



\*\*All present are expected to conduct themselves in accordance with our City's Core Values\*\*

## OFFICIAL NOTICE AND AGENDA

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

Meeting of the: **Human Resources Committee**  
Date/Time: **Monday, September 14, 2015 at 4:30 p.m.**  
Location: City Hall (407 Grant Street) - Board Room 2nd Floor  
Members: Romey Wagner (C), Gary Gisselman, Bill Nagle, David Oberbeck, Lisa Rasmussen

### NOTICE OF POSSIBLE QUORUM

- 1) Approval of Minutes
  - August 10, 2015 -- Regular Monthly Meeting
  - August 13, 2015 -- Special Meeting to Obtain Public Input (City Administrator)
  - September 2, 2015 -- Special Meeting to Consider Public Input (City Administrator)
- 2) Public Comment on Matters Appearing on the Agenda
- 3) Review, Discussion and Possible Action on the Employee Handbook, Chapters 1-4
- 4) Initial Discussion and Possible Action regarding Closed Session Protocol
- 5) HR Director Report
  - Status Update on Process for Determining Employee Benefits for 2016
  - Status Update on Collective Bargaining -- Amalgamated Transit Union, Local 1168
- 6) Future Agenda Items for Consideration
- 7) Adjourn

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 09/09/2015 at 4:00p.m.

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

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

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at 407 Grant Street, Wausau WI 54403 or by phone (715) 261-6620.

Other Distribution: Media, Alderpersons, Mayor, Department Heads, City Departments, Union Presidents.

DRAFT

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

DATE/TIME: August 10, 2015, 2015 at 4:30 p.m.  
LOCATION: City Hall (407 Grant Street) – Board Room  
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, D. Oberbeck, L. Rasmussen  
MEMBERS ABSENT: W. Nagle  
Also Present: Mayor Tipple, P. Czarapata, M. Groat, M. Hite, A. Jacobson, E. Krohn, G. Seubert, J. Schara, P. Peckham, C. Branson, R. Sem.

**Approval of 06/08/2015 minutes.**

Motion by Gisselman, second by Oberbeck to approve the draft minutes from June 8, 2015. All ayes. Motion passes 3-0. (*Nagle and Rasmussen absent from vote.*)

**CLOSED SESSION pursuant to Section 19.85(1)(e) of the Wisconsin State statutes for bargaining reasons requiring a closed session for the purpose of considering the following: Local 1168 Amalgamated Transit Union, AFL-CIO Bargaining.**

Motion by Oberbeck to go into closed session. Second by Gisselman. Roll call was taken to include Wagner, Gisselman, and Oberbeck. Committee entered into closed session.

**Reconvene into Open Session, and Possible Action on Closed Session Item.**

Motion by Gisselman to reconvene into open session. Second by Oberbeck. Committee reconvened into open session. No motion on closed session item.

**Discussion and Possible Action of Potential City Administrator Position.**

Wagner said he feels it is important for the committee to determine the needs of the administrative side of the organization. The committee reviewed an organization chart for the City of West Allis that has a full-time Mayor and a full-time City Administrator. Wagner said he believes the Mayor does not have enough time in the day to handle all the administrative aspects of the City's government; he believes the mayor needs to be the "face" or ambassador for the City, focusing on economic development. Wagner would like the Committee to determine what a City Administrator or Chief of Staff would do, and what responsibilities would be left for the Mayor. Oberbeck said that a City Administrator would be handling the business aspects and be providing an objective look into business operations, and then would guide the Mayor on what's best. Oberbeck believes the Council should be focused on policy, and they have become too involved with Department Heads on processes. Rasmussen said there has been a fracture of trust between the three levels of the organization, and that it began when Council felt they weren't getting the information that they needed to make informed decisions. Rasmussen said if the City decides to move forward with a full-time Mayor and a full-time City Administrator, they would have to figure out where the money to fund both positions would come from; this was the reason for the initial suggestion to reduce the Mayor to part-time. Rasmussen believes that whatever system is chosen, there are pro's and con's to each and it will not solve all the City's issues. Rasmussen believes that communication and product have become better recently. Additionally, Rasmussen said that people want to elect the leader of the City and will not be happy if the Mayor is reduced to a figure head with no power. Further discussion about the city administrator position took place. Wagner believes that hiring a City Administrator would be an investment that would save the City money given time. Oberbeck said the overall coordination of the departments is what needs to happen, a full picture, and a City Administrator would be able to provide this. Gisselman said that he will continue to vote as he has and feels the people have spoken. Gisselman said he would be hesitant to go against the wishes of his district and the entire City based on how they voted for the referendum. Wagner said he sees the vote not as citizens not wanting a City Administrator, but as citizens not wanting a the Mayor reduced to part-time. Rasmussen again questioned where the money for both full-time positions would come from. Wagner suggested taxes could be raised. Rasmussen said by raising taxes for services to continue and for a new position,

it would put the City at the cap allowed. Oberbeck said he considers the overall budget deficit and that a person is needed to assist with the current budget and the budget process for the next 10 years. Gisselman said that strategic planning is needed for the next 5-10 years, and that adding possibly \$150,000 to the budget for the City Administrator position, it may or may not help; he feels that the City needs to assess where it is and how to live within its' means. Wagner thinks that the City Administrator would be able to help do that. Gisselman said he feels that the City already has people who can do that, and that it's the job of the City Council to handle; he believes that Council needs to go through the budget line by line and decide where to make cuts. Tipple posed a question he's received from the community, wondering if they Committee would be having this discussion if the citizens had voted "yes" to the City Administrator/part-time Mayor referendum question. Wagner said he would hope so, because they would still need to figure out what the City Administrator would be responsible for; he believes that the Mayor's position is overwhelmed with work and that no matter who is Mayor, it is too much work for one person. Rasmussen asked what would happen if the Mayor and City Administrator didn't get along. Oberbeck said the City Administrator would provide objective oversight of the Department Heads, so there should be no conflict. Gisselman said he would hope that the Mayor would retain power as the CEO of the organization and if citizens didn't like how things were being handled, they would be able to vote for change. Rasmussen said that adding a City Administrator that oversees the Department Heads sounds like another layer added to the mix, and that the Mayor would have one more person to manage in the process. Wagner said it would take the day-to-day administrative duties off of the Mayor. Rasmussen said that ultimately Department Heads need to work together and challenge each other to be the best they can be and overcome challenges faced by the organization; she feels that Department Heads are being paid to perform at a certain level and that each one should have the skill set needed to effectively run their department and be able to help each other better the organization. She suggested a City Administrator is not needed if Department Heads are providing support to each other. After more discussion, Wagner said he felt that both sides of the topic have been thoroughly discussed, and that they have until August 31<sup>st</sup> to make a decision. Wagner said an open forum meeting will be held on August 13<sup>th</sup> to hear public comments on the topic, and then the Committee will get back together after to further discuss and decide if they have a product to send to Council.

Carolyn Bronsten (817 Becker Drive, Wausau): Ms. Bronsten said that if the referendum question had been phrased differently, the City may have received a clearer answer. Bronsten went on to say that she was surprised at the praise given to the Department Heads and believes that many of the issues the City has had could be because of the Department Heads. Bronsten said she voted no on the referendum because she does not want a part-time Mayor, but she does want a City Administrator, but there was no way to say that on the referendum; she would like a full-time Mayor with a part-time or full-time City Administrator.

Ron Sim: Mr. Sim told the Committee they screwed up by saying 'we should have done this' and that they need to move forward and come up with solutions. Secondly, Sim said that the Committee should have decided the duties and responsibilities of each position before the referendum went out. Sim would like the Council to come up with solutions without adding another person or additional expense.

It was discussed that the Committee will be polled for availability for an HR Committee meeting to follow the open forum meeting on the 13<sup>th</sup>. Rasmussen questioned the timing and if everything would be ready in time for when candidate papers come in. Wagner said if it's decided to keep a full-time Mayor and add a City Administrator, it will have no effect on people submitting papers.

No action was taken on this item.

#### **Discussion and Possible Action, Non-represented Employee Compensation Planning.**

Hite said in May 2015, she received direction to proceed with the compensation concept that she provided to the HR committee. Hite provided a handout that further broke down the compensation concept as a starting point to obtain direction from the Committee so a recommendation could be formulated for budget development for the 2016 budget. Hite reviewed the handout, explaining that cost-of-living increases are typically driven by economic conditions which would include the consumer price index (CPI), and she referenced the 2015 salary survey conducted by Carlson-Dettmann Consultants. This survey revealed the average cost-of-living increase given to exempt non-union employees in central Wisconsin was 1.81% with a 1.78% average increase for all non-exempt, non-union employees. Hite reminded the Committee members that last year's budget proposal initially contained

3% for City employees beginning in July of 2015 which was frozen in January 2015. Hite researched the CPI projections for 2016 through the WI Public Employment Relations Commission and discovered less than a 1% increase is anticipated through 2016. Hite provided this information to the Committee for them to decide if they wanted to consider cost-of-living increases for non-union City employees. Hite also briefed that the Police and Fire contracts contain a 2% increase for represented employees beginning in April 2016; whereas the Transit contract is still under negotiation. Hite also provided that for each 1% increase for general government, non-union employees cost out at approximately \$100,000.

Next, Hite explained compensation plan administration warrant certain actions that are driven by the work along with the compensation philosophy. Hite provided several examples. One is for new hires; Hite said it is common to set salary for new employees at a lower level of pay due to them having a learning curve. Once the review period is completed, it is common practice to recognize the employee's increased productivity and adjustment to the workplace by providing an increase if they are functioning at an acceptable level. Hite said the City has not done this since January of 2014. Wagner asked if these employees were started at the bottom of a pay scale or lower than what they should have been. Hite said that in each instance the initial offer of salary is unique to each hire and is based on the position, the employee's experience, qualifications and the market. Under the old pay system, an employee would get an increase after their six month review period and then receive a step increase each year on the scale; and this old system no longer exists. However, Hite still recommends recognizing new employee's once the review period has been completed.

The discussion returned to the first concept introduced by Hite, cost-of-living increases, when Oberbeck questioned why the new system of pay-for-performance was put in place if Hite is looking to move back to a step system by making exceptions that would give raises to everyone. Rasmussen agreed with Oberbeck, saying that when they looked at the pay-for-performance in May, part of their concern was that there was so much addition to base, which created more employees being above where they should've been in the first place; she would like to see an analysis of where everyone is located in the ranges currently. Rasmussen said that the State's system froze the base for life; they no longer have cost-of-living increases, and the only way to increase their wage is through performance. Rasmussen also said that because the wage study was current, there is no reason to make pay adjustments; she feels the City should move to a true merit-based system, and when the time comes for a performance appraisal, anyone receiving a 3 or under on a 1-5 scale, their rate should stay the same. If they receive an average of 4 or 5, then there should be elevation. Rasmussen said continually adding to the base will dilute incentive of the merit-based system.

Hite explained that it's not uncommon for an organization to make changes to the base salaries due to cost-of-living increases. Oberbeck believes that is a decision for Council, not the Committee. Rasmussen said maturing ranges would be a topic for the Committee. Gisselman said that he would be fine with making adjustments here and there as needed for employees and would like to see an update of where employees are. Oberbeck asked if they were talking about individuals or adjustments to the whole matrix. Hite said that she broke down the compensation plan into three parts, and spoke to the Non-Represented Employee Compensation Plan handout provided in the Committee packet. Hite said that with the budget for salaries frozen, there is no money in the current budget for cost-of-living increases or for any individual compensation increases. Hite stated she thinks the Council thought that the new pay-for-performance system was the same as discretionary performance recognition, and it is not; she pointed out that an organization cannot use discretionary performance recognition alone and expect to retain employees. Further discussion of this topic took place. Oberbeck asked if our salary data is already outdated. Gisselman said it's the Committee's job to properly align the salaries. Rasmussen said she has no issue with providing funding for compensation plan administration and discretionary performance recognition, but does not want to provide funding for cost-of-living increases. Oberbeck questioned where the money for funding any increases will come from. Rasmussen asked if part of the \$2 million deficit that the City is facing includes funding for employee salary increases. Hite suggested to the Committee that while exceptional employees may not all be able to increase revenue stream, many are able to prevent significant revenue drain. Hite cited the example of she and Krohn working creatively on insurance plan design which ultimately saved the City over \$500,000 – based on the actual costs planned by the broker/agent. Hite went on to say that if the City decides not to fund any salary increases under compensation plan administration, the City will fall behind the market salaries and valued staff will be recruited elsewhere. She emphasized that it is critical to retention to compensate employees for exceptional contributions.

Gisselman asked what Hite is asking for from the Committee. Hite said that she wanted to have the conversation to better understand their thoughts and direction and that ultimately she is seeking guidance for what the Committee would support to include in the budget process. Hite believes the City cannot effectively (in the long run) administer a compensation system if the City doesn't have any money set aside to administer it. Another example provided by Hite was recruitment for 5 skilled trades worker; she stated that we currently pay street maintainers \$17.50 per hour and the market rate is \$19.00 which is what applicants for employment are seeking. She stated that if we bring new employees in at a higher salary level, it creates internal equity issues. Hite suggested a time will come that the market will require higher entry salaries and when that occurs, employee retention would warrant increasing internal salaries to be in alignment with salaries required to attract new staff. She recommended the Committee support earmarking some funds for both compensation plan administration as well as funding the newly implemented pay-for-performance system.

Wagner said he feels at this time that the City is closer to freezing wages for 2016 than being able to fund the compensation system. Rasmussen said it would be better to freeze wages than to have lay-offs, but they will need to determine what is available during the budget process.

Motion made by Rasmussen to direct Hite to plan on having 1% (\$100,000) to work with, and then direct Hite to determine the amount of money needed in each bucket (compensation plan administration and discretionary performance recognition). Second by Gisselman. Groat said 1% equates to .85% with FICA and WR taken out. Rasmussen changed her motion to 1.2%. Second by Gisselman. Tipple said that if the City removes cost-of-living increases, they face possibly losing people and having a problem attracting talent. All ayes. Motion passes 4-0.

#### **Discussion and Possible Action, Elected Official Compensation Planning.**

Hite presented her research on elected official salaries. Wausau council members have not received a raise since 2006. Comparable cities council members make an average of \$7520 per year. Oberbeck said that the City needs to pay more to get people involved; although it is not about the money, it is a very time-consuming job. Rasmussen believes a raise to council members would be seen negatively in light of the all the budget discussions; she said that if it comes time to decide between having money to fund the compensation buckets for general employees or give a raise to council members, she would hope that the raise to council members would be dropped from the budget first. Gisselman said that voting for a raise for council members would be a hard decision based on the previous conversation of general employee's salaries being frozen and offered that he will be voting against it.

Hite reviewed with the Committee what the Mayor's salary would be if adjustments had been made on par with the increases received by general employees; after conducting a survey of comparable cities, the average yearly salary for the position of Mayor is \$83,317.93. The Municipal Judge's yearly salary in comparable cities averages \$30,000. The Committee decided to remove the Municipal Judge's salary from the current discussion since any change they would make could not go into effect until after his four-year term is finished. Gisselman said he would be in support of the Mayor receiving a raise, but not the Council.

Motion by Oberbeck to increase the yearly salary of Council Members to \$7000 for the next term, and to increase the yearly salary of the Mayor to \$85,000 for the next term. Second by Rasmussen. No further discussion. Motion passed 3-1 (*Gisselman was the dissenting vote.*)

#### **HR Director Report.**

Hite will bring initial revisions she is recommending to the Employee Handbook to the September meeting with suggested revisions. Hite also follow-up on a question raised by Gisselman at the prior meeting related to employee turnover. Hite reported that in 2014 of the employees who left City service 53% retired, 41% resigned, and 6% left related to disciplinary reasons. So far in 2015 of the employees who have left City service 38% retired and 57% resigned. Wagner asked if there was any determination for why they resigned. Hite provided the breakdown of the reasons former staff gave for resignations in 2014 and 2015.

Hite also reported the results of research conducted on the cost of recruiting a Firefighter/Paramedic, which showed \$5500 when recruitment is accomplished for a recruit class as opposed to one lone individual recruitment. Czarapata said that it will be more common for Firefighter/Paramedics to move around instead of stay at one department as time move on.

**Future Agenda Items for Consideration.**

No items were mentioned for consideration.

**Adjourn.**

Motion by Gisselman to adjourn. Second by Rasmussen. All ayes. Motion passes 4-0. Meeting adjourned.

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Romey Wagner  
Human Resources Committee, Chair

DRAFT

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

DATE/TIME: August 13, 2015 at 6:00 p.m.  
LOCATION: University of Wisconsin – Marathon County, Center for Civic Engagement  
625 Stewart, Avenue, Wausau, WI  
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, L. Rasmussen  
MEMBERS ABSENT: D. Oberbeck, W. Nagle  
Also Present: Mayor Tipple, M. Hite, R. Meilke, K. Winters

**Obtain public feedback on the results of the advisory referendum regarding hiring a City Administrator.**

Human Resources Committee President Wagner opened the meeting by welcoming all those in attendance. Wagner explained that the meeting was an opportunity for the community to give their comments and thought on hiring a full-time City Administrator. The referendum was voted down, however because of it being an advisory referendum, Wager said the HR Committee would like to hear comments from the community of their stance on the issue. Wagner said that anyone wishing to speak will be able to speak in front of the group, however it is for comments only and will not turn into a discussion. Wagner explained that another HR Committee meeting will be scheduled, the committee will go over all information and make a recommendation to the Common Council as to how to proceed with the form of Wausau's city government.

Robert Zimmerman (902 Stark Street): Against hiring a City Administrator unless the position is under the Mayor and an advisor to the Mayor. Mr. Zimmerman said he does not want anyone taking his vote away from him; if he doesn't like the Mayor, he can vote him out. If a City Administrator is hired and he doesn't like what he's doing, he won't be able to vote him out of office.

Earl Stilman (230 North 4<sup>th</sup> Avenue): Believes the Common Council failed the City by not electing an Administrator. Mr. Stilman believes that the current staff is not qualified or equipped to handle the issues facing the City. The City lost money for the Thomas Street project, illegal contracts were out, wanted assessor to lower assessments, among other things. If a City Administrator was hired that the person would be well qualified and know how to handle all issues.

Aaron Kapellusch (President and CEO of Wausau Area Chamber of Commerce): Mr. Kapellusch said he was here to speak on behalf of business community on White Paper that the Chamber created, which he felt was a great opportunity to help the community to understand the pro's and con's of hiring a City Administrator. Mr. Kapellusch said that if you look at the City from a business standpoint, hiring a qualified City Administrator would set the City up for better success. He believes we need to look forward to the future and become an attractive location for global talent. If talent doesn't come to the area, businesses will go where there is talent.

Tom Killian (133 East Thomas Street): Mr. Killian said he has concern about process and believes the will of the people should prevail no matter if from the last referendum or a further referendum. His concern is about Dr. Hintz conducting the study and providing information, feeling that the process completed by Dr. Hintz was not impartial. Mr. Killian said that Dr. Hintz is a well-known advocate for manager/administrator leadership, and that Wausau may wish to receive feedback from a firm or company that is unbiased. Mr. Killain said that the people's voice should decide the people's government.

John Fisher (Trustee of Emmerich Properties Charitable Trust, located at 309 South 2<sup>nd</sup> Avenue): Mr. Fisher said as trustee, part of his job is to find his successor if needed. If he used the requirements needed to be elected as Mayor he would be viewed as negligent in his duties. Mr. Fisher sees the duties of the Mayor as similar to a CEO rather than a COO. Mr. Fisher personally feels a City Administrator would be best, but feels his personal opinion is irrelevant. Mr. Fisher went over the statistics of the voter turnout for the referendum vote, believing

that many felt it wasn't a relevant issue. As long as the services they are paying their taxes for are being done, the citizens don't care how the job gets done.

Carolyn Bronsten (817 Becker Drive): Believes the way the referendum question was phrased was confusing, alluding to a part-time Mayor with or without a City Administrator. Ms. Bronsten believes the City needs more administrator expertise, either part-time or full-time, depending on what the City can afford. Ms. Bronsten would like to keep a full-time Mayor position with or without a City Administrator.

Phil Keller (1400 Woodland Ridge Road): Wausau is not a corporation, and should be left to the people. People voted to keep a Mayor, and believe that the City is ignoring the will of the people. Mr. Keller believes we are supposed to be a democracy.

Debra Ryan (702 Elm Street): Ms. Ryan believes that no one at City Hall is qualified to be a City Administrator and that the Mayor is incompetent. She believes that Council does not receive all the information necessary from staff to make informed decisions. Ms. Ryan thinks that Wausau should still have an elected full-time Mayor, but also invest in a City Administrator that would be second in command.

Alderman Wagner said that he would like to keep the comments to the issue at hand and asked that everyone please refrain from making comments about any staff or elected officials.

Nancy Stencil (119 Sunrise Drive): Believes the voice of democracy needs to be heard, and the City of Wausau should vote in its council members and Mayor. Additionally, Ms. Stencil asked where the grant money came from to conduct the study for form of City government.

Rita Pachel (1310 Maple Hill Road): Ms. Pachel said that she has a problem with the use of the consultant, Dr. Hintz and the Chamber of Commerce. She believes that Chamber is unethical and partisan. Ms. Pachel said that if the goal of the City is less government, hiring a City Administrator is not the answer. The citizens of Wausau need their voices to be heard.

Joe Gehin (3400 Springdale): Mr. Gehin believes the referendum was a clear vote against a City Administrator and doesn't understand why this discussion is occurring. As a former City employee, Mr. Gehin said that the City will never see savings by hiring a City Administrator and it will only add another level of bureaucracy. Mr. Gehin asked that the council honor the outcome of the referendum vote.

James Tipple (407 Grant Street): Mayor Tipple said that the consultant gave the Council recommended wording for the referendum, and Council chose to reword the referendum that went to the voters; because the referendum failed, the second-guessing began. Mayor Tipple said that the consultant and the Chamber were charged with informing the citizens about the options available and that the meetings were poorly attended. Almost 7000 (34%) voters went to the polls and answered the referendum question. The referendum failed by a margin of 52% to 48%. Mayor Tipple believes it is the citizens who should make the decision and it shouldn't be rushed.

Robert Mielke (Council President and District 11 Alderman): Mr. Mielke believes that the results should have been discussed immediately following the vote. As Council President, Mr. Mielke brought this issue forward to be discussed and resolved by the end of August. Mr. Mielke said that he supports hiring a City Administrator, but understands the difference between a democracy and a dictatorship, and believes the Council should listen to the people. Mr. Mielke said the reason for the forum is to find out why people were in favor or not in favor of the referendum.

Gary Gisselman (319 Park Avenue, District 5 Alderman): Since the election he believes the people have spoken. Mr. Gisselman said the Mayor, Governor, and President are all elected by popularity and it is the democratic process. All these positions are elected by those who wish to vote on any given day. Mr. Gisselman said he

would also like to have the question answered about how the money for the grant to do the study on form of government was obtained.

Terry VanOrder (611Chellis Street): Ms. VanOrder said that she voted against the City Administrator position and believes it's important that Council honor the voters' decision. She doesn't feel that another layer is needed in City government. Ms. VanOrder said that prior to Mayor Tipple, the Mayor's Office had an assistant that would attend meetings on his behalf, handled employee problems, and kept the Mayor abreast of issues; Ms. VanOrder would be for having someone hired in that capacity in the Mayor's Office who works under the Mayor.

Wagner thanked those who attended and shared their opinions and said that Council will take all the information gathered and discuss it before a decision is made on how to proceed.

**Comments submitted by email.**

Sent: Thursday, August 13, 2015 2:01 PM

To: Romey Wagner

Cc: Keene Winters; Jim Tipple

Subject: Tonight's public hearing

Dear Mr. Wagner,

Thank you for scheduling the public hearing tonight to give Wausau citizens another opportunity to give their voices to how the city government should be run. Unfortunately I will not be able to attend the hearing and respectfully request my comments be included with those who speak tonight.

I believe it is essential to allow the voters of Wausau the chance to choose the head of city government. Therefore this should remain an elected position. Doing otherwise would take away a crucial piece of our democratic process which is the foundation not only of our city but also our country. It would also send a message to Wausau voters that their voices don't matter in city government.

I agree with many others that changes should occur to create more efficient and open processes and procedures in city operations. This can be accomplished in a number of ways, such as encouraging qualified people to run for office, educating citizens about the candidates so their votes are well informed, and ensuring that department heads and other city staff are thoroughly evaluated and highly qualified to do their jobs.

But it is not fair to expect the Mayor, City Council and paid staff to do the whole job of running the city. The city belongs to all of us and citizens need to become more involved. The neighborhood groups developed by Mayor Tipple and others are a good example of such involvement. Perhaps these groups could be expanded to include all neighborhoods, and take on a more responsible role in impacting decision making that affects the whole city. Perhaps each City Council member could hold a monthly gathering to obtain feedback from constituents on key issues.

Increasing ways for community input will help Council members and other city leaders get to know their constituents and thus better serve them. And isn't it human nature that we are more likely to support a decision if we've had a chance to express our opinion beforehand?

Wausau is a wonderful city with many assets. Whatever steps we take for the future of our city may they be taken through a thoughtful process which involves broad community input.

Thank you for your consideration.

**Comments submitted by email -- continued**

Anne S. Jefferson  
3926 Riverview Drive  
715-845-3806

**Date:** August 15, 2015 at 10:03:22 AM CDT

**To:** "[garygisselman@yahoo.com](mailto:garygisselman@yahoo.com)" <[garygisselman@yahoo.com](mailto:garygisselman@yahoo.com)>, Robert Mielke <[Robert.Mielke@ci.wausau.wi.us](mailto:Robert.Mielke@ci.wausau.wi.us)>, "[Karen.Kellback@ci.wausau.wi.us](mailto:Karen.Kellback@ci.wausau.wi.us)" <[Karen.Kellback@ci.wausau.wi.us](mailto:Karen.Kellback@ci.wausau.wi.us)>, Sherry Abitz <[Sherry.Abitz@co.marathon.wi.us](mailto:Sherry.Abitz@co.marathon.wi.us)>, Tom Neal <[Tom.Neal@ci.wausau.wi.us](mailto:Tom.Neal@ci.wausau.wi.us)>, Dave Nutting <[Dave.Nutting@ci.wausau.wi.us](mailto:Dave.Nutting@ci.wausau.wi.us)>, Lisa Rasmussen <[markandlisarasmussen@charter.net](mailto:markandlisarasmussen@charter.net)>, Bill Nagle <[Bill.Nagle@ci.wausau.wi.us](mailto:Bill.Nagle@ci.wausau.wi.us)>, Romey Wagner <[Romey.Wagner@ci.wausau.wi.us](mailto:Romey.Wagner@ci.wausau.wi.us)>, David Oberbeck <[David.Oberbeck@ci.wausau.wi.us](mailto:David.Oberbeck@ci.wausau.wi.us)>, "Keene Winters" <[Keene.Winters@ci.wausau.wi.us](mailto:Keene.Winters@ci.wausau.wi.us)>

**Cc:** "[ak@wausauchamber.com](mailto:ak@wausauchamber.com)" <[ak@wausauchamber.com](mailto:ak@wausauchamber.com)>

**Subject:** Hearing

Sorry I was unable to attend the public meeting but I was able to attend the committee meeting and ask a couple of questions,

After reading comments in todays paper I have a question for Mr. Kapelleush (who never returns my emails or telephone calls).

I believe the City of Wausau hired a individual recently whose function is attract business, work with the business community and attempt to attract individuals. What really is the role of the Chamber as well as McDevco and what has been the success of your Central Time Marketing, While I waited for the closed meeting I picked up a nice copy of your promotional material and ask you what success has that been in attracting industry?

I would also suggest this competing globally for talent is a farce. When we can't even compete with neighboring states for talent or keep the talent we have in this state. The chamber may want to check the role of the Chamber of Commerce with their role at the state level that has discourages and continues to discourage the brightest and best from staying in Wisconsin let alone Wausau.

I am sure all politicians will be glad to hear that all elections are "popularity contests" Just think all of you won because your popular.

Again I am sorry I could not attend but my comments to the committee should be in the record.

Sincerely  
Ronald Sem

**Adjourn.**

Meeting adjourned by Wagner.

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Romey Wagner  
Human Resources Committee, Chair

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

DATE/TIME: September 2, 2015 at 4:30 p.m.  
LOCATION: City Hall (407 Grant Street) – Board Room  
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck  
MEMBERS ABSENT: L. Rasmussen  
Also Present: M. Hite, A. Jacobson, E. Krohn

**Discussion of Public Feedback and the Results of the Advisory Referendum Regarding Hiring a City Administrator.**

Wagner pointed out that the comments were summarized from the public meeting and sent out with the agenda. He also stated disappointment in the low turn out, stating that as a result nothing was shared that the Committee was not already aware of. Wagner also complimented Oberbeck on the presentation he made at the recent Finance Committee meeting, stating it was a wonderful example of what the Common Council should be able to expect from a City Administrator. That it would be the responsibility of the Administrator to ensure the Council was informed on revenue and expenditures.

**Discussion and Possible Action on Potential City Administrator Position.**

Wagner began by praising the Human Resources staff on the excellent job they did on preparing research related to a potential City Administrator position. He stated that the end result is the Committee has been provided with a good set of responsibilities and tasks illustrative of a City Administrator.

He also referred to the recent e-mail he sent stating his belief that the climate is not right at this time to support the establishment of a City Administrator position. He stated his recommendation is that the Human Resources Committee make do nothing at this time, instead that everyone focus on matters immediately at hand which includes the Mall, the Budget and addressing the deficit along with the Citywide property Revaluations. He stated his belief that everyone needs to work together to join forces on these important issues at this time. He also suggested that instead of recommending action to Common Council at this time, that the establishment of a City Administrator position should be a campaign issue to stimulate public understanding through debate of the issue. If this route is elected, then the matter would be deferred to the Common Council 2 years into the future.

Oberbeck suggested in the interim it would be important to hold staff accountable to ensure the right information is brought forth to the Common Council. As an example, he stated there are issues emerging with the budget now that should have been made known earlier. He stated a frustration with having to ask for information instead of staff being proactive in bringing it forward. He reminded the Committee this should be the expectation and responsibility of whomever is in charge, whether the current Mayor or in the future a City Administrator.

Wagner redirected the conversation to the public input, stating that citizen feedback tells them that this is the system the people want. He also stated his direction that the Mayor needs to work with staff to bring forward a proposal for a balanced budget instead of placing the Common Council in a position where Council has to pick and choose line items.

Oberbeck moved to recommend to the Common Council not to establish a City Administrator position at this time. Gisselman seconded. Motion passed unanimously.

**Adjourn.**

Meeting adjourned by Wagner.

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Romey Wagner  
Human Resources Committee, Chair



## Memorandum

**From:** Myla D. Hite, Human Resources Director  
**To:** Romey Wagner, Human Resources Committee  
**Date:** September 14, 2015  
**Subject:** Staff Recommendations – Update to Chapters 1-4 of the Employee Handbook

**Purpose:** To obtain your review and approval of the suggested revisions to the City of Wausau Employee Handbook, at Chapters 1-4.

**Considerations:** The Revisions and Approval Process contained within the Employee Handbook states that the entire handbook will be presented to the Human Resources Committee and the Common Council for review on an annual basis. As previously discussed with the Committee, the Handbook update will be broken into at least two parts to allow for proper review and discussion, prior to being presented to the Common Council for adoption.

### Overview of Revisions

Section	Page	Purpose of Recommended Revision
Pre-amble, Paragraph 1	1	Housekeeping. Acknowledges ability and responsibility of individual Departments for establishing work rules.
Pre-amble, Paragraph 2	1	New language that requires witnesses to report violations.
Introduction	4	Housekeeping
Chapter 1–General Employment Practices	6	Housekeeping
1.02 Anti-Harassment and/or Workplace Bullying	7 - 9	Address inappropriate conduct that may not rise to the standard of unlawful harassment.
1.04 Chain of Supervision and Managerial Chain	9	Housekeeping. Provide clarity and identify HR as a resource.
1.05 Personnel File Access	9-10	Identify Human Resources as records custodian and address how employees may access or rebut personnel file information.
1.06 Residency Requirement	10	Delete Residency Requirement overridden by state law. ** <u>Policy Consideration</u> : In the aftermath of striking down the ability to require residency, some jurisdictions have opted to provide incentives to Department Director’s for maintaining residency within the jurisdiction. Example: West Allis provides a 2% pay increase, City of Kaukauna contributes additional funds to WRS, e.g. for 2015 – 4%, 2016 – 5% and 2017 – 6%. Another incentive option would be paid time off.

Section	Page	Purpose of Recommended Revision
Chapter 2–Employee Conduct	11-16	Add illustrative examples either to clarify or based upon learnings over the past year.

<b>3.02 – Internal Transfers/ Promotion</b>	17	Reduce the period of time for allowing new staff to apply for other City positions from 1 year to 6 months.
<b>3.04 – Nepotism, Employment of Relatives and Personal Relationships</b>	17	Housekeeping Outline a method for resolving situations Prohibition against dating within the supervisory chain
<b>3.05 – Fairness in Personnel Processes</b>	18	New language to provide clear guidance.
<b>4.01 Employment Categories</b>	19	<ul style="list-style-type: none"> <li>• Identify and define seasonal, temporary and Intermittent on-call employment status</li> <li>• In-training – Incorporate language approved by the Human Resources Committee at the February 9, 2015 meeting</li> <li>• Further refine the definition of a Contractor consistent with IRS standards</li> <li>• Add DPW Street Maintenance Supervisor to listing of exempt employees eligible for receiving additional compensation for additional hours worked during snow removal season.</li> </ul>
<b>4.02 Introductory Period</b>	20	Reduce from 1 year to 6 months
<b>4.03 Hours of Work</b>	20-21	Housekeeping. Reflect current practice.
<b>4.06 Separation of Employment</b>	21-23	Housekeeping and clarification adding definitions for retirement and disciplinary termination. Requiring 90 days to qualify for sick leave conversion Adding language to incorporate repayment requirements for Police and Fire recruits who leave employment.

Resource Impact: None

Cc: Mayor

Encl: Employee Handbook, Chapters 1-4, September 2015 Draft



## City of Wausau Employee Handbook

The Employee Handbook is furnished to provide City of Wausau employees with convenient access to the operating policies and practices of the City. Normally, internal procedures within an office or department are not included. Departments may supplement this guide with specific work rules, although Department work rules may not be in conflict with or contradict overall City rules. When confirmation of a practice is needed, employees should seek work direction from Departments who may in turn consult with Human Resources. The Employee Handbook expresses the guidelines of the City of Wausau regarding City policy and general practices, but it is not a contract with employees.

*The Common Council, at their option, may modify this Employee Handbook at any time.*

Anyone observing a perceived violation of this handbook must report infractions immediately to the Human Resources Director. Upon receipt, the HR Director will evaluate the report and either refer the matter to the management chain for investigation and resolve or may initiate an independent investigation and facilitate resolution as appropriate.

## **HANDBOOK TABLE OF CONTENTS**

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Employee Acknowledgement



## **Introduction**

This Employee Handbook hereinafter referred to as “Handbook”, sets forth employment policy, guidelines, rules of conduct and guidance regarding general expectations of professional behavior and conduct which employees are expected to follow. This Handbook informs employees about what the employer may generally expect from the employees so as to guide employees in their professional duties and in fulfilling their responsibilities in serving the City and its residents. None of the statements or policies outlined in this Handbook is meant to create any contract of employment, nor do they imply that the employer is guaranteeing employment for any person or changing the at-will employment relationship in any manner. This Handbook is not, nor is it intended to be construed as an employment contract or to guarantee any rights to employees. This Handbook applies to all City of Wausau employees.

To the extent this Handbook conflicts with specific language in applicable collective bargaining agreements covering certain personnel, the specific language of the collective bargaining agreement shall control over the language of this Handbook when required. Additionally, any changes to wages, hours and working conditions referenced in this Handbook that are subject to the mandatory duty to bargain are not binding on those parties unless permitted by the collective bargaining agreement or upon fulfillment of the duty to bargain between the Union and Employer or upon waiver.

Final interpretation and implementation of any of the policies or rules in this Handbook are vested solely with the City through the Mayor. The Policies are subject to change at any time by the City and will be reviewed and revised periodically.

The contents of this Handbook are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority and which are updated from time to time and are controlling.

### **Revisions and Approval Process**

As the needs of the City and its employees change, and as the relevant laws change on the federal, state or local levels, the City may find it necessary to review and update, this Employee Handbook and City policies which generally guide employee relations. Due to the diverse and very specialized nature of activities within City operations, the policies set forth herein are not intended to be a complete assembly of all the policies of the City. Therefore it is prudent to have a clear process for revisions and modifications of Employee Handbook Policy as they become necessary.

In a realistic effort to streamline necessary modification processes, the Human Resources Committee grants City Administration through the approval of the Director of Human Resources, the latitude and discretion to place into effect modifications as warranted in the best interest of the City of Wausau and to satisfy administrative and/or legal mandates, including modifications that have a fiscal impact of not more than \$5,000.

Despite this authority, the Director of Human Resources will report all modifications enacted under his/her authority and will present the entire handbook to the Human Resources Committee and the Common Council for their review on an annual basis. This review shall occur prior to the budget planning process, for financial and statistical review and projection estimations.

#### **Procedures for Changes to Employee Handbook**

Departments, programs, or individual employees that seek changes to any of the Employee Handbook sections should contact the Human Resources Department regarding the process. A draft copy of the new or revised section should be forwarded to Human Resources for review and analysis of impact on internal controls, cost, and/or operations. Departments are encouraged to regularly review and submit recommended changes to the Employee Handbook to ensure highly productive operations.

## **Chapter 1 – General Employment Practices**

### **1.01 - Equal Employment Opportunity**

### **1.02 - Anti-Harassment**

### **1.03 – Reasonable Accommodation**

### **1.04 - Chain of ~~Command~~ Supervision and Managerial Chain**

### **1.05 - Personnel File Access**

### **~~1.06 – Residency Requirement~~**

#### **1.01 - Equal Employment Opportunity**

The City is an equal employment opportunity employer. Employment decisions are based on merit and the City's needs. The City carefully selects employees. The City employs people who are concerned with the success of the City; people who care first about the highest quality public service and the interests of the public, people who can carry on their work with professionalism, skill, and ability; and people who can work well with our team.

It is the City's policy to seek and employ the best quality and qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner which will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap, genetic information, ancestry, sexual orientation, marital status, arrest or conviction record, or any other basis protected by state or federal law. All employees are required to provide proof of identity and authorization to work in the United States. It is the policy of the City to comply with all the relevant and applicable provisions of the American with Disabilities Act (ADA) and other laws. The City will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the City.

The City is further committed to providing a work environment in which employees are treated with courtesy, respect and dignity; living by the City's Core Values. As part of this commitment, the City will not tolerate any form of harassment, verbal, or physical, with regard to an individual's race, sex, national origin or any other protected characteristics. Therefore, all employees are encouraged to bring any concern or complaints in this regard to the attention of management. All complaints of sexual harassment, or harassment of any kind, will be investigated promptly and, where necessary, immediate and appropriate action will be taken to stop and remedy any such conduct.

All employees share in the responsibility for assuring that the policies are effective and apply uniformly to everyone. Any employees, including managers, involved in discriminatory practices will be subject to corrective actions up to and including termination.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

The City of Wausau additionally supports the following employment provisions:

- A. Department heads are prohibited from hiring a related person for City employment; for the purpose of this policy, "related person" shall mean husband, wife, mother, father, son, daughter, sister, brother, uncle, aunt, nephew, niece, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law or stepparent.

- B. That all City officers and employees are prohibited from seeking any unfair advantage for any applicant for City employment or attempting to unduly influence any department head in the selection for City employment.
- C. That in the event any City officer or employee attempts to seek any unfair advantage or attempts to unduly influence any department head in the selection for City employment, such department head is directed to immediately report the same to the Human Resources Committee.
- D. That alleged violations of this policy be investigated by the Human Resources Committee and appropriate action taken.

### **1.02 - Anti-Harassment and/or Workplace Bullying**

*The City of Wausau has an extensive Harassment and Discrimination Policy that can be found on the City intranet and is available in the Human Resources office.*

The City of Wausau is committed to providing a professional work environment. The City's goal is to provide a workplace that values diversity and differing views that is conducive to employee productivity in service of the citizenry. We want the workplace to be free from physical, psychological or verbal harassment based on any legally protected characteristic, including, but not limited to, an individual's gender, race, color, ethnicity, national origin, age, ancestry, disability, creed, sexual orientation, marital status, or use of family or medical leave or workers' compensation benefits, and sexual harassment. This commitment applies to all City employees, vendors, and visitors.

#### Harassing Conduct

Harassment is unwelcome conduct toward an individual because of his or her race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status, when the conduct creates an intimidating, hostile, or offensive work environment that causes work performance to suffer or negatively affects job opportunities. Examples of harassment that may violate the law and will violate this policy include:

- Oral or written communications that contain offensive name-calling, jokes, slurs, negative stereotyping, or threats. This includes comments or jokes that are distasteful or targeted at individuals or groups based on race, color, sex, age, sexual orientation, religion, national origin, disability, or any other legally protected status.
- Nonverbal conduct, such as staring, leering, and giving inappropriate gifts.
- Physical conduct, such as assault or unwanted touching.
- Visual images, such as derogatory or offensive pictures, cartoons, drawings, or gestures. Such prohibited images include those in hard copy or electronic form.

#### **Workplace Bullying**

Workplace bullying is similar to harassment, although it is not necessarily based upon a factor protected under civil rights legislation. It can include:

- Repeated and malicious mistreatment of one employee by one or more employees.
- Persistent humiliation
- Unfounded criticism
- Unwanted teasing, personal insults
- Repeated shouting, verbal intimidation or displays of temper
- Public ridicule and humiliation
- Exclusion, disregarding and ignoring
- Gossip

- Devaluing of efforts

Workplace bullying is uncivil behavior that may not rise to the level of unlawful conduct that typically has the affect of distracting the targeted employee from job performance and can be a barrier to workplace retention.

#### Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Sexual harassment includes conduct directed by a person at another person of the same or opposite gender. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee’s work performance or to create an intimidating, hostile, or offensive work environment.

Harassment exists when submission to such conduct is implicitly or expressly made a term or condition of employment or when submission to or rejection of such conduct is used as a basis for any employment decisions or when such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of conduct prohibited under this policy include, but are not limited to, the following:

- Unwelcome sexual advances, requests for sexual favors, or physical conduct of a sexual nature;
- Unwelcome verbal or physical conduct or displays of a sexual nature (e.g. posters, calendars, etc.);
- Making submission to or rejection of sexual harassment the basis of any employment decision;
- Unprofessional comments in any work environment with respect to an individual’s protected characteristics, e.g. gender, race, etc.;
- Insults or name-calling based on an individual’s protected characteristics, e.g. gender, race, etc.;
- “Jokes” or other remarks that are sexual in nature or demeaning to individuals’ race, color, gender, religion or other protected characteristic;
- Physical, verbal or psychological abuse based on an individual’s protected characteristics, e.g. gender, race, etc.;

This or similar conduct is ~~offensive and~~ inappropriate in the workplace. The City of Wausau will not tolerate any form of workplace bullying or harassment. Such conduct may be the basis for disciplinary action, including termination from employment. ~~dismissal~~.

#### How To Report A Violation

**Do not assume that the City is aware of the problem. If you experience or witness bullying or harassment in the workplace, report it immediately to your supervisor or human resources.** If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

Harassment is strictly prohibited when such conduct is made either explicitly or implicitly as a term or condition of employment; is used as the basis for employment decision or the conduct has the purpose or effect of unreasonable interference with work performance.

The City’s Harassment and Discrimination policy covers conduct between supervisors and employees, conduct between individual employees, and conduct between employees and non-employees if the conduct unreasonably

interferes with the individual's work performance. Violations of this policy will subject the offender to discipline by the appropriate official. Serious violations may result in suspension or termination.

~~Allegations of harassment by an employee against another employee or regarding an employee and a non-employee are to be reported first to the immediate supervisor, secondly to the Director of Human Resources and finally to the Human Resources Committee through the Chair. Allegations of harassment by a supervisor against an employee are to be reported to the Director of Human Resources. Confidentiality will be maintained regarding all allegations of harassment.~~

### **1.03 – Reasonable Accommodation**

The City will comply with applicable laws providing for nondiscrimination in employment against individuals with disabilities. An employee who believes he/she has a disability and may require an accommodation should contact Human Resources to initiate a request for accommodation. ~~must contact a supervisor.~~

### **1.04 - Chain of ~~Command~~ Supervision and Managerial Chain**

Operation of any government agency depends on an effective supervisory and managerial chain of command. ~~The~~ The ultimate decision concerning policy in the City of Wausau resides by law with the Common Council under the leadership of the Mayor. The Department Directors of the City are part of the management team and report to the Mayor. Supervisors and Managers subordinate to the Directors are also members of the management team. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with Common Council and Mayor to promote effective service delivery for the community.

Each employee is to keep the person that the employee reports to informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this Handbook or about any other aspect of his or her job, then those questions, opinions or suggestions must be directed through the chain of ~~command~~ supervision and ultimately to the Human Resources Department for research and presentation to the policy-makers when appropriate.

The City recognizes that many employees ~~handle directive~~ interact with or receive requests from the Public on a daily basis as part of their positions. The City expects that employees will use sound judgment and common sense to determine which ~~directives or~~ requests are inappropriate and should be reported to a supervisor. If an employee is unsure of whether a ~~directive or~~ request should be reported, the employee should discuss it with his/her supervisor. Any employee who receives inappropriate ~~directives or~~ requests for special treatment from an individual citizen, business representative or elected or appointed official must immediately report such ~~directive or~~ request to his/her supervisor. No specific ~~directives or~~ questionable requests should be fulfilled unless permission to do so is given by an employee's supervisor.

Generally, if an employee has a problem with an individual, then the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, then the employee must address the problem through the employee's immediate supervisor and onward through the supervisory and management chain of command. Human Resources Department staff is a facilitative resource available both to employees and the chain of supervision and management and may be accessed whenever assistance is needed.

### **1.05 - Personnel File Access**

The City maintains a personnel file for each employee. The files are kept in the Human Resources Department. Information retained in the personnel file includes, but is not limited to, personal information such as forms for federal and state taxes, enrollment forms for benefits, address changes, and specific work-related information such as applications for employment, resumes, performance reviews, salary adjustments, job changes, and other designated records.

The City maintains complete personnel records that accurately reflect each employee's record of service to the City. Reasonable access to personnel records will be authorized. Further, all personal medical information will be

secured in an area separate from the personnel records, with strictly controlled and limited access, in order to protect confidentiality. Departments are prohibited from maintaining separate medical files for their employees.

Employees may request to inspect their own personnel files. Requests for inspection will be scheduled at a mutually convenient time and within the timeframes required by law. Employee files contain records maintained in the Human Resources office by Human Resources personnel. Personnel files may not be taken outside of the custody of the Human Resource staff as the records Custodian. ~~You Employees may review and copy items in you're their own personnel files and are strictly prohibited from. However, you may not~~ removing or altering personnel records without express permission from ~~unless agreed to by~~ the Director of Human Resources. ~~If you disagree with any information in your personnel file, you Employees may submit a written statement(s) explaining your position which shall be attached to the~~ any information which they dispute or wish to clarify portion and which will be attached and included in the file. Requests to ~~To~~ review ~~your~~ your personnel files please contact are made to the Human Resources office.

### **1.06 – Residency Requirement**

~~As a condition of employment, all City of Wausau Department Heads shall reside in a primary residence within the legal boundary limits of the City of Wausau. All newly hired Department Heads shall be permitted one (1) year from date of hire to establish such residence. Failure to establish primary residence in the City of Wausau will result in discharge.~~

## **Chapter 2 – Employee Conduct**

### **2.01 – Employee Conduct and Work Rules**

### **2.02 – Attendance and Punctuality**

### **2.03 – Dress Code**

### **2.04 – Bulletin Boards**

### **2.05 – Solicitation**

### **2.06 – Political Activity**

### **2.07 – Tobacco Use**

### **2.08 – Use of City Equipment**

### **2.09 – Vehicle Take Home Policy**

### **2.10 – Outside Employment**

### **2.11 – Social Media**

### **2.12 – Open Door Policy**

### **2.01 – Employee Conduct and Work Rules**

To ensure orderly operations and provide the best possible work environment, the City expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

Listed below are some of the rules and regulations of the City. This list should ~~not~~ be viewed as illustrative and is not being all-inclusive. Types of behavior and conduct that the City considers inappropriate and which would likely result in could lead to disciplinary action, up to and including termination of employment without prior warning, at the sole discretion of the City include, but are not limited to, the following:

- Failure to abide by the City’s Core Values and other City work rules and policies
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of city-owned or another employee-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking, to include e-vapor, in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Unauthorized absence from workstation during the workday
- Violation of personnel or departmental policies
- Unsatisfactory performance or conduct
- Unauthorized disclosure of proprietary or confidential information
- Bringing weapons onto City property
- Using City equipment or property for personal gain or profit
- Using City resources for external employment or personal, for profit work
- Failing to report work rule violations
- Failing to cooperate or not being truthful within the employment relationship

The City’s goal is to provide an appropriate working environment that is conducive to productivity.

The City is committed to enforcing work rules which assist in preventing workplace violence and to taking steps to help maintain a safety within the workplace work environment. Given the increasing violence in society in general,

the City has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay”, or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited on the premises of the City without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a constituent, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual’s sex, race, age, and any characteristic protected by federal, state, or local law.

Any employee who perceives a direct threat to physical safety should call 9-1-1 as soon as practical.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor, ~~or~~ any other member of management or the Human Resources. This includes threats by employees, as well as threats by constituents, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible to a supervisor.

The City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The City encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. The City is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns. Human Resources staff has resources necessary to investigate and resolve complaints and should be used as a resource as appropriate.

## **2.02 – Attendance and Punctuality**

The City maintains core business hours within each Department and Department Directors are responsible for ensuring staffing during these times. All employees are expected to maintain predictable attendance and The City expects hourly employees must report to and leave work to be on time. All employees are expected to be at and work each scheduled day of employment. Patterns of absenteeism, tardiness or for salaried employees failure to maintain an average of a forty hour work week or to coordinate with a supervisor time away during core hours may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) must be certified and will not be counted against an employee’s attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances. If an employee has an unexcused absence for three (3) consecutive days, the City will consider the employee to have voluntarily resigned employment.

## **2.03 – Dress Code**

Employees contribute to the culture and reputation of City of Wausau in the way they present themselves. A professional appearance consistent with the job description is essential to a favorable impression with residents, customers, and elected officials. Good grooming and appropriate dress reflect employee pride and inspire confidence on the part of such persons. The clothing employees wear on the job must be appropriate to the nature of the work they perform. Protective clothing or uniforms may be required for some employees. Other employees, frequently those who normally work in an office setting, wear appropriate business casual clothing to work.

Managers may exercise discretion to determine appropriateness in appearance. Employees who do not meet a professional standard may be sent home to change and non-exempt employees will not be paid for that time off. Management may make exceptions for special occasions. An employee unsure of what is appropriate should check with their manager or supervisor in their department.

Casual dress will be permitted for City Hall staff on Fridays, except during the specified periods when casual days will be suspended or when an employee's schedule includes activities that require traditional business attire. Even though considered "casual" these clothing items should still portray a well-groomed and business-like appearance.

All attire should be neat and clean and should fit properly (not overly tight, revealing or baggy). While dress shorts may be acceptable, extremely short ones are not. Clothing designed to advertise a specific product or name brand are not acceptable whereas clothing items with the City of Wausau logo are. Clothing that is worn, torn or soiled is not acceptable. If you are in doubt or question a particular item of apparel, please consult your supervisor or contact the Human Resources Department for guidance.

#### **2.04 – Bulletin Boards**

Bulletin boards are maintained to keep employees informed. All notices, announcements or printed items are restricted to posting on the appropriate bulletin board. The bulletin board is only for notices involving official facility business, legal notices, and other material related to the operation and objectives of the organization. Employees must secure prior authorization from the Department Head in which the bulletin board is located or from Human Resources before posting any notices on bulletin boards.

#### **2.05 – Solicitation**

To avoid work disruptions and possible discord between employees, the City has a policy regarding solicitation and literature distribution as follows:

- 1) City employees may not verbally solicit or distribute written materials for any organization, fund, activity or cause to other employees in work areas.
- 2) There shall be no solicitation during work hours of the employee soliciting or the work hours of the employee being solicited.
- 3) Use of City resources for soliciting, to include copy machines, e-mail and U.S. mailing materials, is strictly prohibited.
- 4) The City may authorize civic or charitable efforts coordinated by employees with prior approval of the managerial chain up through the Mayor's office. Employee participation in such efforts is completely voluntary.
- 5) The City is a United Way agency and supports employees contributing to charitable or not-for-profit organizations through United Way. United Way events are considered "official" charitable events and employees may participate in City sponsored United Way activities and events.

#### **2.06 – Political Activity**

City employees shall not take part in any political campaigning in their capacity as a City employee. Employee are not precluded from being an active citizen and engaging in the political process provided it does not interfere with normal work performance and is not during normal working hours. When engaging in political activity or engaging in discussion of issues of public importance, you are expected to ensure that your actions and positions are not attributed to the City. Further, City resources may not be used for promoting a particular candidate or a political party.

#### **2.07 – Tobacco, E-Vapor, Alcohol and Illegal Drug Use**

The use of any tobacco, E-vapor, alcohol or illegal drug product is not permitted at any time in all City buildings, facilities, vehicles and equipment. While working, smoking is only permitted during an authorized break and in authorized locations. Authorized locations may be determined by individual departments but should be established at a reasonable distance from entrances to City buildings or facilities. E-vapor products are subject to the same rules as tobacco products. Refer to the drug and alcohol policy for additional details.

## **2.08 – Use of City Equipment**

The City of Wausau provides credit cards, supplies, uniforms, equipment, vehicles and materials necessary for employees to perform their job. These items are ~~to be used solely~~ provided to accomplish ~~for~~ City related business. Personal use must be di minimus in nature. The following uses fall outside of the di minimus use standard:

Use that incurs cost for the City.

Use that results in or is anticipated to result in personal financial gain of an individual.

Use that would violate another City policy or work rule, or

Use that exceeds a time frame beyond a typical employee break or rest period during scheduled work time.

Employees are expected to exercise care in the use of City equipment and property and use such property only for authorized purposes. Loss, damages or theft of City property should be reported to supervisors immediately.

*Office Equipment:* The City's equipment such as telephone, postage, facsimile and copier machine, is intended to be used for business purposes. ~~An employee may only use this equipment for non-business or in an emergency and only with a supervisor's permission.~~ Personal usage, ~~in an emergency, of these or other equipment that results in a charge to the City should be immediately report to a supervisor.~~

*Telephone Use:* ~~The City realizes that there are times when an employee may need to use the telephone for personal reasons, but it is expected that good judgment will be used in limiting the length and frequency of such calls. Additionally, no long distance personal calls may be made on City phones without prior approval from the employee's supervisor.~~

*Cellular Telephones:* Although the City may approve reimbursement for employee use of personal cell phones, employees are being paid o be productive performing work for the City during working hours. Personal cell phone use is to be limited to lengths of time typical of rest or lunch periods. Employees receiving reimbursement for City use must produce personal cell phone records if requested as a form of evidence during an employment investigation.

*Technology Use:* ~~The use of City computers and software is limited solely to the appropriate business use.~~ Employees are not allowed to use the computer system for their personal financial gain benefit, and are strictly forbidden from installing software on the system. Further, this section reaffirms that the City's employees have no reasonable expectation of privacy with respect to any computer hardware, software, electronic mail or other computer or electronic means of communication or storage, whether or not employees have private access or an entry code into the computer system. The City reserves the right to monitor the use of its computer system.

*Vehicle Use:* City vehicles may only be used for authorized City business. Only employees with an unrestricted, current driver's license and who have adequate insurance coverage as described in the City Fleet Safety Policy may operate City vehicles or use a vehicle to conduct City business. Employees who use personal vehicles for City business must provide adequate proof of insurance ~~must be provided~~ annually to their supervisor in order to be eligible for use and reimbursement. ~~Human Resources Department prior to use of a City vehicle.~~ It is the responsibility of an employee to immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on City business.

Return of Equipment: Upon separation of employment, employees must return all City property, uniforms, equipment, work product and documents in his/her possession or control. Failure to do so will result in a negative employment reference and an invoice for the fair market value will be due and payable within 30 days for items not returned.

Protective Service Employees. Newly hired Police Officers and Firefighters undergo rigorous and expensive training. Any new hire choosing to leave employment within three (3) years of the initial appointment date will be responsible for repaying the City for the costs of pre-employment processing to include the following: medical and drug testing and psychological examination, along with Department issued uniform and protective equipment. Costs will be prorated at 100% from 0 to 1 year, 75% from 1 to 2 years and 50% from 2 to 3 years. In the event a repayment plan is not outlined and agreed to during the period between tendering resignation and separation from employment, collection action may be taken and future employment references will indicate a failure to comply with the employer's work rules and conditions of employment.

## **2.09- Vehicle Take Home Policy**

The following criteria will have to be met by any City of Wausau employee who drives a city vehicle to and from their residence at any time.

- (1) The employee is in official "on call" status to respond to emergencies on a rotating or consistent basis; and he/she
- (2) Lives in the Wausau metro area. Employees hired after February 1<sup>st</sup>, 1999 and existing employees who move from one residence to another must live within the Wausau metro area. The Mayor will decide on interpreting "metro area". This is meant to address response time and eliminate subsidy of long distance employee commutes.

Personal use must be monitored and comply with all IRS regulations accordingly as determined by the City. Personal use of a City vehicle is generally a taxable fringe benefit unless acting in an official capacity or in official "on call" status. Department heads will be held responsible for ensuring only employees meeting the appropriate criteria are assigned take home vehicles. ~~their employees.~~ Employees are responsible to the IRS for their fringe benefits.

## **2.10– Outside Employment**

Employees ~~are permitted to~~ engaging in outside work or to holding other jobs, are subject to certain restrictions as outlined ~~below~~ within this section. Although de minimus use of City resources is allowed, use for outside employment or personal financial gain is never allowed.

Activities and conduct away from the job must not compete with, conflict with or compromise the City's interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by the City. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If the City determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment. Employees who have accepted outside employment may not use paid sick leave to work on the outside job.

Employees with secondary employment must complete and forward to Human Resources, and annually review and update, a certification of Outside Employment.

## **2.11 – Social Media**

Employees ~~are allowed to have~~ who have personal social networking sites must maintain a strict separation between work and personal life. These sites should remain personal in nature and be used to share personal opinions. Employees must maintain a distinction between sharing personal and official government views. Employees must be mindful that members of the general public will make certain assumptions about their access to information, authority or levels of influence solely as a result of affiliation with the City.

All government-related communication through City sponsored social media outlets shall be approved by the Mayor and should remain professional in nature and always be conducted in accordance with the organization's core values, communications policies and practices, and expectations. Employees must not use City social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities. Employees using social media to communicate on behalf of a local government should be mindful that any statements made are on behalf of the organization; therefore, employees should use discretion before posting or commenting.

The City may monitor content out on the Internet. Any postings related to a City employee's job must be consistent with the duty of loyalty (see paragraph 2.13). When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, *"The opinions expressed on this site are my own and do not necessarily represent the views of the City of Wausau"*.- Employees may not post confidential or sensitive information about the City, employees, residents, or applicants. Additionally, employees may not post obscenities, slurs or personal attacks that can damage the reputation of the City, residents, employees or applicants.

## **2.12 – Open Door Policy**

Misunderstandings or conflicts can arise between people in any organization. All City employees are expected to apply constructive conflict de-escalation techniques in interactions. There may be times when a situation required techniques beyond those possessed by the involved employee(s). To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Most incidents will resolve themselves naturally; however, if a situation persists that you believe is detrimental to you or to the City, free discussion with your immediate supervisor, department head, or a member of the human resources department is encouraged. These individuals will endeavor to work out a satisfactory solution to the problem.

The City does not tolerate any form of retaliation against employees availing themselves of this procedure. The procedure should not be construed, however, as preventing, limiting, or delaying the City from taking disciplinary action against any individual, in circumstances (such as those involving problems of overall performance, conduct, attitude, or demeanor) where the City deems disciplinary action appropriate.

Human Resource staff is skilled in and has access to dispute resolution methods. Staff is encouraged to use Human Resources when situations arise that exceed the skill of involved parties to resolve. Department heads are accountable for ensuring that methods of conflict resolution are afforded to individuals seeking assistance.

## **2.13 – Duty of Loyalty**

As citizens, City employees generally retain constitutional rights. However, City employees are expected and will be held accountable to exercising the management chain for communicating matters related to their specific job. City employees are also expected to communicate in a manner that preserves the reputation of the City. In short, free speech is modified for public employees.

## **2.14 – Contact with the Media**

Inquiries from the press must be directed to Department Heads. Employees are not authorized to represent the City unless designated by the Department Head.

## **Chapter 3 – Hiring and Promotional Processes**

### **3.01 – Job Postings**

### **3.02 – Internal Transfers/Promotions**

### **3.03 – Background and Reference Checks**

### **3.04 – Nepotism, Employment of Relatives and Personal Relationships**

### **3.05 – Fairness in Personnel Processes**

#### **3.01 – Job Postings**

The City will post current job openings on the City website and various bulletin boards located throughout City offices. All employees believing they possess the required education, knowledge, skills and abilities of the job being posted are welcome to apply for any open City position.

#### **3.02 – Internal Transfers/Promotions**

Employees with more than six (6) twelve months of service may request consideration to transfer to, or compete for employment within, other jobs as vacancies become available and may be considered along with other applicants. At the same time, the City may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements. Promotions and transfers generally will be determined on the basis of the City's appraisal as to which individual is most qualified for the position. Qualifications are based upon ability to perform the work, relative skills and abilities, education, proven performance, disciplinary record, and experience. Where these qualifications are equal, years of service may be the determining factor. The determination rests with the City.

#### **3.03 – Background and Reference Checks**

To ensure that individuals who join the City of Wausau are well qualified and to ensure that the City maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept an offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the City. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

Additional checks such as a drug and alcohol pre-employment testing, driving records or credit reports may be made on applicants for particular job categories if appropriate and job related.

The City of Wausau also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

#### **3.04 – Nepotism, Employment of Relatives and Personal Relationships**

The City of Wausau wants to ~~ensure that company practices~~ preserve the perception of fairness and prevent ~~do not create~~ situations that could be perceived as such as conflicts of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, both individuals are ~~that person is~~ required to inform their management

chain and Human Resources of the relationship. Upon notification, the manager is to inform and confer with Human Resources as to the best method for resolving the conflict.

Department Directors, managers and supervisors are prohibited from having romantic or sexual relationships with staff employed within their supervisory chain. Perceived violations are to be reported immediately to Human Resources.

The City reserves the right to take measures to preserve the perception of fairness ~~apply this policy to any situations in which the potential where there is for a conflict exists, or the potential for conflict because of the relationship between employees,~~ even if there is no direct-reporting relationship or authority involved.

### **3.05 – Fairness in Personnel Processes**

All City staff are prohibited from seeking any unfair advantage for any applicant for employment and/or attempting to influence the Appointing Authority, Human Resources or other staff participating in the selection process. This does not prevent City staff from being listed as or from providing references within a selection process, the same as any other citizen.

## **Chapter 4 – Employment Categories and Classification**

### **4.01 - Employment Categories**

### **4.02 – Introductory Period**

### **4.03 – Hours of Work**

### **4.04 – Flexible Work Schedules**

### **4.05 – Inclement Weather**

### **4.06 – Separation of Employment**

### **4.01 - Employment Categories**

The City has the following employment categories:

Regular Full-time: A regular full-time employee is an employee who works a regular schedule and is expected to normally work forty or more hours per workweek. Only regular full-time employees receive benefits of the City unless specifically identified in the City's policies or as required by law.

Regular Part-time: A regular part-time employee is an employee who works a regular schedule and is expected to normally work more than twenty but less than forty hours per workweek. A regular part-time employee does receive prorated benefits of the City unless specifically identified in the City's policies or as required by law.

Part-time: A part-time employee is an employee whose schedule consists of less than twenty hours per week. A part-time employee is not eligible for benefits of the City unless specifically identified in the City's policies or as required by law.

Seasonal or Temporary: A seasonal or temporary employee is typically hired for a defined period of time, which may be recurring. This category of employee does not receive any additional compensation or benefits provided by the City unless required by law. The period of employment is typically defined at the time of hire and employment is ended when the season or temporary period is over. Employment may also be ended without notice, subject to the needs of the City.

Intermittent on-call. Intermittent on-call employees work less than 28 per hours per week, often with non-routine work schedules. They may work periodically on a year round basis. This category of employee does not receive any additional compensation or benefits provided by the City unless required by law. Employment may be ended without notice, based upon the needs of the City.

#### 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. 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.

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:

- On-the job training;
- Classroom or field instruction;
- Courses conducted by an educational institution, vocational school, or professional training organization; or
- 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.

Contractor: A contractor is retained on a per project basis with a defined scope at the project outset. A contractor may perform services on a regular or an irregular schedule. Contractors work to provide a specified product or service for an agreed upon outcome work; the performance of work is not controlled by the City. Contractors do not receive any additional compensation or benefits provided by the City.

Executive employees include Department Directors and the Mayor.

Exempt employees include positions that are administrative or professional as defined by the FLSA, and as such, are “exempt” from overtime compensation requirements of the Act. Positions that are “exempt” from FLSA will not receive additional compensation for additional hours worked beyond their normal work hours. These employees are accountable for work product and for meeting the objectives of the Department for which they work. The only exception would be for employees in the position of Police Lieutenant, Fire Battalion Chief and DPW Street Maintenance Supervisor during snow removal months, beginning November 1 and Ending April 1. Exempt employees are expected to work more as many hours as necessary to fulfill their responsibilities and must respond to direction from management to complete specific work assignments by specific deadlines. Overtime exempt employees may be required to work specific hours to provide services as deemed necessary by the Department Head. Additionally, exempt employees may alter their attendance during regular work hours with advance approval from their assigned manager. Such altered attendance will be at the discretion of the employee’s department director, and will be granted if the needs of the department allow for such alteration.

Non-exempt employees are all other employees.

#### **4.02 – Introductory Period**

Unless otherwise specified by the Human Resources Committee, new and promoted employees shall serve an introductory period of one ~~(1) year~~ 6 months. Completion of the introductory period does not guarantee continued employment for any specified period, or does it modify or change the employee’s at-will status or require an employee be discharged only for “cause”. The introductory period is time that allows for a learning curve and neither the employer or the employee is required to give advance notice or reasons for severing the employment relationship.

#### **4.03 – Hours of Work**

The normal workday shall be from 8:00 a.m. to 4:30 p.m., Monday through Friday with a 30 minute unpaid lunch break. ~~For all intents and purposes,~~ The workweek shall be considered to be forty (40) hours year round.

Employees are permitted alternative working hours provided that:

- A. The department head approves the alternate schedule.
- B. Service to the public during the normal workday hours remains unaffected by the alternative schedule.
- C. The number of daily hours worked by the affected employees remains unchanged.

The core hours of work for the following individual Departments shall be 7:00 am to 12:00 p.m. and 12:30 p.m. to 3:30 p.m., Monday through Friday.

Construction and Maintenance Division  
Electrical Division  
Sewage Maintenance Division  
Water Distribution Division  
Wastewater Treatment Plant

Employees in these individual departments will also be given a one 20 minute rest break. The exact time of the rest breaks will be at the discretion of the foreman or supervisor as governed by the nature of the ongoing work. The ~~noon meal~~ lunch period shall be taken at the work site unless otherwise approved by the department head or their designee.

For Patrol Lieutenants, the normal work day shall consist of a twelve (12) hour shift and the normal work cycle shall consist of two (2) days on duty followed by two (2) days off duty; three (3) days on duty followed by two (2) days off duty; two (2) days on duty followed by three (3) days off duty (2-2, 3-2, 2-3 within 14 days).

The normal schedule for Battalion Chiefs shall be as follows: On duty one 24-hour period, have one 24-hour period off, on duty one 24-hour period, have one 24-hour period off, on duty one 24-hour period, and have four (4) 24-hour periods off. The on-duty week shall be an average of not more than fifty-six (56) hours.

Employees are subject to call-in twenty-four (24) hours a day in case of emergency. Emergencies shall be determined by the Mayor or Common Council.

#### **4.04 – Flexible Work Schedules**

The City of Wausau permits its employees to utilize flexible working schedules to achieve improved service levels and to accommodate particular needs of the employees when this does not conflict with the effective delivery of City services or result in overtime.

#### **4.05 – Inclement Weather**

Citizens depend on the City during inclement weather; therefore the City is always open for business, regardless of weather conditions, unless otherwise determined by the Mayor or their designee. Weather conditions may prevent employees from getting to work or cause them to arrive late. Employees are expected to make every reasonable effort to get to work during inclement weather. When severe weather conditions exist, it will be the responsibility of each employee to contact the employee's supervisor before the start of their shift if they are unable to report to work on time. Work time missed due to inclement weather is unpaid time. However, employees may request to use vacation or personal leave time for lost time due to inclement weather.

#### **4.06 –Separation of Employment**

There are many reasons an employee may choose to terminate or be terminated from their employment with the City. Upon receipt of notice of an employee's intent to separate from employment, the supervisor should notify Human Resources. The following types of separations apply:

Resignation: Resignation is a voluntary act initiated by an employee to end employment with the City. The employee must provide a minimum of ten (10) working days' notice prior to the resignation to leave

employment in good standing and remain eligible for rehire. Supervisors should confirm the resignation in writing to the employee, and ensure the resignation is properly documented.

Retirement: A voluntary act initiated by the employee to end employment with the City and to begin drawing earned benefits through the Wisconsin Retirement System. Employees wishing to retire from City service are expected to provide at least 90 days advance notice in order to allow time to properly coordinate all aspects of retirement benefits and leave cash outs.

Reduction-in-Force: Reductions in the workforce are employer initiated actions that may occur through layoffs or furloughs, in addition to attrition or position elimination or modification. The City will determine the Departments, number of positions and persons impacted by the reduction in workforce.

In the event of a reduction in workforce through layoff or furlough, affected employees will be laid off or furloughed based on impact on City operations, experience in a particular position, skills, abilities, qualifications, length of service and the interests and needs of the employer. Length of service shall not be the deciding factor in any decision regarding who will be laid off but may be considered. The employer may choose to solicit volunteers for the reduction in workforce.

Job Abandonment: Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. A no call/no show lasting three days will be considered job abandonment and deemed an employee's voluntary resignation of employment.

Disciplinary Termination: Involuntary, employer initiated actions in response to an employee's failure to satisfactorily perform their assigned job duties and/or failure to comply with the City's work rules.

A former employee who has attained regular status may be reinstated to their former position if they resigned in good standing and if, within one year from the date of resignation, there is a vacancy, and their reinstatement is recommended by the department head with the vacancy and approved by the *Director of Human Resources* or the Police and Fire Commission for positions under their jurisdiction. Employees granted reinstatement will serve an ~~introductory or probationary~~ period regardless of the length of probation served during the prior service. Upon rehire benefits will accrue based on the employee's total years of service.

All items which have been issued to an employee during the course of employment remain the property of the City. At the time of an employee's separation, whether voluntary or involuntary, all City documents and other items of City property in the employee's possession (i.e. cell phones, identification cards, uniforms, keys, key cards, credit cards or procurement cards, tools and equipment) must be returned on or before their last day of work. It will be the supervisor's responsibility to ensure that all City property is returned. Failure to return City equipment may result in collection action and/or will be reflected in future references. It will also

Protective Service Employees. Newly hired Police Officers and Firefighters undergo rigorous and expensive training and receive Department issued uniforms and protective equipment. Any new hire choosing to leave employment within three (3) years of the initial appointment date will be responsible for repaying the City for the costs of pre-employment processing to include the following: medical and drug testing and psychological examination, along with Department issued uniform and protective equipment. Costs will be prorated at 100% from 0 to 1 year, 75% from 1 to 2 years and 50% from 2 to 3 years. In the event a repayment plan is not outlined and agreed to during the period between tendering resignation and separation from employment, collection action may be taken and future employment references will indicate a failure to comply with the employer's work rules and conditions of employment.

An exit interview will be conducted for all separations of employment for regular full and part-time employees through the Human Resources Department. This interview is intended to be beneficial for both the city and the departing employee. Employees will have the opportunity to air concerns or receive answers to specific questions. Additionally, it is the intention of the City to obtain information that will help in recruitment and retention efforts.

Any employee who resigns or who is terminated will receive their final paycheck on the next regularly scheduled payday.