



POLICY MEMORANDUM

TO: Human Resources Committee
Jim Tipple, Mayor

FROM: Myla D. Hite, Director of Human Resources

DATE: February 3, 2015

RE: In-Training Employment

Purpose: To initiate a policy discussion and possible change to the Employee Handbook allowing for the recruitment and appointment of candidate's as "in-training" for hard to fill positions.

Background:

1. Of the top five expected HR challenges for 2015, 152 Wisconsin organizations rated attracting the right talent as number one, listing it as a moderate-to-significant challenge. The survey of 152 Wisconsin employers with over 188,000 employees reported difficulty in attracting skilled trades applicants with shifting labor trends. Reasons for the difficulty cited include:
 - a. Rare or unique skills needed for job(s)
 - b. Under-qualified labor market
 - c. Lack of experience in labor market
 - d. Internal pay/start rates don't match market
 - e. Shift preferences
 - f. Over-qualified labor market

2. Within the City of Wausau, we recruited for the position of Plumbing Inspector in the fall of 2014 with dismal results – only 3 people applied for the position, none of which met the minimum qualifications for the position, as follows:
 - a. Minimum qualifications:
 - i. Associates degree in Construction; and
 - ii. 4 – 6 years journeyman plumbing experience

 - b. Preferred experience, licensure and credentialing, with the ability to obtain within 12 months of hire include certifications in UDC Construction, HVAC, Electrical, DNR pump installer and Cross Connection Control Tester.

Request:

Prior to conducting a second recruitment, to obtain approval to use in-training programs to place candidates who are close to meeting minimum qualifications. This would necessitate adding in-training language to the Employee Handbook. Proposal attached.

Resource Impact:

None.

Chapter 4 – Employment Categories and Classification

4.01 - Employment Categories

4.01a – In-Training

4.02 – Introductory Period

NEW LANGUAGE PROPOSED

In-Training:

In-training employment is designed to provide a means to recruit and develop employees for hard to fill positions. In-training employee(s) are hired without fully possessing all of the minimum qualifications required for the position and are then placed on a program to attain all qualifications criteria. Depending upon the skill level gap, the salary may be pro-rated by the Human Resources Director until position qualifications are met.

1. Human Resources may designate specific positions or job classifications as in-training. Department Director's, working in conjunction with Human Resources, will determine and document the in-training program, which will include a description and length of the program. The in-training plan must include:
 - a. The title of the goal job classification of the in-training plan.
 - b. The duties and responsibilities of the goal class.
 - c. The skills and abilities that must be acquired by the employee while in-training.
 - d. The compensation level for each stage of completion of the various components of the in-training plan.
 - e. Post in-training time commitment and payback plan for breeches.

The training plan may include any of the following components:

- f. On-the job training;
- g. Classroom or field instruction;
- h. Courses conducted by an educational institution, vocational school, or professional training organization; or
- i. Written, oral and/or practical examinations(s).

Unless other staffing methods have been exhausted, positions with primary responsibility for supervision will not be designated as in-training positions.

2. A candidate who is initially hired into an in-training position must successfully complete the job requirements of the appointment. The City may separate from service any employee who has not successfully completed any portion of the in-training plan, or subsequent licensure or certification requirements.



POLICY MEMORANDUM

TO: Human Resources Committee
Jim Tipple, Mayor

FROM: Myla D. Hite, Director of Human Resources

DATE: February 3, 2015

RE: Public Safety Leave Accruals

Purpose: To initiate a policy discussion and possible change to the Employee Handbook concerning leave accrual rates for Public Safety personnel not represented by a collective bargaining agreement.

Background:

1. Vacation leave accruals are based upon length of service and are provided for within the Employee Handbook approved through the Human Resources Committee.
2. Employees covered under a negotiated agreement accrue vacation leave at a faster rate than non-represented staff (see attachment).
3. The Employee Handbook currently provides for Police Lieutenant's and Battalion Chiefs accruing holiday, vacation and sick leave benefits consistent with the terms of the applicable collective bargaining agreements. The current language omits Police Captains which results in a benefit loss upon promotion.

Request:

Approval is being sought to create consistency for sworn, public safety personnel within both the police and fire departments. As a result, the following revised language is proposed for your consideration to modify the Employee Handbook:

8.01 – General Provisions

The following benefits apply to all employees except that holiday, vacation, and sick leave benefits for persons classified as a ~~Police Lieutenant or Battalion Chief~~ sworn public safety personnel shall be extended in accordance with applicable provisions established in the collective bargaining agreement between the City of Wausau and the Professional Police and Fire Fighters Association.

Impact: This change will provide for consistency within the respective department and will remove disincentives to promotion. No additional funds are required to implement this change as the practice will be absorbed within each Department's scheduling practices.

General Government Vacation Accruals

<u>Years of Service</u>	<u>Annual Vacation</u>	<u>Bi-weekly Accrual</u>	<u>Max. Vacation Accum. Allowed</u>
1	10 days	3.0770 hours	120 hours
7	15 days	4.6154 hours	160 hours
13	20 days	6.1540 hours	200 hours
18	25 days	7.6924 hours	240 hours
25	30 days	9.2308 hours	280 hours

Police CBA Vacation Accruals

Years of Service	Bi-Weekly Accrual	Annual Vacation	2015 Maximum Accumulation First Contract Year	2016 Maximum Accumulation	2017 Maximum Accumulation
Hire	3.077	80 hours	160	160	120
3	3.692	96 hours	176	176	136
6	5.538	144 hours	244	224	184
12	7.385	192 hours	312	272	232
20	9.23	240 hours	360	320	280

Fire CBA Vacation Accruals

<u>56 Hour Week Employees</u>		<u>40 Hour Week Employees</u>	
Years of Service	Annual Vacation	Years of Service	Annual Vacation
Less than 1	Prorated 3 work days	Less than 1	Prorated 6 work days
1	3 work days	1	6 work days
2	6 work days	2	11 work days
8	9 work days	8	17 work days
15	12 work days	15	22 work days
20	14 work days	20	27 work days
25	15 work days	21	28 work days
		25	29 work days

General Government Holidays (9)

New Year's Day	Independence Day	Day After Thanksgiving
Good Friday	Labor Day	Christmas Eve
Memorial Day	Thanksgiving Day	Christmas Day

Police Holidays (10)

New Year's Day	Memorial Day	Thanksgiving Day	Christmas Day
Good Friday	Independence Day	December 24 th	December 31st
Easter	Labor Day		

Fire Holidays (10)

New Year's Day	Memorial Day	Thanksgiving Day	Christmas Day
Good Friday	Independence Day	December 24 th	December 31st
Easter	Labor Day		

General Government Personal Holidays

New Employees:	3 days upon 1 year of employment
General Employees (FT):	3 days per calendar year
General Employees (PT):	18 hours per calendar year
Department Heads:	6 days per calendar year

Police Personal Holidays

Officers working 5/2 schedule:	16 hours per calendar year
Officers working 12-hr shift schedule:	24 hours per calendar year
Special Assignment Officers:	20 hours per calendar year

Fire Personal Holidays

Two days per calendar year

General Government Perfect Attendance Leave

12 hours PAL for 1 calendar year
 16 hours PAL for 2 or more calendar years
 40 hour maximum bank accrual

Police Perfect Attendance Leave

½ day PAL with 6 months of no sick leave use
 ½ day PAL with 12 months of no sick leave use
 1 day PAL at each consecutive 6 months of no sick leave use
 48 hours maximum bank accrual

Fire Perfect Attendance Leave

56 hour week employees covered by this agreement begin eligibility for PAL during last 6 months of probationary period:
 12 hours PAL with 6 months of no sick leave use
 12 hours PAL with 12 months of no sick leave use
 24 hours PAL with each consecutive 6 months of no sick leave use
 72 hours maximum bank accrual

General Government Sick Leave Accrual

General Employee (FT): 3.6923 hours bi-weekly, maximum of 1,064 hours.

General Employee (PT): 1.85 hours bi-weekly, maximum of 528 hours.

Police Sick Leave Accrual

Employees shall receive 3.6923 hours biweekly, maximum of 1,108 hours.

Fire Sick Leave Accrual

Eligibility for sick leave shall begin after the completion of six (6) months of employment with the City but accumulation shall be retroactive to the last date of hire.

Each full time firefighting employee shall receive:

5.5385 hours bi-weekly during the first sixty (60) months of employment

11.0769 hours for each bi-weekly thereafter, maximum of 1,900 hours.

Each full time forty (40) hour employee shall receive:

3.9691 hours bi-weekly during the first sixty (60) months of employment

6.3692 hours bi-weekly pay period thereafter, maximum of 1,227 hours.