	28.29	29.13
Mechanic I	26.36	27.89	29.45	30.75	31.68
Mechanic II	27.01	28.80	30.10	31.57	32.52
Lead Maintenance Tech					40.24

Effective PP14 2027 1.5%

Classification	Step A Date of Hire	Step B 6 months	Step C 12 months	Step D 24 months	Step E 48 months
Bus Operator	26.32	28.02	29.26	30.68	31.60
Microtransit/Paratransit Operator	21.39	21.64	23.23	24.54	25.27
Facilities Maintenance	24.84	26.39	27.50	28.71	29.57
Mechanic I	26.76	28.31	29.89	31.21	32.16
Mechanic II	27.42	29.23	30.55	32.04	33.01
Lead Maintenance Tech					40.84

Effective PP1 2028 1.5%

Classification	Step A Date of Hire	Step B 6 months	Step C 12 months	Step D 24 months	Step E 48 months
Bus Operator	26.71	28.44	29.70	31.14	32.07
Microtransit/Paratransit Operator	21.71	21.96	23.58	24.91	25.65
Facilities Maintenance	25.21	26.79	27.91	29.14	30.01
Mechanic I	27.16	28.73	30.34	31.68	32.64
Mechanic II	27.83	29.67	31.01	32.52	33.51
Lead Maintenance Tech					41.45

For pay progression, months of service shall be based on the employees' latest date of hire for the classification unless the employee has prior experience in that classification, in which case employee will be credited with prior years of service.

Any individual hired as the Lead Maintenance Tech will automatically start at Step E.

For purposes of pay only, employees who retire and return to work in a part time position shall be paid at the same step in pay (at the appropriate rate in accordance with the current contract) they had attained prior to retirement and will continue to progress in the progression schedule. For purposes of all other benefits, these employees will be treated as a new employee.

Facilities Maintenance employees acting as Bus Operators shall receive in addition to their regular wages, one dollar fifty cents (\$1.50) for each hour worked while performing the duties of the Bus Operator.

LETTER OF AGREEMENT #1

ATU Local 1168 and the City of Wausau Transit Management agree that both parties shall follow the City of Wausau's Code of Conduct Policy and City of Wausau Employee Handbook. If there is a conflict between the Employee Handbook and this Agreement, this Agreement controls.

Dated at Wausau, Wisconsin, this _____ day of _____, 2026

Doug Diny, Mayor

Kyle Hanson, President

Lisa Nowak, HR Director

Andrew Eberhardy, Vice President

Ron Schuenke, Transit Director

Jacob Heil, Secretary-Treasurer

Scott Burton, Member Bargaining Team

Roger Yauch, Member Bargaining Team

MEMORANDUM OF AGREEMENT

By and Between

City of Wausau

AND

Amalgamated Transit Union

This Memorandum of Agreement is entered into this _____ day of _____, _____ between the City of Wausau and Local 1168, Amalgamated Transit Union, AFL-CIO in order to modify the terms of Article 14 - Retirement, effective July 1, 2026, through June 30, 2028, to add the following language:

When an Association member who is eligible for and applies for full Wisconsin Retirement System (WRS) no later than 30 days prior to the retirement benefits retires from service and the Association member provides six months' advance notice of intent to retire, the City agrees to pay a \$2,000 (subject to appropriate taxes and deductions) incentive in the associate's last payroll. Employees who change their separation date (subject to Department Head approval), will have the six-month timeframe restart from the new notice date. No time from the first notice to the next notice will be credited. Rehired retirees do not qualify for this payment.

If the City increases the incentive amount for non-represented employees, the ATU will receive the same. If the City discontinues this program with its non-represented employees, this program will also be discontinued with the ATU. If an Employee had already given the six months' notice prior to the City discontinuing the program, the Employee will still be entitled to the \$2,000.00.

FOR THE EMPLOYER:

Transit Director:

FOR THE UNION:

Union Title:

Ron Schuenke Date
Transit Director

Name Date
Title:

City of Wausau:

Union Title:

Lisa Nowak Date
Human Resources Director

Name Date
Title:

Doug Diny Date
Mayor



Cover Memo / Executive Summary

From: Deputy Fire Chief Justin Pluess
To: Members of the Human Resources Committee & 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

Wausau Fire Department • Wausau WI • 54403
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
<u>TOTAL</u>	<u>4,719</u>

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

Wausau Fire Department • Wausau WI • 54403
FireMedic • 03-373364010-02-T
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



FireMedic Apprenticeship Program

Council Presentation –

Current Workforce Challenges

- Recruiting qualified candidates has become increasingly difficult.
- Fewer individuals are entering public safety.
- Smaller applicant pools reduce our ability to hire the highest-quality candidates.
- Traditional hiring requires candidates to obtain several certifications before they can even apply, creating barriers to entry.

HELP WANTED

LOCAL JOB OPPORTUNITIES

WAUSAU FIRE DEPARTMENT

NOW HIRING FIREFIGHTER/ PARAMEDIC

Serve your community.
Make a difference.

Join a dedicated team committed to
protecting life, property and our
community.

APPLY TODAY:
wausaufd.org/careers

STEVENS POINT FIRE DEPARTMENT

NOW HIRING FIREFIGHTER/ PARAMEDIC

Tradition. Service. Community.
Make your impact.

Be part of a team that proudly serves
our community with professionalism,
compassion and courage.

LEARN MORE & APPLY:
stevenspointfire.com

MERRILL FIRE DEPARTMENT

NOW HIRING FIREFIGHTER/ PARAMEDIC

Strong community.
Stronger together.
Answer the call.

APPLY TODAY:
merrillfiredepartment.com

ANTIGO FIRE DEPARTMENT

NOW HIRING FIREFIGHTER/ PARAMEDIC

Our community.
Our commitment.
Join our team.

APPLY TODAY:
antigofire.com

SAFER FIRE DEPARTMENT

STANLEY • ALMON • HULL • ELLSWORTH • REEDSBURG

NOW HIRING FIREFIGHTER/ PARAMEDIC

Small communities.
One mission.
Making a difference together.

APPLY TODAY:
saferfire.org

MARSHFIELD FIRE DEPARTMENT

NOW HIRING FIREFIGHTER/ PARAMEDIC

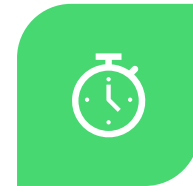
Protecting our community.
Serving our neighbors.
Build your future.

APPLY TODAY:
marshfieldfire.org

Current Reality



LACK OF QUALIFIED
CANDIDATES



TRAINING TAKES
SIGNIFICANT TIME



BARRIERS TO
ENTRY



FINANCIAL
CHALLENGES

WFD Vacancies at the year end:

Retirements, Resignations and Hires

Year	2021	2022	2023	2024	2025	2026
Retirements	4	2	4	3	1	3
Resignations	2	6	4	7	2	1
SAFER	0	12	0	0	0	0
New Hires	4	10	7	9	16	3
Vacancies	2	12	13	14	1	2

* at the end of 2025 the Division Chief of Training remained vacant

Program Background



- The Wausau Fire Department, in partnership with Northcentral Technical College (NTC), is requesting approval to participate in the FireMedic Apprenticeship Program (FMAP).
- Developed with the Department of Workforce Development (DWD) Apprenticeship Standards
- Creates a sustainable workforce development pipeline for firefighter/paramedic roles
- 18-month paid training program combining classroom instruction and real-world experience
- Participants rotate through WFD stations while completing required certifications

Program Structure

- The apprenticeship program combines approximately 4,359 hours of combined field training and paid related instruction.
- Total of 18 months

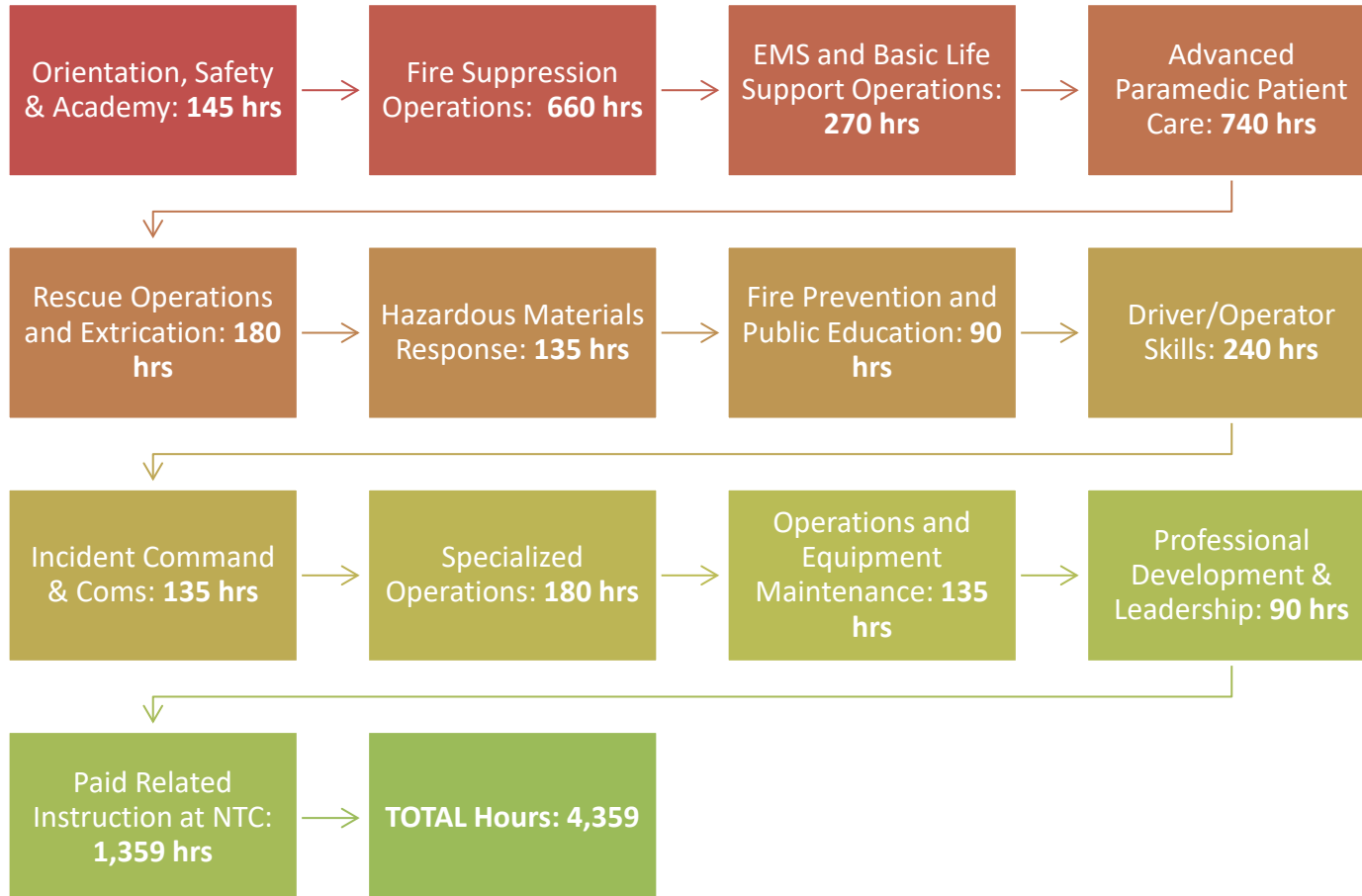


Operational and Workforce Benefits

- Train future firefighters before vacancies occur.
- This creates a pipeline of highly trained and certified candidates who are already familiar with department operations, policies, equipment, and culture.
- Creates significant long-term operational benefits for the City.



DWD's WORK PROCESS SCHEDULE:



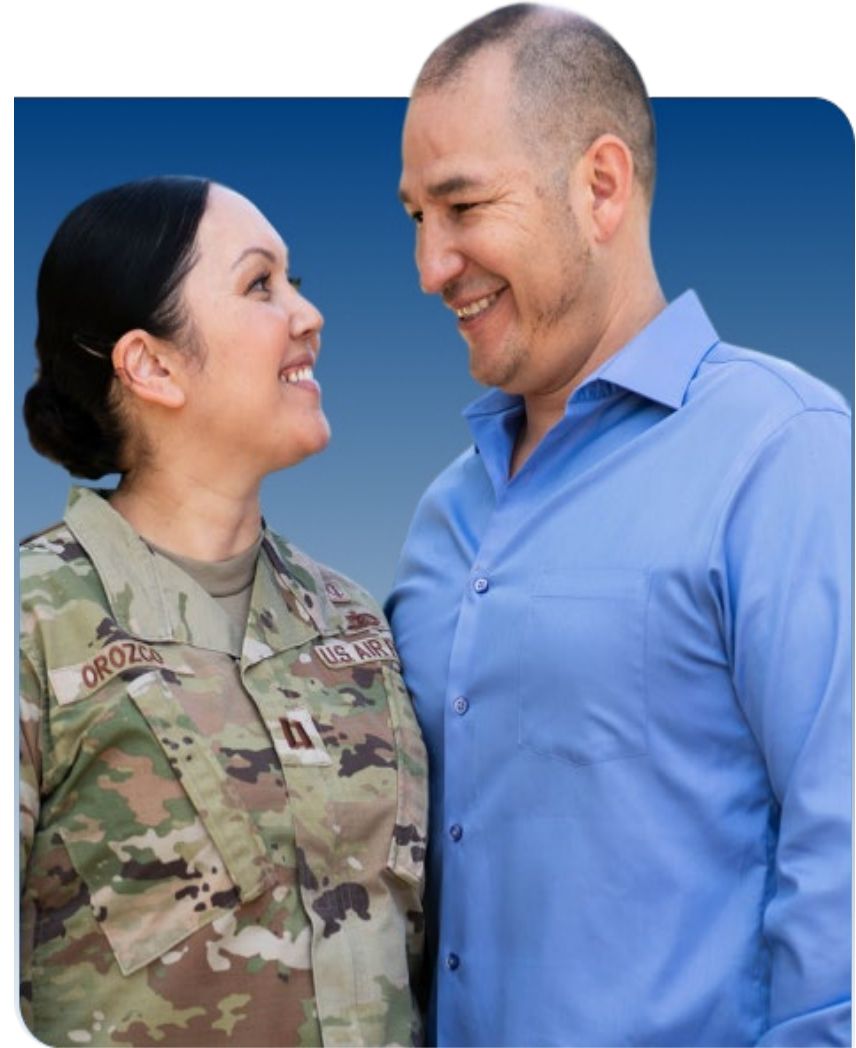
Intentionally designed to create a pathway for:

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



Program Timeline



JUNE 2026

GRANT SUBMITTED BY NTC

Northcentral Technical College submits the Apprenticeship Program grant application.



JULY 2026

WAUSAU CITY COUNCIL APPROVAL

Wausau City Council approves the partnership and support for the Apprenticeship Program.



JULY 2026

WTCS APPROVAL

Wisconsin Technical College System (WTCS) approves the program.



JULY 2026

DWD APPROVAL

Wisconsin Department of Workforce Development (DWD) approves and registers the program.



AUGUST 2026

RECRUITMENT

Recruitment efforts launch to attract future Firefighter/Paramedic Apprentices.



SEPTEMBER 2026

HIRING

Candidates are selected and hired into the Apprenticeship Program.



OCTOBER 2026

FIRST COHORT STARTS

The first cohort of Apprentices begins the 18-month training journey.



MARCH 2028

INTERVIEWS TO HIRE APPRENTICE

Apprentices who have successfully completed the program are interviewed for open WFD Firefighter/Paramedic positions.



APRIL 2028

APPRENTICES TRANSITION INTO WFD VACANCIES

Successful Apprentices transition into full-time Firefighter/Paramedic roles with the Wausau Fire Department.



**A CONTINUOUS PIPELINE
OF TRAINED FIREFIGHTER/
PARAMEDICS.**

STRONGER TODAY. STRONGER TOMORROW.

Project Control and Analysis



The team will maintain assigned topics and accountability



Monthly progress meetings are held with the project management team



Conduct quarterly cost reviews



Provide monthly progress reports



Grant Covered Expenses

- CPAT testing fees
- Background checks
- Immunizations
- Psychological exam
- Medical physical

- Apprentice Pre-Employment Screening and Readiness Costs:
\$30,654



Grant Covered Expenses

- Apprentice--wages: Cohort 1--
\$14.55/hour x 56 hours/week x
72 weeks per apprentice; Cohort
2--\$15.28/hour
- Apprentice—fringe Benefits:
91.8%

- Wages & Fringe
Benefits:
- **\$2,076,179**

Apprentices Temporary City Employees



- City Employee with benefits to satisfy DWD Apprenticeship rules.
- WFD employee to be licensed as EMT and paramedic satisfying Dept of Health requirements.
- Apprentice will sign contract agreeing to the 18 month of employment
- Apprentice will be given the chance to interview for FTE positions with WFD
- Coordination will take place to all apprentice to interview with neighboring
- City of Wausau has no obligation to maintain employment following the 18-month program.
- A Memo of Understanding with the Local 415 outlines expectations.

Grant provided: MINIMUM COMPENSATION

- 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 \$14.50 per hour
- *Apprentice wages based on 60% of what the base skilled wage rate: \$22.00 per hour.





Grant Covered Expenses

- EMT National Registry fees
- *Firefighter 1 & 2 Certifications*
- *Paramedic National Registry exam fees*

- Credentialing and Certification Examination Costs:
- **\$12,266**

FIREFIGHTER PERSONAL PROTECTION EQUIPMENT (PPE)



Grant Covered Expenses

- Equipment and Safety Supplies
- : **\$143,631**

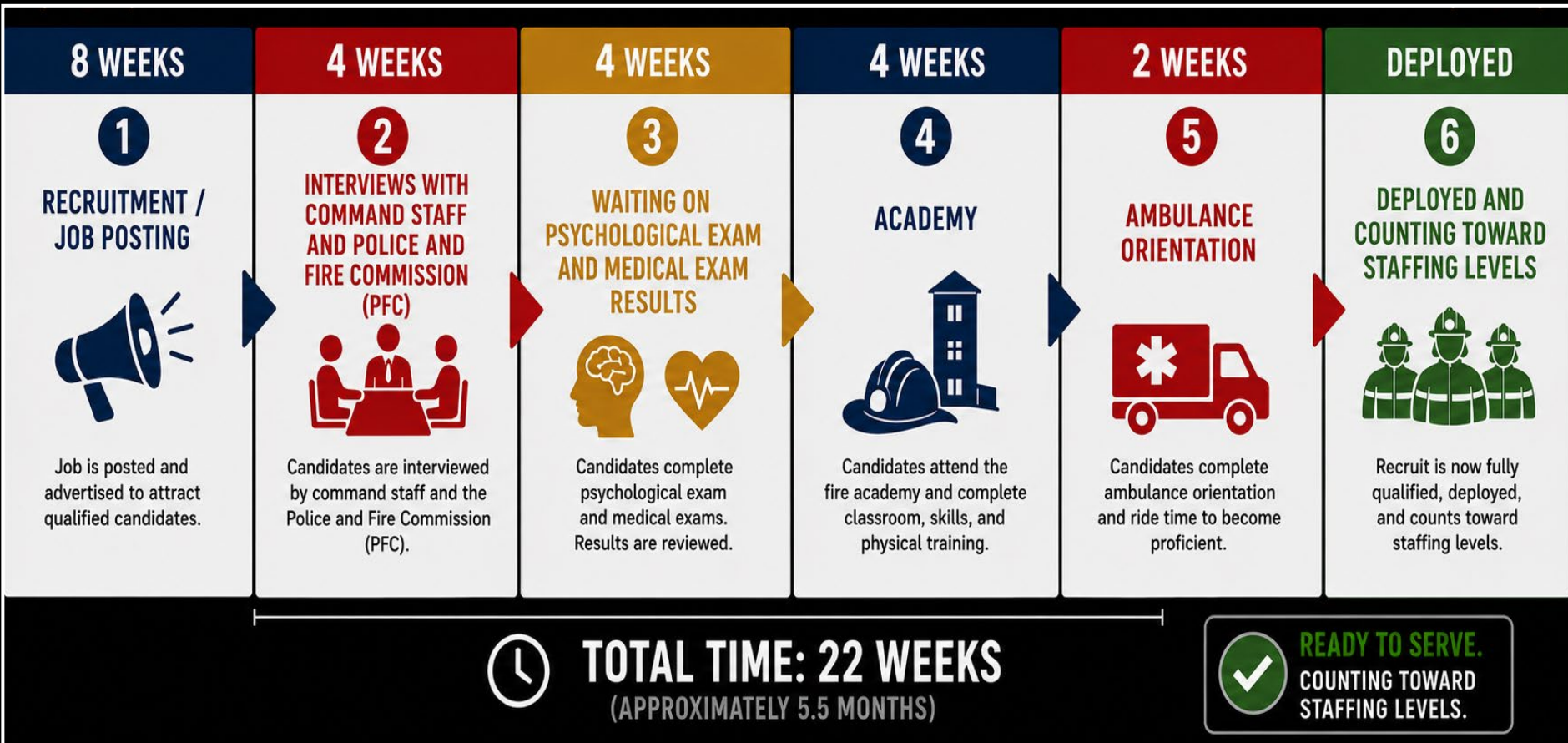
- Uniforms: to meet WFD Policy 1030
- Apprentice--stethoscopes
- SCBA masks
- Personal protection equipment
- Two-way radio



Grant Covered Expenses

- Field Training Officer Pay
- **\$52,416**

Traditional Firefighter/Paramedic Recruit Timeline



Apprentice to Probationary Timeline

AFTER COMPLETING 18 MONTHS OF APPRENTICESHIP

ELIMINATED	ELIMINATED	UP TO 4 WEEKS	ELIMINATED	ELIMINATED	DEPLOYED
 NO RECRUITMENT / JOB POSTING Already hired into the apprenticeship program.	 NO PSYCHOLOGICAL EXAM OR MEDICAL EXAM Completed prior to starting the apprenticeship.	1 INTERVIEWS WITH COMMAND STAFF AND POLICE AND FIRE COMMISSION (PFC)  Final interview process to transition into probationary role.	 NO ACADEMY 18 months of hands-on training and formal education completed.	 NO AMBULANCE ORIENTATION Ambulance training and ride time completed throughout apprenticeship.	2 DEPLOYED AND COUNTING TOWARD STAFFING LEVELS  Apprentice transitions directly into probationary firefighter/paramedic and counts toward staffing levels.



TOTAL TIME: UP TO 4 WEEKS
(APPROXIMATELY 1 MONTH)



**FASTER TRANSITION.
PROVEN TRAINING.
STRONGER FUTURE.**

Potential Cost Savings

TRADITIONAL RECRUITMENT PATH

DURING RECRUITMENT AND ACADEMY

Vacancies must be filled with overtime.



\$34.95 per hour
(24 hour shift)

= **\$838.92**
per day



Average of 10 days
per month

= **\$8,389**
per month



Average of 4.5 months
of vacancies

= **\$37,750**
in overtime
per vacancy
(approx.)

TRADITIONAL TIMELINE



22 WEEKS

(APPROX. 5.5 MONTHS)

Higher overtime costs
while vacancies remain
open during the long
recruitment, testing,
academy, and orientation
process.

THE MATH: \$8,389 (overtime per month) x 4.5 months = **\$37,750** (approx.) in overtime per vacancy

APPRENTICESHIP PATH

AFTER COMPLETING 18 MONTHS OF APPRENTICESHIP

No recruitment, no testing, no academy, no orientation.
Only the interview process is needed.



Shorter timeline =
far fewer overtime
hours needed



Up to 4 weeks
interview process
only



Significant reduction
in overtime costs
per vacancy

APPRENTICE TIMELINE



UP TO 4 WEEKS

(APPROX. 1 MONTH)

Apprentices transition directly
into the Probationary
Firefighter/Paramedic role.

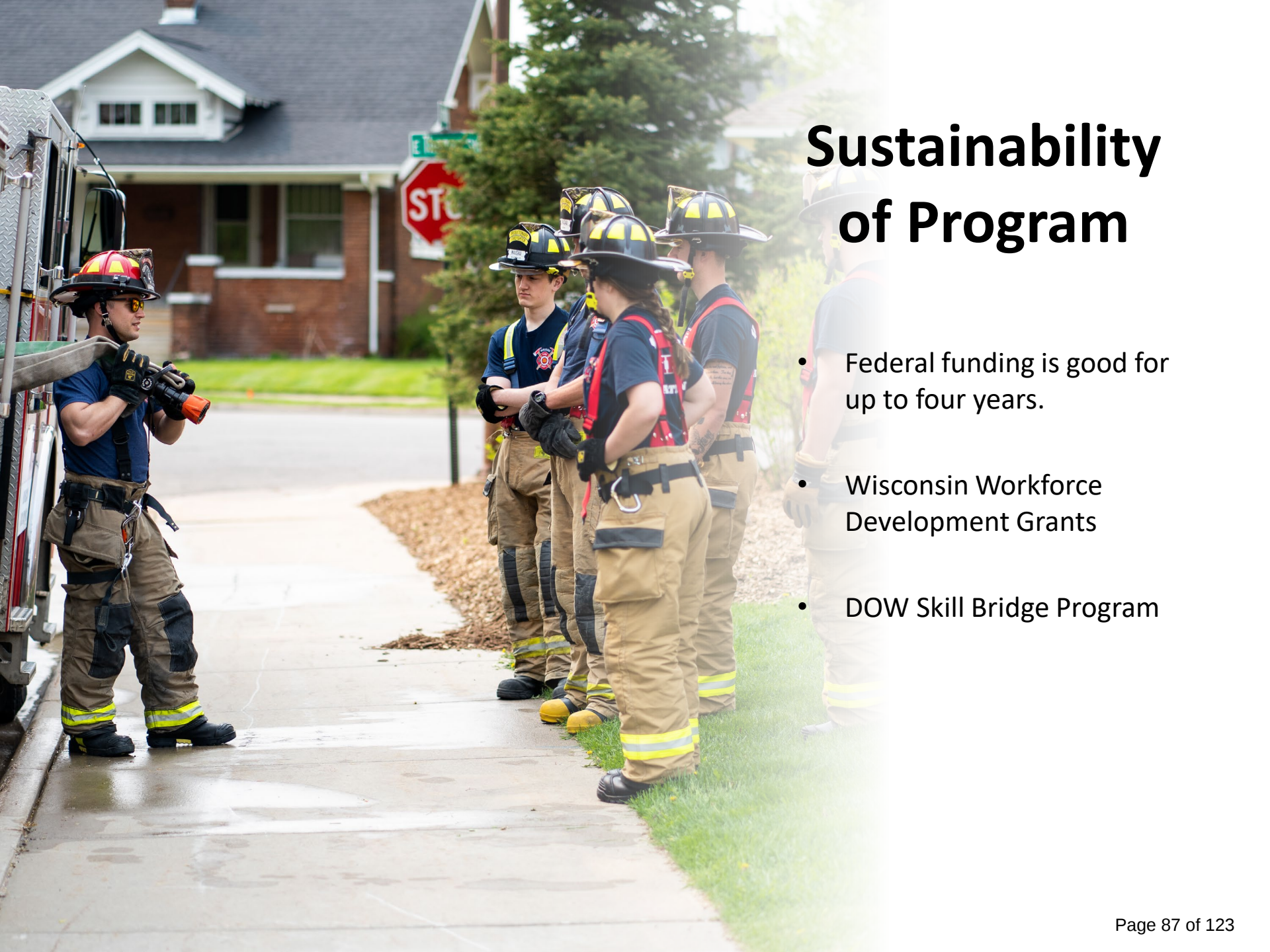
Status	Nature	Event Description	Paid	Medical	Indemnity	Expense Incurred	Total Incurred	
Closed	Laceration	L thumb laceration, removing a razor cap to prep patient for EKG	\$596.09	\$580.95	\$0.00	\$15.14	\$596.09	
Closed	Contagious Disease	Exposure, patient cough up blood in EE's face/mouth	\$1,474.80	\$1,444.13	\$0.00	\$30.67	\$1,474.80	
Closed	Sprain	Strain lower back, cutting vent hole on roof of working structure fire, moved wrong	\$441.80	\$426.62	\$0.00	\$15.18	\$441.80	
Closed	Sprain	Back, strain, lifting patient from stretcher to hospital bed	\$189.73	\$177.30	\$0.00	\$12.43	\$189.73	
Closed	Sprain	Strain, L shoulder/arm, push pole through ceiling, hit hard piece of wood causing sudden stop	\$3,373.51	\$3,355.72	\$0.00	\$17.79	\$3,373.51	
Closed	Sprain	Sprain L ankle, working out, doing wellness exercises	\$78,881.94	\$63,883.31	\$7,665.00	\$7,333.63	\$78,881.94	
Closed	Laceration	L ring finger, laceration, training on vehicle extraction, hit finger with ax	\$2,908.09	\$2,859.66	\$0.00	\$48.43	\$2,908.09	
Closed	Sprain	Low Back, Strain, Injury occurred while EE transferred pt from bed to cot.	\$2,863.32	\$2,770.18	\$0.00	\$93.14	\$2,863.32	
Closed	Contusion	R Elbow, Contusion, During training, EE slipped out of tube and arm hit metal grate.	\$854.86	\$822.20	\$0.00	\$32.66	\$854.86	
Closed	Foreign Body	Face/Eyes, Blood Exposure, EE was removing IV tourniquet when ambo hit bump and blood sprayed	\$1,235.29	\$974.39	\$0.00	\$260.90	\$1,235.29	
Closed	Puncture	Exposure from needlestick to left thumb.	\$1,179.78	\$943.09	\$0.00	\$236.69	\$1,179.78	
Closed	Sprain	R shoulder injury from slipping on ice	\$537.62	\$182.25	\$335.72	\$19.65	\$537.62	
Closed	Sprain	Back strain from lifting weights	\$894.82	\$806.22	\$0.00	\$88.60	\$894.82	
Closed	Sprain	Lifting stretcher and carrying bags	\$716.51	\$612.88	\$0.00	\$103.63	\$716.51	
Closed	All Other Specific Inj	Bodily fluid exposure to eyes from a patient spitting blood/saliva.	\$1,228.49	\$978.98	\$0.00	\$249.51	\$1,228.49	
							\$97,376.65	TOTAL \$
							12	TOTAL CLAIMS
							\$8,114.72	Average \$ per claim

Closed Workers Compensation between
1/1/2023 & 7/1/2026



Financial Impact: Cost Savings

- Traditional vacancies cost approx. \$37,750 in overtime per vacancy
- Longer vacancy = more overtime hours needed to maintain staffing
- Apprenticeship path reduces vacancy time from 20-22 weeks to approx. 4 weeks
- Reduced vacancy time = significant reduction in overtime costs



Sustainability of Program

- Federal funding is good for up to four years.
- Wisconsin Workforce Development Grants
- DOW Skill Bridge Program

Becoming a DOW SkillBridge Provider!

STEP
01

Attend a Prospective
Provider Information
Session

STEP
02

Review the DOW
SkillBridge Website

STEP
03

Complete Ethics Training

STEP
04

Submit Application

STEP
05

Sign the MOU

STEP
06

Receive an approved
MOU

STEP
07

Appear on the website

THE END VISION



**A Fully
Staffed
Wausau Fire
Department**



BUILDING CAREERS. STRENGTHING OUR DEPARTMENT. SECURING OUR FUTURE

Program Partners



- Northcentral Technical College – Education
- Wisconsin Technical College System- Curriculum
- Wisconsin Department of Workforce Development – Apprenticeship support
- U.S. Department of Education – Federal grant investment
- Collaborative effort strengthening local workforce development





Together, We Are Building the Future of Public Safety

- Thank you to all partners and supporters
- Strengthening the public safety workforce
- Expanding local career opportunities
- Preparing the next generation of firefighter/paramedics

MEMORANDUM OF UNDERSTANDING

Between the City of Wausau and IAFF Local 415

Apprenticeship Program – Terms and Conditions of Employment

Superseding Effect of Memorandum of Understanding: The provisions of this Memorandum of Understanding (MOU) are intended to address matters specific to the Firefighter/Paramedic Apprenticeship Program. In the event of any conflict, inconsistency, or ambiguity between the terms of this MOU and any provision of an applicable Collective Bargaining Agreement (CBA), personnel policy, administrative policy, or past practice, the provisions of this MOU shall control and govern for apprentices participating in the Apprenticeship Program.

Except as specifically modified by this MOU, all other applicable provisions of the Collective Bargaining Agreement, City policies, and Department rules shall remain in full force and effect.

This MOU shall be interpreted to give full effect to the intent of the parties that the Apprenticeship Program operate as a distinct training and workforce development initiative, and any conflicting provision shall be superseded only to the extent necessary to implement the terms of this MOU.

1. Recognition and Employment Status

Apprentices are temporary, grant-funded employees assigned to the Wausau Fire Department for the purpose of completing a registered apprenticeship program. Apprentices are included in the bargaining unit only for matters covered in this MOU. Apprentices do not earn seniority, are not eligible for promotion.

2. Duration and Probation

Apprentices will be employed for a period not to exceed 18 months. Apprentices shall serve a six (6) month probationary period. During this period, the City may terminate employment at its sole discretion without access to the grievance procedure. Completion of the apprenticeship does not guarantee a full-time position; however, graduates may apply for any posted full-time vacancy.

3. Wages

Apprentices shall receive the following hourly wage progression: Start: \$14.00/hr.; After six (6) months: \$14.25/hr; After twelve (12) months: \$14.50/hr. Apprentices are not eligible for premium pay, incentive pay, acting pay, or any additional wage enhancements.

4. Hours of Work

To comply with federal apprenticeship and funding regulations, apprentices may not exceed 2,912 total work hours annually, inclusive of all work process hours and related training hours. Apprentices may follow the standard 56-hour platoon schedule or an approved alternative schedule as determined by the department.

During certain phases of the program such as the fire academy, EMS orientation, classroom instruction, and other structured training periods, apprentices may be placed on a 40-hour workweek or a modified schedule. Apprentices may attend required schooling or related instruction during scheduled work hours, regardless of whether they are assigned to a 56-hour or 40-hour schedule at that time.

5. Work Assignment, Calls, and Staffing

Apprentices will be assigned to a crew for training and supervision. Apprentices are permitted to respond to emergency calls as required under Exhibit A, including fire suppression, EMS support, rescue, hazardous materials response, and other required competencies. All response activities must occur under supervision. Apprentices shall not count toward minimum staffing requirements.

Apprentices will function primarily in an observational role and will only be assigned tasks, skills, and responsibilities that align with the level of training and competency demonstrated they have successfully completed up to that point in the program. Duties beyond the apprentice's verified skill level may not be performed, and all applied skills must be carried out under direct supervision of qualified personnel.

6. Benefits and Leaves

Apprentices are eligible for temporary employee benefits including health, dental, life insurance, WRS contributions when required, workers' compensation, and FMLA if eligible. Apprentices are not eligible for vacation, sick leave, PAL, holidays, clothing allowance, longevity pay, or any paid leave. Apprentices do not accrue paid time off.

7. Discipline

Apprentices are subject to all department policies and may be terminated at any time for performance, conduct, or funding-related reasons.

8. Non-Precedent and Non-Waiver

This MOU applies solely to the Federally Funded Apprenticeship Program and shall not be considered precedent. All CBA provisions remain unchanged unless specifically modified herein.

9. Review of Apprenticeship Completion

The City will provide the Union with a summary of program outcomes at the end of each cohort's apprenticeship period, including recommendations for future adjustments.

10. Duration and Re-Evaluation

This MOU shall remain in effect for the 18-month duration of the first apprentice cohort. Prior to the start of the second cohort, the City and Union shall meet to review and, if necessary, revise this MOU. This MOU shall remain in effect until modified or terminated by mutual consent of the City of Wausau and IAFF Local 415.

SIGNATURES

Fire Chief Jeremy Kopp:

Date: _____

Union President Adam Rahn:

Date: _____

HR Director Lisa Nowak:

Date: _____

Union Vice President Maxx Nowitzke:

Date: _____

Mayor Doug Diny:

Date: _____

1. Purpose and Overview

Overtime (OT) is a necessary, predictable component of Wausau Fire Department (WFD) operations. Our staffing model, minimum response standards, and workload demands all contribute to overtime needs. This summary also explains why 2025 experienced higher-than-normal overtime, largely driven by increased FMLA use, vacancies, apprentices in training who could not yet count toward staffing, and a series of recruit academies.

2. Department Staffing Structure

Shift Staffing Model (Three Platoons)

WFD operates with A, B, and C shifts, each fully staffed at 22 personnel. Minimum daily staffing is 18. This is a lean and cost-efficient model, but it leaves very little margin between full staffing and the minimum required to safely operate all stations and apparatus.

Minimum Staffing by Station

- **Station 1 (8 minimum):** 2 ambulance, 3 engine, 2 cross-staffing Ladder/Rescue/4th ambulance, 1 Battalion Chief
- **Station 2 (5 minimum):** 2 ambulance, 3 truck
- **Station 3 (5 minimum):** 2 ambulance, 3 engine

This totals **18 personnel**, which is the minimum needed to avoid removing ambulances, engines, or stations from service—an option that is not acceptable for public safety.

Vacation Leave Scheduling

Crews select vacation for the entire year in advance. Each day allows up to three leave slots, with a fourth slot available only when used by a Battalion Chief. On these days, staffing already sits at the 18-person minimum, meaning any additional absence (sick, FMLA, injury, training, etc.) automatically requires overtime to maintain safe staffing levels.

Battalion Chief Staffing and Compensation

Battalion Chiefs do not receive time-and-a-half overtime. When they fill vacancies or cover shifts, they receive straight time converted into comp time. This is a cost-saving measure for the city that still ensures necessary command coverage.

Forty-Hour Employees (9.5 positions)

These positions include the Chief, Deputy Chief, EMS Division Chief, Fire Prevention Division Chief, Prevention Lieutenant, Prevention Inspector, Community Care Paramedic, Administrative Analyst, a half-time shared administrative assistant, and the Training Division Chief position (vacant since February 2025).

		6/13	
Job	Skills	Sat	
		DN	
Battalion Chief	HM,P		C
Fire Lieutenant	P		C
Engineer	P		
Engineer	P		C
Engineer	P		C
Firefighter/Paramedic	P		C
Firefighter/Paramedic	P		C
Firefighter/Paramedic	EMTB,P		C
Firefighter/Paramedic	EMTB,P		
Fire Lieutenant	HM,P		C
Engineer	P		C
Firefighter/Paramedic	P		C
Firefighter/Paramedic	P		C
Firefighter/Paramedic	EMTB,P		C
Fire Lieutenant	HM,P		C
Engineer	P		C
Firefighter/Paramedic	P		
Firefighter/Paramedic	P		C
Firefighter/Paramedic	P		C
Firefighter/Paramedic	P		C
Firefighter/Paramedic	P		C
Firefighter/Paramedic	P		C
Battalion Chief	HM,P		C
Engineer	P		C
Firefighter/Paramedic	P		C
Firefighter/Paramedic	P		C

Here is what staffing looks like per apparatus at minimum staffing all the way up to full staff with no one off on any leave;

	Staffing levels	18	19	20	21	22
Station 1	Unit					
	Battalion-1	1 (BC)	1 (BC)	1 (BC)	1 (BC)	1 (BC)
	Med-1	2	2	2	2	2
	Engine-1	3	3	3	3	3
	Truck/Rescue/ Med-5 crossed- staffed	2	3	XXXX	XXXX	XXXX
	Truck-1 / Rescue-1	XXXX	XXXX	2	3	4
	Med-5	XXXX	XXXX	2	2	2
Station 2	Unit					
	Ladder 2	3	3	3	3	3
	Med-2	2	2	2	2	2
Station 3	Unit					
	Engine-3	3	3	3	3	3
	Med-3	2	2	2	2	2
Daily Totals		18	19	20	21	22

3. Why Overtime Occurs (Operational Drivers)

Sick Leave

Even a single sick call-in on a day with full vacation slots drops staffing below 18 and requires overtime to maintain operational readiness.

FMLA (Major 2025 Driver)

2025 saw multiple long-term FMLA cases. Because FMLA is protected leave, these absences must be backfilled with overtime to maintain minimum staffing.

EMS Call Overruns

WFD responds to high EMS call volumes. Calls often run past shift change and generate required overtime for transport, documentation, and equipment decontamination. OT categories such as OT @1.5, Call-4Hr, and hold over reflect this unavoidable need.

Mandatory Training Requirements

Training obligations for paramedics, firefighters, HazMat technicians, TEMS operators, and specialty rescue teams exceed those of many similar-sized departments. Minimum staffing requirements and call volume limit on-duty training capacity, so some mandatory training must occur on overtime.

The Training Division Chief vacancy has increased training-related overtime, particularly during recruit academies and apprentice development.

Apprentices (2023 and 2025)

Apprentices were on payroll but did not count toward staffing until completing schooling and certification. This required ongoing daily instruction and prevented these positions from filling operational vacancies, temporarily increasing overtime usage.

Multiple Recruit Academies in 2025

Frequent hiring cycles required several 4-week academies. Recruit instructors largely come from shift staff, generating overtime. Recruits do not count toward staffing until academy completion.

Hiring cycles typically include:

- 1 month application period
- 2 weeks interviews
- 2–4 weeks backgrounds, psych, and physicals
- 4-week academy before they count toward staffing

This extended onboarding timeline contributed to elevated overtime in 2025.

Job Injuries

Lifting injuries and other job-related injuries, common in EMS heavy departments, require long-term backfill, creating additional overtime.

Special Events and Standbys

Community events such as Wings Over Wausau, fairgrounds standbys, Honor Guard activities, and public education programs often require additional staffing and are expected public services.

Below is the table of overtime and comp time for 2025 and 2026;

Total Overtime Hours - 2025 & YTD 2026 (thru 6/6/2026)

Sum of Timecard Hours	Column I		
Row Labels	2025	2026	Grand Total
Call - 4Hr		1.25	1.25
CallNoWrk		4.00	4.00
OmpAccl1.0	810.00	436.00	1,246.00
OmpAccr1.5	211.25	158.50	369.75
OmpTEMSTrn	42.75	12.50	55.25
CompEMSTrf		1.50	1.50
CompEMSTrn	12.50	63.25	75.75
CompFFTrn	29.75	13.50	43.25
CompFMLAOv	60.00		60.00
CompHazTrn		24.50	24.50
CompHoldOv		1.75	1.75
CompInvest	16.50	10.25	26.75
CompJobInj		14.50	14.50
CompMtg	20.50	6.00	26.50
CompSckOv	24.00	37.00	61.00
CompSpEvt	23.00		23.00
CompStratP	2.75		2.75
CompTaskF1	31.50	36.00	67.50
CompTEMS	54.75	26.00	80.75
HazCompAcr	13.25	0.50	13.75
OT .5/Hr	3.00	3.00	6.00
OT@1.5	2,388.50	898.25	3,286.75
OTEMSTrf	13.75	6.25	20.00
OTEMSTrn	204.00	45.25	249.25
OTFFTrn	559.50	171.25	730.75
OTFMLAOv	2,605.00	541.75	3,146.75
OTFuneral	71.75		71.75
OTHazmat	10.50	8.75	19.25
OTHazTrng	105.50	43.00	148.50
OTHnr Gd	6.25		6.25
OTHoldOvr	31.25	9.75	41.00
OTInvest	8.25		8.25
OTJob Inj		36.00	36.00
OTMeeting	33.75	21.50	55.25
OTMilitary		72.00	72.00
OTSck Ov	1,700.00	600.75	2,300.75
OTSp Evt	221.75		221.75
OTTaskFrc	221.00	178.75	399.75
OTTEMS	102.75	20.50	123.25
OTTEMSTrn	282.75	109.50	392.25
OT-Strat P	2.00		2.00
Grand Total	9,923.75	3,613.25	13,537.00

4. Why 2025 Was a High Overtime Year

In summary, overtime increased in 2025 due to:

- Unusually high FMLA usage
- Apprentices not counting toward staffing for several months
- Multiple recruit academies needed due to repeated hiring cycles
- Training Division vacancy resulting in additional instructional overtime
- Long recruitment timelines
- High EMS call volume with frequent late calls
- Persistent staffing vacancies due to retirements and normal attrition

All of these factors were operationally necessary.

5. Cost Efficiency and Best Practices

The current staffing and overtime model is fiscally sound and comparable to other full time departments.

- Overtime allows WFD to maintain minimum staffing without adding full-time benefit-eligible positions.
- Battalion Chiefs use straight-time comp time instead of premium overtime.
- The 22-to-18 staffing model is efficient and consistent with ICMA and Wisconsin League guidance.
- Recruiting apprentices and sponsoring paramedic training are long-term cost-saving staffing strategies.

6. Conclusion

Overtime at WFD is planned, necessary, and tied directly to public safety. It is not discretionary, it ensures:

- Safe minimum staffing
- 24/7 response capability
- Compliance with federal FMLA requirements
- Completion of mandatory training
- Proper onboarding of new recruits and apprentices
- Delivery of high-quality services to the community

WFD continues to use overtime responsibly while maintaining essential emergency services for the residents of Wausau. We continue to look at ways to reduce overtime needs and have on occasion blacked out open spots on vacation schedule to save overtime. Below is hours and costs per category for past 4 years;

		2023		2024		2025		2026		Grand Total	
Worker's Department	Overtime Reason	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount
<i>Worker's Department</i>	<i>Overtime Reason</i>										
Fire Department	Activity: Court Appearance	4.00	\$175.17							4.00	\$175.17
Fire Department	Activity: EMS Training	15.00	\$610.90	106.50	\$3,710.97	204.00	\$7,906.65	45.25	\$1,788.42	370.75	\$14,016.94
Fire Department	Activity: EMS Transfer			2.00	\$81.20	13.75	\$576.82	6.25	\$242.51	22.00	\$900.53
Fire Department	Activity: Fire Inspection Training	8.00	\$482.94							8.00	\$482.94
Fire Department	Activity: Firefighting Training	182.75	\$7,054.48	412.50	\$16,480.97	563.50	\$24,284.44	171.25	\$6,836.04	1,330.00	\$54,655.93
Fire Department	Activity: FMLA Coverage	2,125.00	\$84,075.47	1,456.50	\$58,156.17	2,581.00	\$108,263.27	541.75	\$24,276.88	6,656.25	\$272,631.59
Fire Department	Activity: Funeral Coverage	180.00	\$6,914.31	225.50	\$9,115.51	71.75	\$3,082.46			477.25	\$19,112.28
Fire Department	Activity Hazmat Training (7/1/23-6/30/24)	92.00	\$4,082.39	58.50	\$2,457.82					150.50	\$6,540.21
Fire Department	Activity Hazmat Training (7/1/24-6/30/25)					105.50	\$3,989.55			105.50	\$3,989.55
Fire Department	Activity Hazmat Training (7/1/25-6/30/27)							43.00	\$1,816.07	38.25	\$1,600.65
Fire Department	Activity Hazmat (7/1/23-6/30/24)	1.00	\$43.74	15.25	\$677.53					16.25	\$721.27
Fire Department	Activity Hazmat (7/1/24-6/30/25)			9.00	\$378.14	10.50	\$407.42			19.50	\$785.56
Fire Department	Activity Hazmat (7/1/25-6/30/27)							8.75	\$412.06	1.75	\$82.05
Fire Department	Activity: Holdover	52.75	\$1,833.81	69.25	\$2,461.88	30.75	\$1,159.19	9.75	\$388.87	162.50	\$5,843.75
Fire Department	Activity: Honor Guard			19.00	\$749.09	6.25	\$281.03			25.25	\$1,030.12
Fire Department	Activity: Investigation	13.75	\$833.19	8.25	\$519.91	8.25	\$539.26			30.25	\$1,892.36
Fire Department	Activity: Job Injury Coverage	87.75	\$3,459.32	444.00	\$17,754.14	0.00	(\$0.00)	36.00	\$1,620.19	567.75	\$22,833.65
Fire Department	Activity: Military Coverage							72.00	\$3,274.82	72.00	\$3,274.82
Fire Department	Activity: Misc Meetings	1.00	\$43.54	1.75	\$56.76					2.75	\$100.30
Fire Department	Activity: Paramedic Training	14.00	\$507.91							14.00	\$507.91
Fire Department	Activity: Present / Meetings	18.00	\$725.49	75.00	\$3,192.19	33.75	\$1,527.59	21.50	\$1,063.92	148.25	\$6,509.19
Fire Department	Activity: Sick Coverage	1,183.00	\$46,090.88	1,398.00	\$56,441.64	1,688.00	\$70,432.63	600.75	\$25,729.94	4,869.75	\$198,695.09
Fire Department	Activity: Sick Coverage, Job Profile: Fire Lieutenant			24.00	\$1,075.50					24.00	\$1,075.50
Fire Department	Activity: Special Event	22.25	\$913.07	98.25	\$3,536.49	221.75	\$7,921.94			342.25	\$12,371.50
Fire Department	Activity: Strategic Planning					2.00	\$84.79			2.00	\$84.79
Fire Department	Activity: Tactical EMS	367.75	\$14,626.82	252.25	\$10,402.55	102.75	\$4,596.15	20.50	\$932.13	743.25	\$30,557.65
Fire Department	Activity: Tactical EMS Training			334.50	\$13,195.69	282.75	\$11,528.00	109.50	\$4,944.23	726.75	\$29,667.92
Fire Department	Activity: Task Force 1	111.50	\$3,507.54	418.00	\$16,510.65	221.00	\$9,369.87	178.75	\$7,797.46	929.25	\$37,185.52
Fire Department	Activity: Training - Special Team			1.00	\$40.27					1.00	\$40.27
Fire Department	Activity: Overtime 1.5	3,586.25	\$201,971.58	5,245.15	\$279,379.92	2,431.00	\$197,931.28	901.25	\$74,095.41	12,163.65	\$753,378.19
Grand Total		8,065.75	\$377,952.55	10,674.15	\$496,374.99	8,578.25	\$453,882.34	2,766.25	\$155,218.95	30,084.40	\$1,483,428.83

Below is revenue and income from specialty teams, 2 percent dues, grants, etc..

Wausau Fire Department Revenues					
	2023	2024	2025	2026	Total
Fire Administration					
2% Dues - Fire Insurance Tax	\$ 150,247.00	\$ 165,929.00	\$ 191,365.00		\$ 507,541.00
Fire Inspection Fees	\$ 1,770.00	\$ 6,090.00	\$ 14,605.00	\$ 7,275.00	\$ 29,740.00
Fire Miscellaneous Fees - Fire Protection (Evolve)	\$ 700.00	\$ 600.00	\$ 700.00		\$ 2,000.00
Fire Miscellaneous Fees (G2 Reimbursement)		\$ 1,320.00	\$ 1,320.00		\$ 2,640.00
False Alarm Fees		\$ 120.00	\$ 2,690.00	\$ 760.00	\$ 3,570.00
Lock Out Fees			\$ 4,125.00	\$ 450.00	\$ 4,575.00
Sale of Fire & Ambulance Equipment	\$ 1,506.00	\$ 557.00	\$ -		\$ 2,063.00
Other Miscellaneous (ORR)			\$ 7.50	\$ 7.50	\$ 15.00
Donations			\$ 50.00		\$ 50.00
Recovery Damage to Property (Restitution)				\$ 1,764.00	\$ 1,764.00
	\$ 154,223.00	\$ 174,616.00	\$ 214,862.50	\$ 10,256.50	\$ 553,958.00
EMS					
Ambulance Fees	\$ 2,268,305.00	\$ 2,316,171.00	\$ 2,966,204.00	\$ 1,213,193.00	\$ 8,763,873.00
Task Force 1 Reimbursements	\$ 6,655.00	\$ 23,977.00	\$ 14,974.00	\$ 8,250.00	\$ 53,856.00
Ambulance Contract Fees	\$ 49,792.00	\$ 51,178.00	\$ 62,426.00	\$ 64,470.00	\$ 227,866.00
Standby Fees	\$ 1,277.00		\$ 2,100.00		\$ 3,377.00
	\$ 2,326,029.00	\$ 2,391,326.00	\$ 3,045,704.00	\$ 1,285,913.00	
Fire Operations					
Forest Fire Protection Grant				\$ 3,523.25	\$ 3,523.25

GEMT revenue:

	2023	2024	2025
Total Settlement	207,963.25	208,831.84	218,817.35
EMS MC Fee	16,117.15	16,184.47	16,958.34
Total Revenue	191,846.10	192,647.37	201,859.01

2025 is still pending on final amount, but the other two are final.

All Paycodes 2024

Row Labels	Sum of Timecard Hours	Sum of Timecard Hours2
Reg-0	126410.50	58.31%
RegularSS	18361.50	8.47%
Vac	13824.19	6.38%
Regular	6259.00	2.89%
Holiday-60	5586.25	2.58%
TrainingWg	4179.25	1.93%
TrainDuty	3919.75	1.81%
LghtDuty	3895.25	1.80%
Sick-110	3454.75	1.59%
CompLvl	2850.57	1.31%
TrainRepl	2085.26	0.96%
HolCompAcr	2020.02	0.93%
PerslHldy	1948.50	0.90%
RegHolOff	1823.00	0.84%
TrnAcr1.5	1492.25	0.69%
Special De	1227.75	0.57%
Late/Call	1132.09	0.52%
OT SpEvent	1039.75	0.48%
LvOnly Cmp	933.75	0.43%
Swap Out	900.50	0.42%
OT SpecTm	885.25	0.41%
Swap In	778.50	0.36%
RangeTrain	688.25	0.32%
.MiltNoPay	684.00	0.32%
SickMedlLv	665.25	0.31%
SickFamLv	655.25	0.30%
OT TrainGn	598.00	0.28%
OtherActv	561.75	0.26%
SickCover	532.00	0.25%
ReimbOT	496.75	0.23%
K-9 Care	478.00	0.22%
TrainCov	455.25	0.21%
PalLv	455.00	0.21%
OT Invest	420.00	0.19%
OnCallPrem	364.00	0.17%
VacCover	346.50	0.16%
FamLv-NoPy	328.00	0.15%
OT TrainST	307.75	0.14%
Pres/Meet	294.25	0.14%
FunerlLv	260.00	0.12%
FBI-TF	218.00	0.10%
CourtNoWk	213.50	0.10%
SchoolReim	200.75	0.09%
OT MilCov	191.75	0.09%

CourtOff	184.25	0.08%
OT OWI Grt	174.75	0.08%
OT Meth G	151.50	0.07%
OT Instruc	137.75	0.06%
Call-InTrk	131.00	0.06%
MeetNoWk	127.75	0.06%
SickPrevnt	124.75	0.06%
HldyRepl	107.00	0.05%
HiClass-PD	99.50	0.05%
FamLvCT1	97.75	0.05%
CallInOT	95.50	0.04%
FamLv-Vac	89.50	0.04%
Lv w/o Pay	80.00	0.04%
CmpAccr1.5	76.00	0.04%
CourtCNoWk	74.75	0.03%
OT Heroin	72.00	0.03%
HldyReplAc	58.00	0.03%
OT Job Inj	57.00	0.03%
CallInBack	54.50	0.03%
FamLvTrain	45.50	0.02%
AdminLv	40.00	0.02%
Suspension	36.00	0.02%
FamLv-Pers	34.00	0.02%
FamLvLO Cm	34.00	0.02%
OT Traffic	32.00	0.01%
WrkrsComp	31.00	0.01%
FML No Pay	30.00	0.01%
CourtCncl	27.25	0.01%
CmpAcc11.0	25.50	0.01%
RegFill	20.50	0.01%
TrainWgOT	15.75	0.01%
RangeTrnOT	9.25	0.00%
FamLv-Pal	1.50	0.00%
TrnAcr1.0	1.50	0.00%
Grand Total	216798.63	100.00%

OT Paycodes 2024

Row Labels	Sum of Timecard Hours	Sum of Timecard Hours2
Late/Call	1132.09	12.29%
OT SpEvent	1039.75	11.29%
OT SpecTm	885.25	9.61%
OT TrainGn	598.00	6.49%
OtherActv	561.75	6.10%
SickCover	532.00	5.78%
ReimbOT	496.75	5.39%
TrainCov	455.25	4.94%
OT Invest	420.00	4.56%
VacCover	346.50	3.76%
OT TrainST	307.75	3.34%
Pres/Meet	294.25	3.20%
FBI-TF	218.00	2.37%
CourtNoWk	213.50	2.32%
SchoolReim	200.75	2.18%
OT MilCov	191.75	2.08%
CourtOff	184.25	2.00%
OT OWI Grt	174.75	1.90%
OT Meth G	151.50	1.65%
OT Instruc	137.75	1.50%
MeetNoWk	127.75	1.39%
CallInOT	95.50	1.04%
CmpAccr1.5	76.00	0.83%
CourtCNoWk	74.75	0.81%
OT Heroin	72.00	0.78%
OT Job Inj	57.00	0.62%
CallInBack	54.50	0.59%
OT Traffic	32.00	0.35%
CourtCncl	27.25	0.30%
CmpAccl1.0	25.50	0.28%
TrainWgOT	15.75	0.17%
RangeTrnOT	9.25	0.10%
Grand Total	9208.84	100.00%

All Paycodes 2025

Row Labels	Sum of Timecard Hours	Sum of Timecard Hours2
Reg-0	129975.75	58.64%
RegularSS	17620.25	7.95%
Vac	14608.75	6.59%
Regular	7635.75	3.45%
CmpLmpSum	5313.00	2.40%
Holiday-60	5306.45	2.39%
Sick-110	2906.75	1.31%
PerslHldy	2727.50	1.23%
CompLv1	2724.50	1.23%
TrainDuty	2651.50	1.20%
LghtDuty	2100.25	0.95%
SickFamLv	2054.00	0.93%
HolCompAcr	2048.25	0.92%
RegHolOff	1980.00	0.89%
TrainingWg	1880.50	0.85%
TrainRepl	1774.55	0.80%
.MiltNoPay	1612.00	0.73%
TrnAcr1.5	1321.75	0.60%
Swap Out	1224.00	0.55%
Swap In	1145.50	0.52%
OT SpEvent	970.25	0.44%
Special De	879.50	0.40%
Late/Call	878.50	0.40%
RangeTrain	701.00	0.32%
OT TrainGn	663.25	0.30%
SickMedlLv	599.45	0.27%
OtherActv	505.00	0.23%
PalLv	502.25	0.23%
ReimbOT	492.75	0.22%
K-9 Care	471.00	0.21%
SickCover	465.00	0.21%
FunerlLv	432.00	0.19%
OnCallPrem	367.00	0.17%
OT Invest	312.50	0.14%
CmpAccr1.5	282.00	0.13%
Pres/Meet	268.50	0.12%
SchoolReim	266.75	0.12%
OT TrainST	248.50	0.11%
Call-InTrk	238.75	0.11%
FBI-TF	237.25	0.11%
OT SpecTm	219.00	0.10%
AdminLv	216.00	0.10%
CourtNoWk	202.75	0.09%
CourtOff	202.25	0.09%

TrainCov	188.50	0.09%
CallInOT	184.50	0.08%
OT Traffic	150.00	0.07%
OT MilCov	136.75	0.06%
OT SRO	124.25	0.06%
VacCover	118.50	0.05%
FamLv-Vac	112.75	0.05%
OT Meth G	112.00	0.05%
CallInBack	108.00	0.05%
SickPrevnt	103.25	0.05%
OT Instruc	92.75	0.04%
OT OWI Grt	92.50	0.04%
MeetNoWk	85.00	0.04%
CourtCNoWk	73.50	0.03%
FamLvTrain	70.00	0.03%
Suspension	70.00	0.03%
LvOnly Cmp	65.00	0.03%
HldyRepl	56.25	0.03%
FamLvCT1	56.25	0.03%
HldyReplAc	56.00	0.03%
FamLv-NoPy	51.75	0.02%
OT Job Inj	44.00	0.02%
CourtCncl	40.50	0.02%
HolExtrReg	36.25	0.02%
Lv w/o Pay	36.00	0.02%
CmpAcc11.0	31.25	0.01%
SwapInFT0	20.00	0.01%
OT Heroin	18.25	0.01%
OT @1.5	17.00	0.01%
WrkrsComp	13.75	0.01%
TrnAcr1.0	13.75	0.01%
FamLv-Pers	10.50	0.00%
TrainWgOT	8.50	0.00%
RegFill	5.00	0.00%
HiClass-PD	4.00	0.00%
RangeTrnOT	1.50	0.00%
Grand Total	221639.95	100.00%

OT Paycodes 2025

Row Labels	Sum of Timecard Hours	Sum of Timecard Hours2
OT SpEvent	970.25	12.37%
Late/Call	878.50	11.20%
OT TrainGn	663.25	8.46%
OtherActv	505.00	6.44%
ReimbOT	492.75	6.28%
SickCover	465.00	5.93%
OT Invest	312.50	3.99%
CmpAccr1.5	282.00	3.60%
Pres/Meet	268.50	3.42%
SchoolReim	266.75	3.40%
OT TrainST	248.50	3.17%
FBI-TF	237.25	3.03%
OT SpecTm	219.00	2.79%
CourtNoWk	202.75	2.59%
CourtOff	202.25	2.58%
TrainCov	188.50	2.40%
CallInOT	184.50	2.35%
OT Traffic	150.00	1.91%
OT MilCov	136.75	1.74%
OT SRO	124.25	1.58%
VacCover	118.50	1.51%
OT Meth G	112.00	1.43%
CallInBack	108.00	1.38%
OT Instruc	92.75	1.18%
OT OWI Grt	92.50	1.18%
MeetNoWk	85.00	1.08%
CourtCNoWk	73.50	0.94%
OT Job Inj	44.00	0.56%
CourtCncl	40.50	0.52%
CmpAccl1.0	31.25	0.40%
OT Heroin	18.25	0.23%
OT @1.5	17.00	0.22%
TrainWgOT	8.50	0.11%
RangeTrnOT	1.50	0.02%
Grand Total	7841.50	100.00%

All Paycodes 2026

Row Labels	Sum of Timecard Hours	Sum of Timecard Hours2
Reg-0	88028.25	64.09%
RegularSS	11207.50	8.16%
Vac	7577.97	5.52%
TrainDuty	2885.00	2.10%
Regular	2632.75	1.92%
TrainingWg	2590.75	1.89%
Holiday-60	2218.65	1.62%
CmpLmpSum	2136.50	1.56%
PerslHldy	1970.25	1.43%
LghtDuty	1521.75	1.11%
Sick-110	1279.00	0.93%
.MiltNoPay	1206.00	0.88%
TrainRepl	1004.29	0.73%
CompLv1	942.25	0.69%
TrnAcr1.5	855.00	0.62%
HolCompAcr	809.25	0.59%
RegHolOff	714.00	0.52%
Special De	531.00	0.39%
FamLv-NoPy	526.75	0.38%
Late/Call	479.75	0.35%
SickMedlLv	449.75	0.33%
SickFamLv	440.25	0.32%
Swap Out	402.00	0.29%
RangeTrain	386.50	0.28%
OT TrainGn	369.75	0.27%
Swap In	367.50	0.27%
FamLv-Vac	309.25	0.23%
PalLv	281.75	0.21%
ReimbOT	248.50	0.18%
FunerlLv	235.25	0.17%
OT SpecTm	203.25	0.15%
K-9 Care	201.00	0.15%
OnCallPrem	182.00	0.13%
SickCover	156.00	0.11%
SchoolReim	144.00	0.10%
OT Invest	142.25	0.10%
AdminLv	133.50	0.10%
FBI-TF	125.25	0.09%
Pres/Meet	101.75	0.07%
TrainCov	98.75	0.07%
OtherActv	96.00	0.07%
Lv w/o Pay	80.00	0.06%
OT TrainST	72.00	0.05%
CourtOff	72.00	0.05%

OT OWI Grt	71.00	0.05%
CmpAccr1.5	69.50	0.05%
OT SRO	62.00	0.05%
CourtNoWk	60.75	0.04%
OT Instruc	51.75	0.04%
FamLv-Pers	51.25	0.04%
HldyReplAc	50.00	0.04%
HldyRepl	50.00	0.04%
MeetNoWk	48.50	0.04%
OT @1.5	44.00	0.03%
VacCover	43.00	0.03%
CallInOT	41.50	0.03%
OT Meth G	39.50	0.03%
OT Traffic	39.00	0.03%
SickPrevnt	34.00	0.02%
OT Heroin	30.25	0.02%
WrkrsComp	30.25	0.02%
CourtCNoWk	28.75	0.02%
OT SpEvent	23.50	0.02%
HolExtrReg	20.00	0.01%
CallInBack	12.00	0.01%
RegFill	11.00	0.01%
FamLvCT1	10.00	0.01%
Vac LvOnly	8.00	0.01%
CourtCncl	5.25	0.00%
CmpAcc11.0	2.50	0.00%
TrainWgOT	2.25	0.00%
Grand Total	137354.41	100.00%

OT Paycodes 2026

Row Labels	Sum of Timecard Hours	Sum of Timecard Hours2
Late/Call	479.75	16.08%
OT TrainGn	369.75	12.39%
ReimbOT	248.50	8.33%
OT SpecTm	203.25	6.81%
SickCover	156.00	5.23%
SchoolReim	144.00	4.83%
OT Invest	142.25	4.77%
FBI-TF	125.25	4.20%
Pres/Meet	101.75	3.41%
TrainCov	98.75	3.31%
OtherActv	96.00	3.22%
CourtOff	72.00	2.41%
OT TrainST	72.00	2.41%
OT OWI Grt	71.00	2.38%
CmpAccr1.5	69.50	2.33%
OT SRO	62.00	2.08%
CourtNoWk	60.75	2.04%
OT Instruc	51.75	1.73%
MeetNoWk	48.50	1.63%
OT @1.5	44.00	1.47%
VacCover	43.00	1.44%
CallInOT	41.50	1.39%
OT Meth G	39.50	1.32%
OT Traffic	39.00	1.31%
OT Heroin	30.25	1.01%
CourtCNoWk	28.75	0.96%
OT SpEvent	23.50	0.79%
CallInBack	12.00	0.40%
CourtCncl	5.25	0.18%
CmpAccl1.0	2.50	0.08%
TrainWgOT	2.25	0.08%
Grand Total	2984.25	100.00%

Year	Total Hours	OT Hours	%	Comp Leave Hours	%2
2024	216798.63	9208.84	4%	2850.57	31%
2025	221639.95	7841.5	4%	2724.5	35%
2026	137354.41	2984.25	2%	942.25	32%

Comp Payout Hours	%3	Reimbursed	%4
	0%	1345.75	15%
5313	68%	1462.69	19%
2136.5	72%	733.25	25%

OVERTIME CODES

Wausau Police Department

Overtime Code	Description
CallInBack	The CallInBack paycode applies when an officer is called back to duty outside their regular shift and the total time worked is 2.5 hours or less. Under the labor contract, these short-duration call-backs are compensated with a minimum of four hours of pay, recognizing the disruption to the officer's off-duty time and the need for rapid response.
CallInOT	The CallInOT paycode is used when an officer is called in and the work period exceeds 2.5 hours, whether before a scheduled shift, after a shift, or on a scheduled day off. In these cases, the contract requires payment for all actual hours worked at time-and-one-half, reflecting that the call-in extended into a substantial overtime assignment.
CmpAccl1.0	The CompAccr1.0 paycode is used for civilian part-time staff who work more than their scheduled hours but do not exceed 40 hours in a given workweek. These additional hours are accrued at straight time (1.0 rate), allowing part-time employees to bank compensatory time. This code exists to ensure part-time staff are compensated fairly for extra hours worked while still remaining within the federal and handbook rules that limit overtime to hours exceeding 40 per week.
CmpAccr1.5	The CompAccr1.5 paycode is used for civilian staff when their hours exceed 40 hours in a workweek, making them eligible for overtime under FLSA guidelines. It also applies when these employees are required to work on a Saturday or Sunday, provided those days are not part of their normal schedule. Time earned under this code is accrued at time-and-one-half, ensuring employees receive appropriate compensation when weekend work or full-time equivalent hours create an overtime obligation for the department.
CourtCncl	The CourtCncl paycode applies when an officer has a scheduled court appearance, attorney conference, or D.A. preparation meeting outside their regular shift, and the event is canceled with less than 24 hours' notice. Under the police labor contract, the officer is entitled to two hours of pay at time-and-one-half, even though the event did not occur, in recognition of the short-notice disruption to the officer's schedule. This paycode ensures consistency with contractual minimums and compensates officers for the loss of an expected work obligation when the cancellation occurs too late for them to adjust their schedule or personal plans.
CourtCNoWk	The CourtCNoWk paycode works in tandem with CourtCncl to ensure officers receive the contractually required two hours of pay at time-and-one-half when a court appearance or similar obligation is canceled with less than 24 hours' notice. When an officer submits a small overtime entry—such as 0.25 hours—for the canceled event, CourtCNoWk automatically adds the remaining time needed to reach the guaranteed two-hour minimum. This automated adjustment ensures accurate payroll processing and maintains full compliance with the labor contract's court-cancellation provisions.
CourtNoWk	The CourtNoWk paycode is used when an officer attends a court appearance, attorney conference, D.A. meeting, or similar obligation outside their regular shift, and the total time spent is less than the contract-guaranteed minimum of two hours. In these cases, the payroll system automatically adds the necessary additional time—beyond what the officer actually worked—to bring the total paid time to two hours at time-and-one-half, as required by the labor contract. This paycode ensures the department remains compliant with minimum-pay provisions while accurately representing the officer's actual time spent in court-related duties.
CourtOff	The CourtOff paycode is used when an officer attends a court appearance, district attorney preparation meeting, or similar court-related obligation during off-duty hours. Officers

	enter the actual time they spend at court, and when that time totals less than the two-hour contractual minimum, IntelliTime automatically adjusts the entry to ensure the officer receives two hours of pay at time-and-one-half, as required by the labor agreement. If the court-related work exceeds two hours, the officer simply records the actual duration. This paycode reflects true time worked and ensures accurate compliance with mandated minimum-pay provisions.
FBI-TF	The FBI-TF paycode is used for overtime worked by officers assigned to the Central Wisconsin Narcotics Task Force, a regional unit led by the FBI. Overtime recorded under this code is reimbursed by the FBI, allowing the department to support federal-level investigations without absorbing those wage costs locally. Reimbursement covers the overtime wage itself but does not include fringe or benefit costs, which remain the responsibility of the department. This paycode ensures that task-force overtime is properly tracked, billed, and aligned with federal reimbursement guidelines.
Late/Call	The Late/Call paycode is used when an officer must work beyond their scheduled shift because a call for service, investigation, arrest, or report writing cannot reasonably be deferred. This commonly occurs when emergent calls come in near the end of a shift or when an officer must complete essential documentation—such as an arrest report—before going off duty. This code ensures the department accurately tracks routine operational overtime generated by unavoidable, real-time policing demands.
MeetNoWk	The MeetNoWk paycode works alongside the Pres/Meet code to ensure compliance with the contractual two-hour minimum for off-duty presentations, community meetings, safety talks, or other department-assigned events. When an officer attends one of these functions on their own time and the event lasts less than two hours, the officer submits their actual time under Pres/Meet, and MeetNoWk automatically adds the remaining time needed to reach the guaranteed two hours at the overtime rate. This autopopulated code ensures accurate payroll accounting and consistent application of minimum-pay requirements for department-directed off-duty meetings.
OT @1.5	The OT @1.5 paycode is used for full-time civilian staff who exceed 40 hours in a workweek, triggering overtime eligibility under the Fair Labor Standards Act (FLSA). It is also used when civilian employees are required to work on a Saturday or Sunday that is not part of their regular schedule, even if they have not yet reached 40 hours. Time recorded under this code is compensated at time-and-one-half, ensuring that civilian personnel receive appropriate overtime pay for extended workloads, weekend assignments, or unexpected staffing needs.
OT Heroin	The OT Heroin paycode is used when officers work overtime on heroin, fentanyl, or other opioid-related investigations, including overdose responses and death investigations. When this paycode is used, the department is reimbursed through dedicated heroin/opioid grant funding, which covers the overtime wage only. Fringe or benefit expenses associated with these hours are not reimbursed, and remain a departmental cost. This paycode ensures accurate tracking of grant-eligible opioid enforcement activity and supports transparent reporting of reimbursable investigative overtime.
OT Instruc	The OT Instruc paycode is used when an officer performs off-duty instructional work, such as firearms training, defensive and arrest tactics instruction, emergency vehicle operations training, or other specialized teaching assignments. Because these instructional responsibilities often occur outside normal shift hours to accommodate staffing needs and training schedules, officers are compensated at time-and-one-half for the actual hours spent teaching or preparing instruction. This paycode ensures transparent tracking of training-related overtime and reflects the additional expertise and preparation required for officers serving in instructional roles.

OT Invest	The OT Invest paycode is used when detectives, community resource officers, or other investigators must perform investigative work outside their regular schedule, with supervisor approval. This includes preplanned or emergent tasks such as search warrants, interviews, surveillance, follow-up investigative actions, processing scenes, or completing time-sensitive casework that cannot be postponed. OT Invest captures the essential overtime generated by investigative demands and ensures accurate reporting of case-driven work occurring beyond normal duty hours.
OT Job Inj	The OT Job Inj paycode is used when an on-the-job injury reduces staffing below the department's minimum staffing levels and requires another officer to work overtime to fill the vacancy. This frequently occurs in patrol operations, where adequate shift coverage is essential for officer safety and timely response to calls. OT Job Inj ensures that the department can maintain required staffing while accurately tracking overtime incurred specifically due to job-injury absences, supporting both operational readiness and transparent reporting of injury-related personnel costs.
OT Meth G	The OT Meth G paycode is used when officers work overtime on methamphetamine-related investigations, including overdose responses, search warrants, surveillance, and follow-up casework tied to meth distribution or manufacturing. These overtime hours are reimbursed through a methamphetamine enforcement grant, allowing the department to pursue resource-intensive investigations without absorbing the associated wage costs. As with similar grant-funded overtime, reimbursement covers the overtime wage but not fringe or benefit costs, which remain a departmental responsibility. This paycode ensures accurate tracking, billing, and reporting for grant-eligible meth-related investigative work.
OT MilCov	The OT MilCov paycode is used when an officer's military duties—such as National Guard or Reserve drills, annual training, or deployment—create a staffing vacancy that must be filled with overtime to maintain minimum staffing levels. This code ensures that required military service does not negatively impact shift coverage or public safety while properly tracking overtime incurred specifically due to military-related absences. OT MilCov provides a transparent accounting method that distinguishes military-obligation coverage from other forms of backfill overtime such as job-injury or sick-leave coverage.
OT OWI Grt	The OT OWI Grt paycode is used when officers work overtime funded through an Operating While Intoxicated (OWI) enforcement grant. This includes saturation patrols, targeted impaired-driving enforcement, and OWI-related investigations conducted outside an officer's regular schedule. When this paycode is used, we are reimbursed for the overtime wage, allowing enhanced impaired-driving enforcement without increasing local personnel costs. As with other grant-funded overtime categories, reimbursement covers the overtime wage only, and fringe or benefit costs remain the responsibility of the department. This code ensures accurate tracking and billing for OWI-focused grant activities.
OT SpecTm	The OT SpecTm paycode is used when officers participate in special-team deployments that occur outside their regular work hours. These deployments involve units such as SWAT, Dive Team, Mobile Field Force (MFF), and Crash Reconstruction, whose specialized operational responses cannot be scheduled in advance and often require rapid mobilization. OT SpecTm ensures that overtime generated by these high-risk, resource-intensive deployments is properly tracked for budgeting, accountability, and operational reporting.
OT SpEvent	The OT SpEvent paycode is used for overtime associated with special events that require police presence, such as the County Fair, Concerts on the Square, the Wausau Hmong Festival, parades, charity runs, or other large community gatherings. These events routinely generate overtime because they fall outside normal patrol schedules or require additional staffing for safety, traffic control, and crowd management. When an event is ticketed and involves an admission fee, the City seeks reimbursement of \$1 per ticket sold

	to offset public-safety personnel costs. OT SpEvent ensures transparent tracking of special-event overtime and supports appropriate cost recovery when applicable.
OT SRO	The OT SRO paycode is used when a School Resource Officer must work beyond their regular school-day schedule due to SRO-related responsibilities, such as meeting with students, parents, or staff; handling school-based incidents; completing reports; or addressing issues that arise at the end of the school day. Because these duties occur specifically in the SRO role, overtime logged under this paycode is paid in full, including all applicable fringe costs, consistent with the cost-sharing terms outlined in the School Resource Officer agreement. OT SRO ensures accurate tracking of school-related overtime and supports appropriate billing practices and reimbursement by the School District.
OT Traffic	The OT Traffic paycode is used when officers work overtime funded through traffic-safety enforcement grants, such as those targeting speeding, seatbelt compliance, distracted driving, or other roadway-safety initiatives. These operations are typically preplanned enforcement details scheduled outside an officer's regular shift and reimbursed by state or federal traffic-safety programs. As with other grant-funded overtime categories, reimbursement covers the overtime wage only, while fringe and benefit costs remain the responsibility of the department. This code ensures precise tracking and billing for grant-eligible traffic-enforcement activities.
OT TrainGn	The OT TrainGn paycode is used for the first 12 hours of mandatory in-service training each year, as well as all required training that occurs on an officer's scheduled off-day. These hours are compensated at the overtime rate because they represent mandatory department-directed training that falls outside the officer's normal work schedule. OT TrainGn ensures consistent payroll handling for core training obligations such as annual in-service, EVOC, firearms refreshers, legal updates, and other mandatory continuing-education requirements. Staff are required to obtain 24 hours of training each year.
OT TrainST	The OT SpecTm paycode is used when officers participate in special-team training outside their regular work hours. This includes joint training events for specialized units such as SWAT, Dive Team, Mobile Field Force (MFF), and Crash Reconstruction Team. These teams require regular, highly coordinated training that often occurs off-duty to ensure operational readiness without disrupting patrol staffing. OT SpecTm ensures that overtime associated with these specialized, high-skill assignments is accurately tracked and properly categorized for budgeting and reporting.
OtherActv	The OtherActv paycode is used when an officer performs overtime work that does not fall under any other defined overtime category. Because policing occasionally involves unplanned or atypical duties that are not captured in the more specific overtime codes, OtherActv serves as the appropriate classification for these miscellaneous or uncommon tasks. This code ensures that all overtime is accurately recorded while preventing misclassification when the work performed does not align with established categories such as court time, grants, investigations, special events, or training.
Pres/Meet	The Pres/Meet paycode is used when an officer participates in presentations, community meetings, safety talks, FTO-related meetings, or similar department-directed events that occur outside their regular shift. Officers record the actual time worked under this code, and if the event lasts less than the contract-required two-hour minimum, the companion code MeetNoWk automatically adds the remaining time to ensure proper overtime compensation. Pres/Meet reflects the time an officer actually spends engaging with the department, community, or partner organizations, while ensuring compliance with minimum-pay provisions for off-duty mandated events.
RangeTrnOT	The RangeTrnOT paycode is used when a firearms instructor conducts after-hours firearms range training, including annual qualifications, remedial firearms instruction, or

	specialized weapons training held outside normal duty hours. Because range sessions often extend beyond scheduled shifts or must occur on off-days to avoid disrupting patrol staffing, instructors receive overtime for the actual hours dedicated to instruction, safety monitoring, and course preparation. RangeTrnOT ensures that firearms-related overtime is accurately tracked and separated from general training or instructional overtime categories.
ReimbOT	The ReimbOT paycode is used when an outside business, organization, or individual requests police services and agrees to compensate the City for the overtime required to staff the event. Examples include performances at the Grand Theatre, private functions, and other security or traffic-control details initiated by external entities. This overtime is billed at a set reimbursement rate of \$94 per hour, which includes both an average overtime wage and the applicable fringe and benefit costs. ReimbOT ensures transparent cost recovery for externally requested police services while keeping these expenses separate from the department's operating budget.
SchoolReim	The SchoolReim paycode is used for overtime worked during Wausau School District events, such as sporting events, dances, concerts, graduation ceremonies, or other extracurricular activities requiring police presence. This code may be used by School Resource Officers or any patrol officer assigned to a school-sponsored event. Under the shared-services agreement with WSD, overtime recorded under SchoolReim is reimbursed at 75% of total cost, including both the overtime wage and all applicable fringe benefits. This structure ensures that the School District shares the majority of the cost for police services at school events while the City absorbs a smaller portion of the expense. SchoolReim provides accurate, contract-compliant tracking of reimbursable overtime and transparent cost allocation between the City and the District.
SickCover	The SickCover paycode is used when an officer must be called in on overtime to fill a staffing vacancy created by another officer's unscheduled sick leave. Because patrol operations require minimum staffing to maintain timely emergency response, community safety, and officer safety, unexpected sick calls can create immediate coverage gaps that must be backfilled. By isolating this category of overtime, the department can more accurately monitor staffing trends, analyze sick-leave impacts on overtime spending, and maintain accountability in how personnel resources are allocated.
TrainCov	The TrainCov paycode is used when an officer must be called in on overtime to fill a patrol staffing vacancy created when another officer is away attending approved training. Maintaining safe and effective minimum staffing levels on patrol is essential, and training—whether mandated, specialized, or skills-development—regularly requires officers to be off the road. When these training obligations create gaps that must be backfilled, TrainCov ensures that the overtime generated for this purpose is tracked separately and transparently.
TrainWgOT	The TrainWgOT paycode is used when Field Training Officers (FTOs)—who receive a contractual premium rate while actively engaged in training—are required to work overtime. Because FTO duties involve additional instructional, evaluative, and supervisory responsibilities beyond normal patrol work, the department must ensure that overtime hours performed in this capacity are compensated at the correct enhanced rate, which is 5% above their standard rate of pay.
VacCover	The VacCover paycode is used when an officer must be called in on overtime to fill a patrol staffing vacancy created by another officer's guaranteed or granted vacation leave. Maintaining minimum patrol staffing is essential for consistent emergency response, officer safety, and uninterrupted public service. When vacation time results in a temporary reduction of available personnel, VacCover ensures that these gaps are appropriately backfilled. By separating this activity into its own paycode, the department can clearly

	evaluate how scheduled time-off impacts overtime spending, monitor long-term staffing patterns, and support more precise budgeting and resource planning.
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Dept. of Public Works & Utilities



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

TO: Human Resources Committee

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

DATE: July 13, 2026

SUBJECT: DPWU Overtime Use and Services

Information is being provided to help facilitate a productive discussion about overtime use and requirements within the Department of Public Works & Utilities. The Department has six separate divisions, all of which have different roles and responsibilities.

1. Streets & Maintenance
2. Engineering
3. GIS
4. Inspections
5. Water
6. Wastewater

As most would expect the major use of overtime to providing service are in Streets, Engineering, Water and Wastewater Divisions. There are several items that affect overtime. In these circumstances overtime is required to meet service levels, limit city liability, address public safety issues and ensure public health. Overtime costs in many cases are covered due to vacancies in the department; positions not being filled. In most cases the OT is less than filling a vacant position.

Circumstances Affecting Overtime
Weather
Storms, flooding, snow events, icing
Frozen water mains, storm sewers, sanitary sewers
Timing of leaf pick up and when leaves fall
Late spring or early winter
Level of Work Responsibility Each Year
Number and complexity of projects each year
Staffing Levels & Vacancies
5-vacancies at Streets
2-Vacancies at Motorpool
1-vacancy at Water
Staff on light duty
Staff on deployment - National Guard

To help understand the planned and budgeted necessities and reasons for overtime in each division please review the following summary below.

DPWU Overtime Use, Requirements and Services Provided	
Division	Uses & Services Provided with OT
Street & Maintenance Division	
Street Lighting and Traffic Control	Call-ins, knockdowns, traffic light issues, power outages, emergency issues, locates
Public Works Administration and Safety	Supervisors OT during plowing season & call-ins
Non-street Work	Demo, graffiti, securing abandoned properties, alley work
Street Maintenance	Potholes, paving, seal coating, sink holes, etc.
Winter Maintenance	Plowing, snow removal, storm sewer de-icing, ice removal
Motor Pool	Maintenance, on-call, staffing for emergencies
Yard Waste Services	Call-ins for pushing up material and hauling during heavy time periods
Leaf Pick Up	As needed for staying on schedule
Engineering Division	
Engineering Section	Construction inspection
Water Division	
Water Distribution Maintenance Mains	Water main breaks and leaks
Water Distribution Maintenance of Services	Water service line breaks and leaks
Water Distribution Maintenance of Meters	Meter installs after hours and emergencies
Wastewater Division	
Sewer Laboratory Analysis and Testing	Lab work for compliance
Sewer Sludge Handling In the Plant	Hauling biosolids

Overtime is managed well within the Department. Overtime each year is a planned and budgeted expense. Overtime in the work we do cannot be eliminated, we provide services 24/7 365 days a year. The Department operates centralized water and wastewater treatment facilities, 230 miles water distribution mains, 220 miles of sanitary sewer collection lines, maintains over 500 lane miles of roadway, maintains all storm sewer collection within the city, maintains over 20 miles of sidewalk, inspects sidewalks city wide, manages property ordinance compliance and building code compliance, manages all traffic light controlled intersections, maintains all traffic signs within the city, maintains all street lighting within the city, maintains and manages the GIS mapping system, designs and inspects construction of all local road improvements and many other construction/maintenance projects each year, administers a pretreatment program for industrial users, and conducts many other infrastructure related tasks.