

DRAFT

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

DATE/TIME: August 12, 2013 at 5:00 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, B. Nagle, D. Nutting, D. Oberbeck
MEMBERS ABSENT:
Other Present: Mayor Tipple, D. Bohn, J. Brezinski, P. Czarapata, N. Giese, M. Groat, J. Hardel, A. Jacobson, K. Kellbach, M. Loy, K. Rantanen-Day

Consider Creating an Evidence Technician Position (Police Department)

Michael Loy explained the Police Department currently has a half time evidence technician who is retiring at the end of August and we need a determination now as to whether we can make it a full time position so as not to delay the recruitment cycle and replacement to October/November.

Chief Hardel stated he truly believed that they should have a full-time evidence technician and also should be adding a full-time clerical. He felt there was enough work to justify it and that personnel were being overburdened. He stated both the evidence custodian duties and the duties of the clerical personnel have increased dramatically over the past few years. He highlighted reasons for the necessity of a fulltime evidence tech, noting we must meet a higher level of professional standards due to revised state evidence guidelines and ensure compliance with federal and WI Department of Justice standards. New audio/video technology is being used by businesses and the general public and victims of crime turn over their surveillance videos on a regular basis. Smart phones, computers and tablets have to be downloaded, reviewed and put in evidence. Increased security of evidence integrity, chain of custody and integrity of the evidence custodian himself all are vital. Additionally there are substantial case preparation demands by the District Attorney; the ability to obtain DNA from different items and technology advances of DNA; as well as changes in the law as to the length of time evidence must be kept and how it is disposed of.

Hardel indicated clerical personnel have worked nearly 300 hours beyond the normal work hours so far this year because we have mandates to report to the federal government on our crime statistics. He noted grants are also attached to those figures and reporting. He proposed folding clerical assistance into the evidence technician position for help with data entry. He noted when comparing Wausau PD to other departments as far as evidence technicians and clerical positions we are the lowest in both those areas. He indicated he was willing to accept an increase in the evidence position from half time to full-time and hopes it is enough to maintain, but if not, we will have to re-evaluate.

Finance Committee

Motion by Brezinski, second by Oberbeck to approve the creation of a full-time Evidence Technician Position in the Police Department. Motion carried 4-0.

Human Resources Committee

Motion by Nutting, second by Gisselman to approve the creation of a full-time Evidence Technician Position in the Police Department. Motion carried 5-0.

Adjourn (Finance Committee)

Motion by Brezinski, second by Oberbeck to adjourn the Finance Committee. Motion carried unanimously. Finance adjourned at 5:15 pm.

Approval of 6/10/2013 minutes. Motion by Nutting, second by Gisselman to approve the June 10, 2013 draft minutes. All ayes. Motion carried unanimously.

Public Comment on Matters Appearing on the Agenda. No public comment made.

HR Performance Report. Loy stated that the Human Resources department is busy with recruitments at this time. The normal trend seems to be employees leaving in summer and winter because of the pension system. Wagner asked that more information be available to the committee about grievances filed. Loy will provide more information in the future. Gisselman questioned the “TBD” status of performance measures on the HR Performance Report. Loy will provide information for “Absenteeism Rate per Employee” and “Fringe Benefits as percentage of Payroll (2013 Budget)” at the next meeting; Loy is still developing a report for “Training Dollars per Employee”.

Project Updates. Loy highlighted that the Fire Department Operational Study reports will be available within a couple weeks and should be presented to the committee next month. The Core Values Update project has been a good process. All departments have been completed and Council will be completed on 8/13/13. The replacement of Taleo Online Recruitment Software with NeoGov has been completed. The transition took place in July and NeoGov is now being used for the current recruitments.

Presentation: Wellness Program – Initiatives and Future Direction. Loy introduced Kim Rantanen-Day, the City of Wausau Health Promotion & Wellness Intern, and explained how she has been involved in wellness programing and designing the next phase of the wellness program for the City of Wausau. Rantanen-Day gave a presentation on the importance of wellness programing and how focus on prevention with employees can decrease costs to companies over time. Loy ended the presentation by explaining how the City of Wausau has provided wellness programing for the past two years, and 90% of employees have been engaged by participating in the biometric screenings and/or the wellness programming. Loy noted that participation rates in programs are beginning to slip, which is normal. However, he feels that if the wellness program can evolve and be supported by the City, this will help keep employees engaged in wellness and savings will be seen in the coming years. Nagle asked what is meant by investing in wellness. Loy said the City can invest in wellness by supporting the program financially through the budget. Questions were raised as to why employees would be interested in participating; Loy explained that there will be financial incentives in the form of more dollars contributed to their health insurance deductible or health savings account by the City. The committee discussed their ideas of improving the wellness program and ways that employees would be more inclined to participate. Loy ended the discussion by stating that the new program design is all set and ready to go, pending the committee’s support.

Consider 2013-2015 Collective Bargaining Agreement with ATU Local 1168. Loy went over the nine proposed changes that resulted from the bargaining sessions with ATU Local 1168. Loy made mention that management was supportive of the 9th proposed item, vacation payout, due to the lack of flexibility the Metro Ride staff has to cover shifts when employees take vacation. This item would allow the union employees to receive up to one week of vacation pay out annually. Loy commented that there were outstanding issues from Act 10, dealing with the language in the contract that was contentious and stalling progress, notably the City’s ability to unilaterally change vacation, sick leave, and health insurance. Throughout the negotiation process, both the City and Union were able to determine that the language was written as it was intended, and that the City would retain the right to change unilaterally vacation, sick leave, and health insurance benefits, despite the fact that they retained all their bargaining rights by the state. Nagle asked if Transit was affected by Act 10. Loy said that Transit came out stronger than Police and Fire; Transit retained all rights. Nagle also asked about the 6% lift through 2015 in the new contract, and discussion of how arbitration over this would look took place. Groat clarified that Transit is on par with all other employees, and the Police and Fire contracts have increases through 2014. Therefore, the only increase that isn’t matched so far is a 1% in 2015. Motion by Nutting to approve the 2013-2015 Collective Bargaining Agreement with ATU Local 1168; Second by Oberbeck. All ayes. Motion carried unanimously.

Consider Compensation Philosophy and Base Pay Administrative Procedures.

Loy outlined what has been discussed so far on this topic and stated that this will be the first of two discussions, asking for the committee's input. Loy said he'd hoped to have been done this this project earlier, however the previous consultant resigned. All results of the study that WIPFLI did will be presented by the new consultant at the September meeting. Loy gave an overview of the system we have now and the proposed system. The 5.01 General Provisions section of the Employee Handbook will be renamed Compensation Philosophy. Loy went over changes to this section, stating that it is meant to explain the philosophy towards the design and administration of the plan. Loy brought attention to the last sentence of the section, "Targeted levels for benefits will be positioned at or slightly above the market as derived by review of the industry and local survey data and discussion with City insurance representatives and other advisors." Loy feels it is important for the City to offer benefits that are at the slightly above other employers in order to attract qualified candidates and keep employees, and that this is a smart way for the City to compensate employees because it is non-taxable benefit. This part of compensation will be discussed more by the consultant next month. Gisselman asked if the City's benefits package would be above the market in the public sector, private sector, or both? Loy explained that the benefits offered in the area are taken into consideration as a whole, and that the City should be slightly above.

Loy moved forward with the discussion and focused on section 5.02 Base Compensation Plan Administration (formerly named Compensation Plan Administration), which explains how the plan will be managed and administered over time. The section begins by explaining the importance and function of job descriptions. Loy explained that job descriptions are essential for performance expectations, why the job is needed within the organization, and also helps with determining fit for duties, temporary assignments, and possible accommodations. Loy pointed out the policy in this section stating that salary adjustments and hiring rates will be only be authorized with a current job description, therefore maintaining job descriptions within all departments is vital. The new performance evaluations system will require 1) a performance evaluation be completed in order to receive a step increase, and 2) a review of the job description must be conducted as part of the performance evaluation. The next part of the section outlines the salary range structure. Loy went over changes with the new system, how it will be structured, and how performance will be tied to pay. A full report will be available next month. Gisselman stated his concern over if the new system provides a living wage to make Wausau desirable for families as a place to live. Loy stated again that the purpose of this discussion is to review the information, ask questions and provide input, and that he would rather everything be gone over thoroughly than rush through it, as it is a big policy change. The third part of this section outlined pay adjustments. Loy reviewed this section and outlined how market adjustments would be handled as well as merit increases. Loy explained that at this time, the current pay scale begins at 20% below market value and ends at 12% above market value, and takes an employee 11 years to reach the top. The new pay scale will allow employees to reach the market value rate at a quicker pace, but performance evaluations will determine all increases and the amount of increase that will be received.

Consider Amending Employee Handbook Section 1.06 – Residency Requirement.

Loy stated that the new State Budget that was passed that prohibits municipality residency requirements for employees, except for law enforcement, fire, and emergency personnel (which are not defined). Loy has talked to several labor attorneys and the League of WI Municipalities, and at this time the thought is that residency is a prohibited subject of bargaining and that the City can impose residency requirements without regard to collectively bargaining to do so. Therefore, it is likely that the requirements for Police and Fire are within the law limits. Because the City policy for department heads to live in the City of Wausau is now unlawful, Loy recommended that the committee decide if the policy should be changed. Gisselman asked what would happen if they didn't change it? Loy said if a department head moved out of the City, it might be challenged by someone, but that the new rules provided by the State would likely trump the City's policy. Nagel asked what would happen if an at-will department head was fired because their supervisor didn't like where they lived, since technically the supervisor would not have to give a reason for firing the person as long as it wasn't because of a protected class reason (race, age, sex, religion, etc.)? Loy said he would never advise anyone to do this and that grievance procedures were created as part of Act 10 that do not allow arbitrary or capricious termination of employees. Discussion took place regarding the current residency requirements and effects to service. Czarapata said that the Wausau Fire Department has a 60 mile radius for its employees and their response time has not been affected and has improved the pool of candidates that apply. Additionally, the Fire Department has had their

response time tested for HAZMAT no issues have been reported. Oberbeck asked why the City needs to dictate where the employees live, because if they need to be able to respond within 15 minutes for an emergency, they will most likely live in an area that allows them to accomplish this. Gisselman asked how many employees live in the City; Loy said over 50% live outside of the City of Wausau, and the number is actually higher because of addresses that are in towns but use Wausau as a mailing address. Hardel stated that the Police Department has a 20 miles radius and they have no issues with response time. Nutting asked if the officers take their squad cars home; Hardel said only SWAT and K-9 officers take them home. Loy said that he feels more discussion is needed about who qualify as emergency personnel, but department heads should be removed from any residency requirements. Motion made by Gisselman to allow Loy to amend the language in the handbook to remove the residency requirement for department heads. Second by Oberbeck. All ayes. Motion passes unanimously.

Future Agenda Items for Consideration. Wagner asked that the Public Relations (Communication Coordinator) position be brought back to the committee for consideration (discussed 2/13/12 and 7/9/12). Loy said the next meeting will include the position ranking discussion.

Adjourn. Motion by Nutting to adjourn. Second by Nagle. All ayes. Motion passes unanimously. Committee adjourned.

Romey Wagner
Human Resources Committee, Chair