



****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, December 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

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

- 1) Approval of 11/09/15 Minutes
- 2) Input from DPWU regarding Competitive Wage -- Street Maintainer (Lindman)
- 3) Discussion and Possible Action of Employee Handbook - New Revisions to Chapter 5 and Section 8.07 Family Medical Leave (Hite)
- 4) Discussion and Possible Action of Organizational Efficiency Proposal (Hite)
- 5) HR Director's Report: (Hite)
 - A. Employee Open Enrollment After Action Review
 - B. ATU Contract negotiations Process Update
 - C. Anonymous Letter of Complaint
- 6) Future Agenda Items for Consideration
- 7) Adjourn

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 12/09/2015 at 4:00 p.m.

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

It is possible and likely that members of, and possibly a quorum of the Council and/or 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 groups.

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: November 9, 2015, 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, L. Rasmussen
MEMBERS ABSENT:
Also Present: Mayor Tipple, T. Alfonso, M. Hite, E. Krohn, J. Schara

Approval of 10/12/2015 minutes.

Motion by Gisselman, second by Oberbeck to approve the draft minutes from October 12, 2015. All ayes.
Motion passes 4-0 (Rasmussen not present).

Review, Discussion, and Possible Action on the Employee Handbook, Chapters 6-10.

Hite explained that this is the promised results of her review of chapters 6-10 with proposed changes to the Employee Handbook. She also committed to bringing forward Chapter 5 – Compensation for review in December. Oberbeck said he was unable to thoroughly review the changes and made a motion to table this item until the next meeting. Second by Gisselman. Wagner asked if not reviewing at this time would delay having the handbook out in time for employees in 2016. Hite said the goal was to have the changes reviewed and approved in December so that the updated handbook would be available in January. Hite offered to provide an overview of the changes and the Committee asked that she do so.

In summary:

Chapter 6 was updated to define training opportunities for City employees. An outline of required training for employees was added. Gisselman asked if supervisors are required to go through the training listed. Hite said at present there was no requirement. The current practice is for Human Resources to review the City's policies at the time of new hire orientation. Supervisors may choose to cover various topics during group meetings with employees, but at this time there is no formal schedule or documentation of continued training on policies. Hite clarified the proposed Supervisory Certificate Training requirement is available free of charge through CVMIC. Oberbeck asked about software specific training. Hite explained that she was not proposing Department specific training at this time; rather general training being proposed as required for all City employees. She stated there is some software training currently available and she can coordinate with Gerard Klein to address software training. Hite went on to provide an overview of the remaining additions to Chapter 6.

Chapter 7 -- Hite highlighted Employee Benefits with the removal of "7.10 - Modified Duty Assignment" and the addition of "7.10 – Disability Accommodation" which is compliant with the ADA (Americans with Disabilities Act). She explained ADA language has been bargained into the collective bargaining agreements.

Chapter 8 – Time Off/Leaves of Absences, Hite asked for policy change with how personal days may be used. Hite explained that at this time, employees may not use personal days until after 1 year of employment. The proposal is for new employees to be able to use 1 personal day after six months of employment and receive the remaining days after completion of their introductory period (1 year). She also explained the reasoning for the change to "8.06 – Sick Leave" is to reduce the cap for new employees to 480 hours which is the amount of time available to employees under the Family Medical Leave Act. She explained with the addition of the employee benefit of income replacement, additional sick leave becomes a redundant benefit. Sick leave when first offered was a form of insurance for employees to prevent financial disaster in times of sickness or injury. This is now provided for by income replacement insurance which cannot be used concurrent with sick leave. Hite clarified that her proposal was not to take anything away from employees who have higher banks; the proposal would not reduce their sick leave. The only impact would be if their sick leave balances reduced under the 1064 then the cap would continue to decrease and that would become the new cap down to the 480 hour level. Hite also highlighted the proposed policy change to "8.08 – Educational Leave of Absence" from paid leave to unpaid leave. Chapter

10 – Employee Discipline, Hite reviewed language changes and explained the addition of “disability reassignment or termination”.

Motion by Rasmussen to approve changes to the Employee Handbook, Chapters 6-10 as presented. Second by Oberbeck. All ayes. Motion passes 5-0.

Discussion and Possible Action on Performance Management:

B. Department Performance Incentives.

Hite explained that the City currently provides an incentive for employees to not use sick leave. Hite is proposing an option to allow departments (excluding Police and Fire due to collective bargaining agreements) to elect to participate in a group incentive program for time off. If a department would opt to participate in the group incentive program, it would be offered to employees in place of PAL (Perfect Attendance Leave) days individually during that accrual period. Hite reviewed the 4 goals each department would strive to meet to receive an incentive leave award. Wagner asked about employees who may not want to participate; Hite said she feels that positive peer pressure would influence employees to participate and promote team efforts towards team goals. Rasmussen asked who would make the decision to participate as a group; Hite said it would ultimately be the decision of the Department Director with input from managers and supervisors. Discussion took place regarding this item and how it would be received by employees. Hite assured the committee that monthly reports could be provided regarding the pilot program, and if it isn't working, it could be abandoned. Mayor Tipple asked if smaller departments would be combined. Hite said she would bring it to a department head meeting to iron out the details and employee groups could be defined at that time. The committee responded favorably to proceeding with trying the pilot program. No motion on this item.

A. Appraisals – Position Specific Performance Standards

Hite explained that she has been working with department heads and supervisors to create position specific performance appraisals for various positions within the City, beginning with the positions that have larger groups of employees, such as Public Works. Hite reviewed a sample performance appraisal with the committee and explained the different sections of the appraisal and how the items are measured. Hite explained that in creating the position specific performance standards, it has highlighted the need to update the current job descriptions. She stated this will be a goal for HR to review and update all job descriptions in 2016. Hite said that with past performance appraisals, employees were unsure of how their performance was being measured. Hite has worked with department heads and supervisors to create measurable performance standards for positions that will allow employees to understand how they are performing in their specific position, and how they are being measured. Hite went on to say that everyone she has met with to create the position specific performance appraisals feel like they have ownership in the performance appraisal process and are excited about the new appraisal forms. No motion on this item.

HR Director's Report.

A. Employee Benefits Open Enrollment.

The enrollment meetings have been going well; 23 meetings have been scheduled at various locations for employees to attend. Feedback has been positive.

B. Employee Feedback – Promotion

Hite shared feedback prepared by a Patrol Officer on why he did not apply for a promotional opportunity at the Police Department. Hite passed along this information on behalf of Chief Hardel for the committee to review.

Discussion and Possible Action on Organizational Efficiency Study.

Wagner said initially they (Council) wanted to focus on specific departments, but now thinks that a study of all departments may be more beneficial to find out what departments are doing and if they are staffed properly. Oberbeck said that they are predicting a 4.7% budget increase for next year, and the City has to look for ways to do things differently. Oberbeck said instead of looking at individual positions, they have to focus on defining the the priorities of the City, the outcomes, and ways to achieve them? Rasmussen said the last time an organizational efficiency study was sent out for RFP, it was decided that the City could not afford the cost, but another option would be to do a LEAN analysis. The Committee discussion explored the possibility of assigning Human Resources to assist with conducting this type of analysis. When asked direct, Hite responded that while

she has a LEAN green belt and could perform an analysis, she would ask to have the support of a LEAN black belt as a resource for conducting this work. The Committee agreed this would be an appropriate measure. Wagner tasked Hite to develop and bring a proposal back to committee for consideration in December. No motion on this item.

Future Agenda Items for Consideration.

Hite will bring back Employee Handbook Chapter 5, will prepare a new section addressing Family Medical Leave, and will prepare a proposal for an organizational efficiency analysis for Committee review.

Adjourn.

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

Romey Wagner
Human Resources Committee, Chair



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

Introduction

Revision and Approval Process

Chapter 1 – General Employment Practices

Chapter 2 – Employee Conduct

Chapter 3 – Hiring and Promotional Process

Chapter 4 – Employment Categories and Classification

Chapter 5 – Compensation

Chapter 6 – Performance Measurement and Staff Development

Chapter 7 – Employee Benefits

Chapter 8 – Time off/Leaves of Absence

Chapter 9 – Risk Management and Workplace Safety

Chapter 10 – Employee Discipline

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, up to and possibly 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 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 1st, 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. Exempt employees are expected to work 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.

- a. The only exception would be for employees in the position of Police Lieutenant (who are treated consistent with the Police Collective Bargaining Agreement), Fire Battalion Chief and DPW Street Maintenance Supervisor during snow removal months (beginning November 1 and Ending April 1).
- b. 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.
- c. For treatment of all other exempt level staff when working excessive or extraordinary hours, refer to 5.06 – Compensatory Pay and Exchange Time

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.

Chapter 5 – Compensation

5.01 – General Provisions

5.02 – Compensation Plan Administration

5.02 – Time Keeping

5.04 – Payroll

5.05 – Overtime

5.06 – Compensatory Pay

5.07 – Call-in Pay

5.08 – Shift Differential

5.09 – Jury Duty

5.10 – Mechanic Incentive Pay (Water Utilities)

5.11 – Firearm Certification Pay

5.12 – Expense Reimbursement

5.13 – Clothing and Equipment

5.14 – Attendance at Training Sessions and Other Meetings

5.01 – General Provisions

The compensation for general City employees in an allocated position not covered by a labor contract shall be established by the Director of Human Resources within the budget approved by the Common Council.

Where applicable, overtime, compensatory time, call-in pay, shift differential and court appearances for Police Lieutenants shall be paid in accordance with the provisions of the collective bargaining agreement between the City of Wausau and the Wausau Professional Police.

~~We believe that~~ It is in the best interest of the City of Wausau, our employees, and the community in which we serve, to competitively and fairly compensate employees for their work. The compensation for general City employees in an allocated position not covered by a labor contract will be established by the Human Resources Director within the budget approved by the Common Council.

The City's compensation philosophy is to maintain position classifications and compensation levels that are internally consistent and responsive to changes in local economic conditions and strategic priorities. The City's pay plan is designed to fulfill employer obligations under state and federal statutes. The City's compensation priorities include:

(1) Internal equity and alignment: Employee's jobs and skills will be compared in terms of their relative contributions to the City's objectives. This comparison will include the nature and responsibilities of the position, the decision making environment and impact, scope of accountability, qualification requirements and level of control assigned to the position which will include independence of action and levels of judgement and discretion required of the position. Pay rates both for employees doing equal work and those doing dissimilar work will continually be evaluated.

(2) External competitiveness: To be an effective organization the City must attract and retain high caliber employees while at the same time controlling labor costs to ensure living in Wausau provides value to our citizens. The City will gauge our compensation against both private and public markets to ensure that we are capable of employing a quality work force at market costs.

(3) Employee contributions to pay organizational effectiveness: ~~Employee contributions to pay refer to the relative~~ Increasing emphasis placed on performance that exceeds goal achievement. The City will evaluate employee performance and determine whether an one employee should be paid placed differently in the salary range based upon ~~from another depending on~~ relative performance.

(4) Administration: The City will continually evaluate ~~our~~ the compensation plan and pay model to determine ~~that we are meeting our~~ if the strategic goals are being met with our human resources. This review will focus on ~~whether we are the~~ ability to attracting and retaining skilled workers, perceived fairness and understanding of the pay plan, and ~~how our~~ a comparison of labor costs ~~compare~~ to the overall labor market.

~~Our~~ The City's total compensation system is comprised of ~~both~~ Base Compensation, ~~and~~ Employee Benefits and Discretionary Performance Recognition. ~~Our~~ The compensation system will be objective and non-discriminatory in theory, application, and practice. Base compensation is designed to provide competitive and fair compensation to employees for fulfilling the full scope of responsibilities and accountabilities as outlined in our job descriptions. Base compensation salary ranges for each position are established by researching industry and local salary survey data. ~~Base compensation levels within the established range for the position are determined on the basis of an employee's ability to execute the full responsibilities of the position at an acceptable proficiency level.~~ Generally, the City will administer base compensation to reflect the requirements of the position and will incorporate the City's ~~our~~ pay-for-performance culture.

City employee benefits will be reviewed on an annual basis to ensure they remain as competitive as possible within budget constraints. Human resources will coordinate and recommend benefit design changes annually to the Common Council through the Human Resources Committee, ~~competitive within the marketplace and reflect those benefits valued by our employees.~~ Targeted levels for benefits will be positioned at or slightly above the market median as derived by review of industry and local survey data and discussion with City insurance representatives and other advisors.

5.02 – Compensation Plan Administration

- (1) **Job Documentation:** Job documentation refers to the collection and maintenance of job content information. Formal job descriptions are used to describe duties and responsibilities required for each job at the City. The description focuses on the job, not the employee assigned to the job and is representative of work performed. ~~Appraisal of the employee's performance is treated as a separate issue.~~

City job descriptions generally contain the following information: job title; reporting relationships; exemption status; purpose; essential duties and responsibilities; additional duties and responsibilities; job requirements; performance specifications; and work environment conditions. A copy of the approved job description is available for each employee on the City's website, through their manager, or the Human Resources Director. A job description is used to describe every job. It is intended to document the minimum requirements and illustrative duties and responsibilities of the job as it exists at the present time. The formal job description is used as the basis for assigning a pay range. Accurate and complete job descriptions will be prepared and maintained.

~~Salary adjustments for current employees or hiring rates for new employees are authorized only with a current job description.~~

Current job documentation is the responsibility of the Human Resources Director in coordination with department directors ~~managers~~. The Human Resources Director is responsible for ensuring the consistency and accuracy of the information and keeping formal copies and background information on file for all jobs. The Human Resources Director is also responsible for writing new and revised job descriptions and determining the salary range for new or changed jobs.

At the time the Department Director determines there is a vacancy to fill, if a manager wants to hire for a new job, a position description questionnaire must be completed listing the minimum requirements and responsibilities for the job. A job description will then be developed and a pay grade and salary range assigned to the job.

As a job changes, a revised job description may be needed. Department Director's will ensure the managers are required to reviews the job description with their employees on an annual basis in conjunction with the performance appraisal process. If changes are minor, the manager and employee should note the changes on the current job description and forward it to the Human Resources Director. The Human Resources Director will make the changes and prepare and distribute an official revised description.

If a job becomes vacant, the Department Director will ensure the manager is required to reviews the current job description to determine if it reflects the work to be performed or if there should be any changes prior to the position being posted. Revisions should be made before any action is taken to fill the position.

- (2) Salary Range Structures:** The City is committed to providing a salary range structure that is responsive to the external market and is internally equitable. Data will be collected and analyzed on a regular basis to determine market movement of jobs and current salary trends.

Job pricing is the process of matching our jobs at the City to jobs of the external market. Pay grades are determined through a process of evaluating jobs based upon internal and external conditions and grouping similarly valued jobs together (job groups). The market value for jobs within a job group is used as a factor when computing the pay for the salary range structure.

The salary range structure consists of a series of overlapping salary ranges. Each salary range has a minimum, midpoint, and maximum salary amount. To reflect the City of Wausau's pay for performance philosophy, the minimum and maximum of each pay grade will be within 20% of the midpoint. The City of Wausau will review the Consumer Price Index for All Urban Consumers (CPI-U) credible sources of data as well as data from local and national compensation surveys in order to maintain competitive salary ranges.

Each salary range is identified through a minimum, midpoint, and maximum salary amount.

(a) Minimum –The lowest amount the City will pay an individual for a job assigned to the salary range.

(b) Minimum to midpoint area ~~(the first and second quintiles)~~ – Is intended for employees who:

- Are continuing to learn job responsibilities while meeting performance standards.
- Are fully trained but perform at a level that is less than proficient.
- Have not acquired sufficient time in the job to warrant pay at the midpoint level.

(c) Midpoint area ~~(the third quintile)~~– Intended to represent the salary level for employees who are fully qualified and performing at a proficient level over a period of time (the direct midpoint of the range is intended to reflect the market rate).

(d) Midpoint area to maximum ~~(the fourth and fifth quintiles)~~ – Intended for employees whose performance is continuously excellent or outstanding and exceeds performance objectives over a period of time.

The Human Resources Director will conduct a comparative ratio analysis on an annual basis to determine where each employee's pay falls relative to his or her current salary range. As a policy, the Common Council requires the overall pay plan to maintain compensation within assigned pay ranges within the salary structure a comparative ratio analysis within the third quintile using the information contained within this section as a guideline.

The Human Resources Director is responsible for gathering, analyzing, and recommending changes to the salary range structure based on market data and salary trend information. Final approval of these recommendations will be made by the Common Council. A full review of market data for all City jobs will

be conducted approximately once every five (5) years. The Human Resources Director will review market data and develop a comparison of market data to current midpoints and current pay practices.

- (3) Pay Adjustments:** A pay adjustment occurs when the City adjusts an employee's rate of pay to fall within the parameters of established pay ranges. These adjustments may occur for various reasons. To ensure credibility and achievement of City objectives, an effective pay adjustment system must be developed and maintained with guidelines and procedures communicated to users on a timely basis. The guidelines and procedures of the base compensation plan are intended to ensure that each employee will be rewarded on the basis of demonstrated performance.

Department managers are responsible for initiating appropriate pay adjustments for their employees through the performance management system with the oversight of the Human Resources Director. Managers will communicate all approved pay adjustments to employees.

- (a) ~~Market~~ General Wage Adjustments (GWA):** General wage increases are periodic measures designed to keep salaries current with the rate of inflation and are often tied to market rates. Within the City, market rates (mid-points of salary ranges) are the rate of pay with which the City compares itself in local, regional or even national markets for our jobs. When necessary and appropriate, salary adjustments not related to performance, but intended to keep employee buying power current as a retention measure, or to correct market or equity disparities may be proposed for individual jobs, groups of jobs, or to the overall pay plan to maintain the City's relative position to the market. All general wage market adjustments will be submitted to approved by the Common Council for approval and will add to the base budget moving forward.

- (b) ~~Merit Discretionary Performance Incentives-Increases (DPI):~~ Merit Discretionary performance incentives increases are intended to ensure that performance is recognized. ~~and that Equity is achieved and maintained by inclusion in the pay range for which the position is rated.~~ The Human Resources Director will review market conditions and trends to recommend a ~~merit increase~~ budget on an annual basis that will be approved by the Common Council. Recommendations for individual ~~merit increases~~ discretionary performance incentives will be determined by Department Directors within the budget provided and should be on the basis of performance. ~~Merit Discretionary performance incentives increases require the following:~~**

1. Current, completed performance evaluation on file with Human Resources;
2. Overall exceptional ratings on the current performance evaluation;
3. A recommendation made by the Department Director to the Human Resources Director;
4. Within the budget approved by the Common Council; and
5. Approved by the Human Resources Director who will take into consideration the overall performance of all general government employees. Discretionary Performance Incentives may include the following:
 - a. Base adding percentage increase ranging between .25 and 4%.
 - b. One-time cash bonus (overtime exempt staff only).
 - c. Paid time off (1/2 day increments up to one full work week).
 - d. Tuition reimbursement.
 - e. Assignment to attend professional development training or professional conferences.
 - f. Gift cards.
 - g. Nominal items designed to reward the employee (Example briefcase for office workers, cold or hot weather gear for staff who work outside, etc.)

~~are not permitted if the increase would move the compensation of an employee past the maximum established for the salary range. A merit increase is applied by taking the employee's current rate of~~

pay, identifying which quintile that rate of pay is in, and then multiplying the current rate by the percentage increase established in the annual merit increase decision worksheet based on the employee's level of performance. The following table is an example of an annual merit increase decision worksheet. The merit increase worksheet will be determined within the budget approved by the Common Council, employee performance, and both overall and individual comparative ratio analysis on an annual basis.

Example Annual Merit Increase Considerations

LEVEL OF PERFORMANCE	QUINTILES				
	1 st (80-87%)	2 nd (88-95%)	3 rd (96-104%)	4 th (105-112%)	5 th (113-120%)
Exceptional Performance	4.0%	3.5%	3.0%	2.5%	2.0%
Proficient Performance	3.5%	3.0%	2.5%	2.0%	1.5%
Marginal Performance	0.0%	0.0%	0.0%	0.0%	0.0%

(c) The operational needs of the City drive the work to be performance by employees. The market drives the level of pay needed to attract and retain workers possessing the skills and abilities necessary to perform the work. Various statutes define the pay requirements for public employees. Compensation plan administration is technical in nature and is delegated to the Human Resources Director to administer within the budget approved by the Common Council. Funds to administer the compensation plan generally add to the base budget going forward. The types of actions requiring compensation decisions may include the following:

1. **New Hires:** The hiring rate is normally the minimum of based upon the salary range of the position, factors in the salary rate of the position finalist, and is generally below the mid-point for new hires entry level individuals. If an individual with prior experience is hired, the hiring rate should reflect the level of experience the individual brings to the City. The proposed rate should not create inequities with current staff. The proposed hiring rate will be determined and approved by the Human Resources Director. Any hiring rate that exceeds the market rate (mid-point) for a position must be presented to and approved by the Mayor.
2. **Introductory Period Completion.** The introductory period allows both the employer as well as the new employee to evaluate whether or not the position is a good fit for one or both parties. It also allows the manager to evaluate how well the employee performed the standards of the position. For employees whose performance during the introductory period is exceptional, a discretionary performance incentive may be warranted within the budget approved by the Common Council. Any requests for a discretionary performance incentive upon conclusion of the introductory period must be submitted through and endorsed by the employing Department Director to the Director of Human Resources. The request must contain a justification of performance standards established along with a description of quantifiable ways the standards were exceeded. Requests must be received by Human Resources within 30 days of the introductory period completion.
3. **Promotional Increases:** Promotional increases are provided when a current employee moves into a position with a higher level of responsibilities. to recognize an increase in the scope and responsibility of a job and should be given at the time the new responsibilities are assumed. The amount of the increase should be consistent with the objectives of the base

compensation plan, take into consideration the employee's pay level prior to the promotion, and internal equity issues.

4. **Job Reclassification:** As the organization continues to grow, jobs and responsibilities will evolve and change over time. Therefore, as job descriptions change, they will be periodically evaluated to determine if the job needs to be reclassified into a different pay grade. The Human Resources Director will have the responsibility to recommend the reclassification of positions in order to ensure appropriate classification and wages.

Department initiated reclassification requests. . . If the duties and responsibilities substantially exceed those specified for the position, or if the job has substantially changed due to increased departmental demands which place increased responsibility on the position, a Department Director may initiate a position reclassification request. Due to varying circumstances involved in position reclassification, the department head shall meet with the Mayor and human resources director prior to the initiation of any action involving a reclassification. This effort should help avoid any misunderstanding during the reclassification process. Note: "more of the same" is not the basis for reclassification, but rather new work of a higher level shall be demonstrated before the department director and personnel director shall consider a reclassification request.

All position reclassification requests will require submission of a position description questionnaire, internal equity analysis, and relevant market data prior to consideration. ~~Employees can make reclassification Requests~~ must be processed through ~~to their respective Department Director Head with the assistance of who will request that Human Resources aid in the analysis and collection of market data.~~ Reclassification requests can be made beginning the first working day in April and all requests must be submitted to Human Resources no later than the last working day in June. All reclassification requests will be evaluated thereafter and subject to the approval by the Human Resources Director within the compensation plan's administrative guidelines and philosophy.

5. **Transfer:** A transfer is the reassignment of an employee from one job to another job in the same pay grade and salary range ~~which normally does not involve a change in pay.~~ Lateral transfers provide employees with the opportunity to acquire new work experience and provide exposure to a different work environment.
6. **Temporary Appointments:** Employees temporarily appointed to positions of a higher classification may be eligible for a pay increase during the temporary appointment period. The Human Resources Director will take into consideration the employee's pay level at the time of the appointment, change in scope of duties and responsibilities, duration of the appointment, internal equity issues, and other factors when making the compensation determination.
7. **Developmental job assignment.** When the business need arises to assign an employee to perform the full scope of duties and responsibilities of a higher level position for more than thirty (30) consecutive calendar days the Department Director may, with approval from the Human Resources Director, authorize a developmental job assignment. Developmental job assignments will only apply to assignments to a higher level classification within a higher paying range on the salary structure. The Human Resources Director may authorize a salary increase within the higher range up to 5% more than the employee's regular salary for the duration of the assignment if funds are available within the budget adopted by the Common Council.

8. **Demotion:** A demotion is the reassignment of an employee from one job to another job in a lower pay grade and salary range with a resulting decrease in the scope and responsibility. Demotions may occur for unsatisfactory job performance, in response to an employee request, and for various organizational reasons. The determination of whether the employee should have their pay reduced will be based on the current pay level of the employee relative to the salary range as well as internal equity considerations.
9. **Redlining:** Employees whose salary is determined to be above the maximum pay rate in the pay grade established for their job will have their pay rates redlined until such time that the market adjustments bring their current salary within established salary ranges. The redlining procedure does not allow for an employee's base rate to be adjusted above the salary range maximum rate. Once adjusted to the maximum salary rate, employees remain eligible to receive discretionary performance incentives that do not add to the salary. ~~any portion of any pay increase that exceeds the salary range maximum rate as a lump sum payment to be paid at the time of the adjustment. The lump sum payment will be calculated by taking the hourly rate that exceeds the salary range maximum rate and multiplying it by the annual hours for the position (usually 2,080 hours). Before an employee is redlined they must be notified in writing prior to and given adequate time to appeal the decision to the Human Resources Director.~~

(d) Exceptions: In order to make the base compensation plan an effective management tool, exceptions from ~~the~~ base compensation administration guidelines may be considered when extenuating circumstance exist. Exceptions to policy should be discussed with the Human Resources Director prior to the preparation of any. Exceptions must be reviewed and approved by the Human Resources Director.

(4) Confidentiality Compensation Setting: ~~The City will treat all Pay and salary range information confidentially.~~ information is a matter of public record. As a general rule, City will not discuss individual compensation information with other employees unless extenuating circumstances exist. When discussing compensation with an employee, ~~we will remain the focus will be~~ on that employee's specific pay situation. Employees will be provided their individual pay and salary range only in conjunction with employment. In the event an employee accesses salary information on other staff, that employee is prohibited from sharing that information within the workplace and from using it in a manner that is disruptive to the workplace. If an employee is considering a job change to a vacant position, the salary range information for the position sought will be discussed at that time. Compensation is based upon the position's duties, responsibilities and qualification requirements, not on the qualifications of the individual.

City of Wausau compensation data is public record. Therefore, any party wishing to acquire specific compensation information may be entitled to receive it provided they make the request in the appropriate manner.

5.03 – Time Keeping

All non-exempt employees must accurately record time worked on a time card for payroll purposes and are required to record their own time at the beginning and end of each work period, and before and after any unpaid break. Employees must record their time whenever they leave the building for any reason other than City Company business or with prior approval from the supervisor. Filling out another employee's time card, allowing another employee to fill out your time card, or altering any time card will be grounds for discipline.

No work shall be performed by employees prior to their clocking or logging in at the start of their work day, during their lunch break when they are clocked out, or after they have clocked out at the end of their work day. No one in the City of Wausau has the authority to ask, or encourage, or insinuate that you should work off the clock.

Employees may use vacation, sick leave or compensatory time in units of 15 minutes or more.

5.04 – Payroll

City employees shall participate in the City's direct deposit program and are paid on a bi-weekly basis. The general payroll workweek begins on Sunday at 12:01 am and ends on the following Saturday at 12:00 midnight. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a bank holiday, employees will be paid on the day prior to the bank holiday.

The City of Wausau is required to make certain payroll deductions from ~~your each~~ paycheck ~~each time one is prepared~~. This includes federal income taxes and ~~your employee~~ contribution to Social Security, where applicable and as required by law. These deductions will be itemized on ~~you're the~~ payroll statement. The amount of the deductions may depend on ~~you're~~ earnings and the information ~~you~~ furnished on your W-4 form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status ~~or number of exemptions~~ must be reported to Human Resources immediately. To ensure proper credit for tax purposes a new W-4 must be completed to change the number of exemption. The W-2 forms you receive for each year indicate precisely how much of your earnings were deductions ed for these purposes. Any other mandatory deductions to be made from ~~your~~ paychecks, such as court-ordered garnishments, will be taken explained whenever the City is ordered to make such deductions.

The City reserves the right to make deductions and/or withhold compensation from an employee's paycheck as long as such action complies with applicable state and federal law. In addition, it may be possible ~~for you~~ to authorize the City to make additional deductions ~~from your paycheck~~ for extra income taxes, contributions to retirement savings programs or insurance benefits (if eligible).

Every effort is made to avoid errors in an employee's paycheck. All questions regarding errors or deductions should be directed to Human Resources immediately. ~~If you believe an error has been made or you have a question about your pay, notify Human Resources immediately. If you believe your pay has been improperly docked, notify Human Resources immediately.~~ The City will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

5.05 – Overtime

Positions within the City are analyzed under the provisions of the Fair Labor Standards Act to determine if they are assigned duties and responsibilities that meet the criteria for overtime coverage. Any question related to the overtime designation of a position should be referred to Human Resources.

Prior approval by supervision or management must be obtained for all overtime hours worked. Failure to obtain prior approval for working overtime may result in disciplinary action. Overtime work is to be held to a minimum consistent with the needs of the service. It is the responsibility of each department to explore all possible alternatives before a decision is made to require employees to work on an overtime basis. Further, it is the responsibility of each department to ensure that the provisions of overtime pay are administered in the best interest of City service. Each department should develop internal controls that provide a means of reviewing and evaluating the use of overtime.

Overtime shall be compensated for non-exempt employees at one and one half (1 ½) times the employee's hourly rate of pay. Overtime is defined as any hours worked in excess of 40 hours per week. Hours worked on Saturday or Sunday for work that is not regularly scheduled is considered overtime and shall be compensated at one and one (1 ½) times.

~~For workers in the following individual Divisions, overtime is defined as work in excess of eight (8) hours per day or forty (40) hours per week. The Divisions listed below exclude support staff, and exempt staff for the purposes of overtime.~~

Overtime eligibility is based upon work performed. General government positions designated as overtime eligible for performing work beyond the normally scheduled work day (generally 8 hours), are those that require immediate relief and would typically include skilled crafts or service maintenance overtime eligible positions in the following areas of the workforce:

Community Development Maintenance Division
Construction and Maintenance Division
Electrical Division
~~Engineering Division~~
Sewage Maintenance Division
Water Distribution Division
Wastewater Treatment Division

Overtime eligible employees in other areas of general government not covered under a collective bargaining agreement are eligible after working more than forty (40) hours in a work week. When the business need allows, the Employer may adjust the regular work schedule of the employee to prevent the payment of overtime.

5.06 – Compensatory Pay and Exchange Time

The Department Director will determine, with input from non-exempt employees, ~~shall have the choice of whether they~~ receiving overtime in pay, or as compensatory time.

Exempt level staff referenced in 4.01, excepting Police Lt's. may receive straight time (hour for hour) compensatory time for hours worked in excess of 40 hours per week. Executive level shall not be allowed compensatory time under any circumstances.

~~Compensatory pay for Battalion Chiefs shall be paid at straight time (hour for hour)~~

Compensatory time may accumulate to a maximum of forty (40) hours with the following exceptions:

- a. Fire Battalion Chiefs: Compensatory time may accumulate up to a maximum of four hundred (400) hours.
- b. Police Lieutenant: Compensatory time will be capped at the rate specified within the Police Collective Bargaining Agreement.

Compensatory time off shall be scheduled so as not to unduly disrupt operations.

All other exempt level staff working excessively or extraordinarily as deemed by the Department Director with concurrence from Human Resources, may be awarded exchange time in increments of one-half (1/2) day up to a maximum of one work week. Exchange time has no cash value and is not transferable.

Compensatory time off shall be paid out at any time during the year upon written request and approval by the Department Director. Compensatory balances that exceed the bank hour maximum shall be paid out. All balances in compensatory time banks must be used within the year it is earned or it will be paid out on the last pay period of each year.

5.07 – Call-in Pay

If a non-exempt employee is called back into work outside of his or her work schedule, he or she will receive a minimum of two (2) hour's pay for such work or pay for the actual time worked, whichever is greater.

For scheduled court appearances on behalf of the City of Wausau, employees will receive a minimum of two (2) hour's pay for such work or pay for the actual time worked, whichever is greater.

These provisions will not apply to hours worked consecutively prior to or subsequent to the employee's regular schedule of hours.

5.08 – Shift Differential

Any regular employee whose assigned to work a schedule that requires four (4) or more work hours after 4:30 p.m. shall receive forty-five cents per hour (\$.45/hour) in addition to their regular hourly rate. For any regular employee whose assigned to work a schedule that requires four (4) or more work hours after 12:00 midnight shall receive sixty cents per hour (\$.60/hour) in addition to their hourly rate. Shift differential shall be paid as described above for leave time and would include vacation, sick days, and holidays. No differential shall be paid for an employee working overtime.

5.09 – Jury Duty

Regular full-time employees who serve on a jury or are subpoenaed to appear as a witness before a court or administrative tribunal shall be paid the difference between the jury or witness duty fees and their regular earnings. When released from jury or witness duties employees shall immediately return to their job and complete the scheduled work day. Employees shall not be entitled to overtime or shift differential under this provision. Part-time employees are not eligible for paid time off for jury duty but shall be allowed to modify their work schedule to accommodate such duty when reasonably possible.

5.10 – Mechanic Incentive Pay (Water Utilities)

Employees classified as a ~~Plant Maintenance Mechanic~~ Water Plant Operations Technician in the Water Department and Plant Maintenance Mechanic in the Sewage Department are eligible for an educational incentive pay of \$0.50 per hour upon achieving 50% of the electrical and instrumentation training program as confirmed by North Central Technical College officials. Upon completion of the electrical and instrumentation NTC program and receipt of a State of Wisconsin Journeyman card, the employee will receive an incentive pay of \$1.00 per hour.

5.11 – Firearm Certification Pay

Persons classified as Deputy Chief, Captain or Lieutenant will receive Firearm Certification Bonus equal to 1% of ~~step 5~~ the mid point of the appropriate pay range of their respective positions pay grade. Firearm pay shall be paid upon meeting department annual certification testing standards and no later than November 1.

5.12 – Expense Reimbursement

For employees where a Commercial Driver's License is a requirement of employment, the City will pay up to \$50 toward the difference in the cost of a commercial driver's license and a regular license, upon issuance and/or renewal.

5.13 – Clothing and Equipment

The City provides clothing allowances and uniforms to certain employees.

Building Maintenance employees shall be furnished shirts and pants by the City.

Parking Control Specialists shall receive uniforms purchased by the City at the time of initial employment. The City will maintain such uniforms by replacing damaged or worn out clothing upon proof of the need for replacement.

Employees in the following divisions will receive the following Clothing and Equipment:

Construction and Maintenance Division
Electrical Division
Engineering Division

Sewage Maintenance Division
Water Distribution Division
Wastewater Treatment Division

- 1) All protective clothing required to perform essential job duties shall be owned and furnished by the City in its discretion at no cost to employees. Such protective clothing shall be left on City property at the close of the working day.
- 2) The City shall provide five (5) changes per week of uniforms for employees in these divisions except the Engineering Division.
- 3) Skilled workers shall furnish hand tools of their trade as found necessary in their job requirements. Power tools, special equipment and large tools will be furnished by the City. Any question concerning the necessity of purchasing additional tools shall be determined by the City.
- 4) Employees shall receive an annual reimbursement of \$50.00 towards the purchase of cold weather gear.
- 5) Employees will be reimbursed 50% of the cost up to \$75.00 per pair of safety boots annually. Boots must be worn on all job sites and inspected for compliance to ANSI Z41.1 standard.

Persons classified as Police Chief and Fire Chief shall receive a uniform allowance of \$475.00 per year, ~~persons classified as Deputy Fire Chief shall receive a uniform allowance of \$350.00 per year and persons classified as Battalion Chief, EMS Division Chief, or Fire Marshall shall receive a uniform allowance of \$325.00 per year for replacement and care of uniform items.~~ Persons classified as Deputy Fire Chief, Battalion Chief, EMS Division Chief and Fire Marshal shall receive a uniform allowance in accordance with the provisions of Article 15 of the agreement between the City of Wausau and Wausau Firefighter Association, Local 415. Persons classified as Police Lieutenant, Police Captain or Deputy Police Chief shall receive a uniform allowance in accordance with the provisions of Article 20 of the agreement between the City of Wausau and the Professional Police Association.

5.14 Attendance at Training Sessions and Other Meetings - ~~During your employment, you may be asked, or required,~~ Employees may be assigned to attend training sessions and other professional meetings. Attendance at training sessions or other meetings, whether during, before, or after the employees regular work schedule may be considered paid time. ~~To find out~~ More information regarding when training sessions or other meetings will be considered paid time; ~~please contact your direct is~~ available through the supervisory chain or human resources.

~~**5.15 Temporary Reassignment to Higher Position.** Employees who are reassigned to work in a higher position will be paid their usual hourly rate for the first 30 working days of assignment. Beginning the 31st working day of the temporary assignment, the employee will be paid the minimum wage of the higher position. If the employee's current salary is higher than minimum, the employee will be paid at the step that is the next highest to their current salary.~~

5.16 Standby Pay. One employee within the Water Utility and two employees within the Wastewater Utility will be designated to standby to keep the system operational by responding to emergent situations and/or to reduce or mitigate risk resulting from potential failures within sewer collection and water distribution system. Overtime - eligible employees on standby status will be compensated at a rate of nine percent (9%) of their hourly base salary for the week assigned for standby status. Standby employees, when called in to work, will still receive the 2 hour minimum for being called in to work. While in standby, the designated employee(s) will be present at a specified location or immediately available to be contacted and will be prepared to report immediately for work if the need arises, although the need might not arise. Standby status is not concurrent with work time. Standby status begins at the end of the normally scheduled work day and ends at the beginning of the following normally scheduled

work day. Standby assignments will be in increments of one week, beginning at close of business on the designated day and end at the beginning of the work day one week later.

5.17 Premium Pay for City Engineer Designation. An Engineer recommended by the Director of Public Works and Utilities and designated by the Mayor to perform the duties of City Engineer as annotated within the Municipal Code shall receive additional compensation of 7% for the duration of the appointment.

5.16 Tuition Reimbursement. Employees whose performance exceeds average ratings may be eligible for partial tuition reimbursement consistent with the Department's procedure and within available resources. When funds are available, Department's may approve up to 50% reimbursement for tuition. Approval must be obtained in advance of enrollment, and tuition reimbursement may occur upon receipt of proof of satisfactory completion of a course previously approved for tuition reimbursement. Funds expended for tuition reimbursement are limited to tuition or registration fees and will not include textbooks, supplies, travel or any other school related expense. If a recipient departs City employment within 3 years of receiving tuition reimbursement, the departing employee must repay the City for any funds received. Failure to make reimbursement arrangements may result in collection action and will result in a negative reference.

Chapter 6 – Performance Measurement and Staff Development

6.01 – General Provisions

The public expects high quality service from our employees that is delivered using the most efficient and effective use of resources. The City expects all employees to perform their job duties at a high quality level that exceeds the expectations of our citizens. As the City has limited resources available, it must only employ individuals who are committed to and capable of providing high quality services. Therefore, apathy, an inability to work as a member of a team, attitudinal issues, and marginal or unacceptable work performance are inconsistent with the interests and expectations of the City and the public.

The City has established a performance review process and will evaluate employee performance by conducting periodic employee performance reviews. These reviews will enable each employee to receive regular feedback on performance expectations and actual job performance. Supervisors will formally document performance feedback known and discussed with the employee during the performance period at least once annually. Performance standards and job expectations will be discussed at the formal review meeting. Throughout the performance rating period, supervisors and managers will provide employees with feedback concerning their performance. Constructive feedback designed to improve or enhance performance will be provided as well as recognition for a job well done. All performance reviews will be based on job factors that include but are not limited to job knowledge, quality of work, initiative, dependability, attendance, attitude and related factors.

An up-to-date performance appraisal must be on file in the personnel record in order for an employee to be eligible for any form of pay increase.

6.02 – Training

Training can be any measure taken to expand an employees knowledge, skills and/or abilities and may include any of the following methods:

1. On-the job;
2. Classroom or field instruction;
3. Courses conducted or conferences hosted, by an educational institution, vocational school, or professional training organization; or
4. Written, oral and/or practical examinations(s).

In addition to developing an employee's job performance, assigning an employee to attend training can be a form of recognition for a job well done.

6.03 – Voluntary or Developmental Training

There may be times when employees request to attend training designed to develop them within their career. In these instances, supervisors and managers must assess whether or not attendance at the desired training will be of benefit to the City of Wausau. If the determination is made that it will benefit the City, Department Directors have the authority to outline an arrangement to support the employees development within available resources and in compliance with pertinent statutes. The parameters of the training approval must be in writing and must be coordinated with Human Resources in advance of attendance.

6.04 – Succession Planning

It is in the City's best interest to identify, support and retain exceptional performers. Raters will solicit individual development goals from staff during the formal performance evaluation process. Supervisors, in coordination with Department Directors, may identify exceptional performers for development designed to assist them in being competitive for future, higher level job openings. Human Resources is available to provide assistance with preparing development plans.

6.05 – Required Training

In order to ensure that City employees have the tools necessary to perform essential job functions consistent with key workplace expectations, supervisors may require employees attend job related training. When doing so, the cost of training will be paid by the City and attendance at training will be considered work time.

Department Directors will develop, and maintain on file with the Human Resources Department, any Department required training by job classification. All City employees must comply with the following schedule for City required training:

<u>Topic</u>	<u>Audience</u>	<u>Frequency</u>
<u>Core Values</u>	<u>All Employees</u>	<u>Every 2 Years</u>
<u>Ethics</u>	<u>All Employees</u>	<u>Every 5 Years</u>
<u>Drug and Alcohol Use</u>	<u>All Employees</u>	<u>Every 2 Years</u>
<u>Workplace Violence Prevention</u>	<u>All Employees</u>	<u>Every 2 Years</u>
<u>Sexual Harassment Awareness and Prevention</u>	<u>All Employees</u>	<u>Every 5 Years</u>
<u>Valuing Diversity in the Workplace</u>	<u>All Employees</u>	<u>Every 5 Years</u>
<u>City Employee Handbook</u>	<u>Supervisors and Managers</u>	<u>When Updated</u>
<u>Supervisory Certificate Training</u>	<u>All Supervisors</u>	<u>Enrollment within 3 months, Completion within 18 months</u>
<u>Drug and Alcohol Awareness for Supervisors</u>	<u>All Supervisors and Managers</u>	<u>Every 3 years</u>

6.06 – Mandated Performance Improvement Training

Any time an employee has been provided with feedback regarding violation of a work rule or of unsatisfactory performance the supervisor must develop, with assistance from Human Resources, a written plan for improvement. Within this plan an employee may be assigned to attend either classroom or on-the-job remedial training. Failure to comply with the assignment is grounds for immediate termination from employment.

6.07 –Travel to and From Training

When assigned to attend training, the employee’s duty station for the day will be considered the training site when located within a 20 miles radius. As such, travel time to and from training within a 20 miles radius will not be considered compensable work time.

Human Resources should be notified when any employee is scheduled to attend training not offered through the City of Wausau. Where possible, Human Resources will facilitate the creation of a travel pool for training outside the 20 mile radius. When multiple employees are attending training outside the 20 miles radius and traveling in a pool, a City vehicle should be secured if available. If no City vehicle is available, only the driver will be eligible for mileage reimbursement and overtime if applicable unless an exception is obtained in advance through Human Resources.

6.08 –Training Records

Completion of training should be forwarded to Human Resources for inclusion in the personnel file.

Chapter 7 – Employee Benefits

7.01 – General Provisions

7.02 – Insurance Eligibility

7.03 – Health Insurance

7.04 – Dental Insurance

7.05 – Life Insurance

7.06 – Voluntary Benefits

7.07 – Section 125 Premium Conversion Plan

7.08 – Wisconsin Retirement System

7.09 – Worker’s Compensation

7.10 – Modified Duty Assignment

7.11 – Post Employment Health Plan - Sick Leave Conversion

7.01 – General Provisions

The following benefits apply to all employees except that Wisconsin Retirement System, Worker’s Compensation and Post Employment Health Plan – Sick Leave Conversion benefits for persons classified as protective service employees shall be extended and administered in accordance with applicable provisions established in the collective bargaining agreement between the City of Wausau and the Professional Police and Fire Fighters Association.

Employee contributions toward the monthly insurance premium(s) are made through convenient payroll deductions twice a month. No employee shall make any claim against the employer for additional compensation in lieu of or in addition to the City’s contribution because they do not qualify for the family plan. If two employees are in dependency status to each other, only one of the employees may carry the family plan(s).

Employees who are in non-pay status, i.e., (a) during a layoff, or (b) on leave of absence longer than 30 days are required to pay the full cost of the medical, dental and life insurance programs. ~~This provision is not applicable to employees on approved FMLA leave.~~ Employees on leave certified under the Family Medical Leave Act (FMLA) shall have continue enjoying the employer paid portion of the premiums for the first 90 days. After expiration of the FMLA benefit, employees are subjected to the provisions contained within this paragraph.

7.02 – Insurance Eligibility

Regular full-time employees may choose to be included in the City’s group insurance programs. All such insurance programs shall be selected by and may be changed by the employer. Regular part-time employees may elect to participate in the plans and, if so, shall pay a prorated share of the medical and/or dental programs. In order to participate, part-time employees will need to average 30 hours per week in order to qualify and maintain benefits within the City’s ~~our~~ health insurance plans. Average hours need to be maintained on a yearly basis from October 1st to September 30th. If an employee no longer qualifies for benefits COBRA will be offered at the time the loss of coverage occurs.

Employees electing to participate in either the health insurance or dental insurance plans shall be eligible for coverage on the first day of the month following their thirtieth (30th) day of employment. If the employee was covered under a different plan at the time City coverage was first offered and the employee stated in writing that the coverage was declined because of the other medical coverage, the employee may enroll under the City plan(s) no later than 31 days after the date the other coverage ends.

Eligible employees who decline health or dental insurance benefits may in the future be able to enroll in the plan(s), provided enrollment is requested within 31 days of specific qualifying events. You may be able to enroll yourself and your new dependents, provided that you request enrollment within 31 days after the marriage, birth, adoption, or placement for adoption, divorce, or involuntary loss of other group health insurance coverage.

An employee may be eligible to continue the City's group coverage in accordance with state and federal law under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) in the event of a qualifying event. This may occur as a result of termination, layoff, reduction in hours, injury or illness, or in the event an employee is on military leave or other leaves of absence. All employees, as well as their qualified dependents, will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the employee begins. If a qualifying event occurs which entitles the employee and/or qualified beneficiaries of their right to elect continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Continued participation will be solely at the participant's expense.

Detailed benefits and provisions of the group health and dental insurance plan(s) are explained in the Annual Employee Benefits Enrollment Guide Summary Plan Description provided to employees by Human Resources the Administrator of the Plan. These documents are available for review in the Human Resources office or on the City's intranet.

7.03 – Health Insurance

Employees enrolled in City sponsored health insurance will contribute 12% of the health insurance premium on a monthly basis. Employees whose spouse is eligible for employer paid health insurance but declines such coverage shall pay a \$50 monthly surcharge. Employees who decline participation in the City sponsored wellness program shall pay an additional \$50.00 per month on their health insurance premium.

7.04 – Dental Insurance

Employees will contribute 50% of the dental insurance premium on a monthly basis.

7.05 – Life Insurance

Employees are eligible to participate in the group Life Insurance program for life insurance for self, spouse or children. Premiums shall be paid by the employee.

7.06 – Voluntary Benefits

The City offers a variety of voluntary benefits such as vision insurance, short-term disability insurance, long-term disability and deferred compensation programs. Complete details of these plans will be available to new employees and at various times during the year.

~~7.07 – Section 125 Premium Conversion Plan~~

~~The City has approved an IRC Section 125 premium conversion plan available to all employees who have a health or dental insurance contribution. This plan enables you to pay your insurance contributions with pre-tax dollars rather than after-tax dollars.~~

7.07 – Flexible Spending Account

Employees may contribute to a flexible spending account for health, dental, vision or dependent day care in amounts capped at \$2,550 for medical and \$5,000 for day care. All designated flex account deductions are pre-tax dollars.

7.08 – Wisconsin Retirement System

All eligible employees will be covered under the Wisconsin Retirement System (WRS) and all employees shall contribute the employee's share as established by law. The City shall pay the required employer contribution.

7.09 – Worker's Compensation

Employees eligible for Worker's Compensation benefits shall have their salary continued for up to 3 days after which the employee shall only receive Worker's Compensation payments as determined by the Wisconsin Worker's Compensation Act.

7.10. Disability Accommodation. The City reasonably accommodates employees who become disabled, either on or off the job, to the fullest extent required by law. Accommodations for temporary disabilities will be made when it supports the business need and with the approval of the Human Resources Director. Disability accommodations shall be medically appropriate and will be based upon the needs of the City and the specific capabilities of the employee. Disability accommodations may include, but not necessarily be limited to, the following:

- a. Equipment or facility modifications
- b. Temporary duty assignments
- c. Job restructuring
- d. Part-time or modified work schedules
- e. Job reassignment
- f. Disability separation

The Human Resources Director, or designee, is the City's agent for coordinating disability accommodations and is designated as the City's agent for the purpose of accessing employee medical information.

7.10 – Modified Duty Assignment

Modified duty assignment is a special short term temporary work assignment provided for employees who have temporary medical restrictions that prevent them from performing some or all of their normal duties. An employee's return to work in a modified duty assignment shall comply with all applicable state and/or federal laws, including the Family and Medical Leave Act (FMLA), the American's with Disabilities Act (ADA), and the state Worker's Compensation laws. This program shall be administered by the Human Resources Department. All employees and departments are required to cooperate fully in administration of this program. ~~In all cases, a modified duty assignment is temporary, and will have a defined beginning and ending date, and a maximum duration of four (4) weeks unless an extension is approved by the Director of Human Resources.~~

~~The modified duty assignment will be based on a qualified medical assessment of the employee. It is mandatory for the employee to provide all necessary medical information concerning the extent of their work restrictions and the probable duration of their restrictions. The employee is may be also required to submit updated work restrictions to the Human Resources Department after every doctor visit.~~

~~There is no guarantee of modified duty assignments. All requests for modified duty assignments shall be reviewed on a case by case basis. It is at the discretion of the Department Director or their designee to determine the modified duty assignment. Such assignments shall depend in part on the medical limitations of the individual, the availability of suitable work, adequate funding, and the needs of the City. At no time shall a position be created for an employee who has requested and/or accepted a modified duty assignment.~~

~~If the employee is unable to perform the essential functions of their job because of a serious health condition, they may take FMLA rather than accept a modified duty assignment. If the employee elects to turn down the modified duty assignment and exercise their FMLA rights they may no longer be eligible for Worker's Compensation benefits. That determination will be made at the time the employee exercises his/her FMLA rights. If an employee accepts a modified duty assignment that time will not be counted against the employee's FMLA entitlement.~~

7.11 - Post Employment Health Plan - Sick Leave Conversion

Sick Leave Conversion upon Retirement: There shall be the following option for regular full-time employees upon retirement or medical disability retirement:

When a full-time employee, with less than 25 years of service, retires or is forced to retire due to medical disability, a maximum of 60 percent (60%) of the sick leave remaining in the employee's accumulated sick leave account may be converted to its monetary value (employee's hourly rate, exclusive of longevity and

shift differential rates) and shall be contributed to the participant's Post Employment Health Plan (PEHP). In order to determine the employee's sick leave conversion benefit, the following formula would be applied:

Years of Service + Age = Credits

EXAMPLE: 20 Years of Service + 55 = 75 Credits

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

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

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

Employees who were classified as non-represented employees as of December 31st, 2011, who will have at least 30 years of service as of December 31st 2012 shall have a monetary contribution of 100 percent (100%) of banked sick leave hours contributed to the participant's PEHP when they retire.

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

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

Chapter 8 – Time Off/ Leaves of Absences

8.01 – General Provisions

8.02 – Paid Holidays

8.03 – Personal Holidays

8.04 – Vacation

8.05 – Perfect Attendance Leave

8.06 – Sick Leave

8.07 – Family Medical Leave

8.08 – General Leaves of Absence

8.09 – Educational Leave of Absence

8.10 – Military Leave

8.11 – Bereavement Leave

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

8.13 – Lactation Policy

8.01 – General Provisions

The following benefits apply to all employees except that holiday, vacation, and sick leave benefits for persons classified as public safety personnel shall enjoy the benefit that is greater at the time of promotion, e.g. either the handbook or as outlined in the collective bargaining agreements a Police Lieutenant or Battalion Chief shall be extended in accordance with applicable provisions established in the collective bargaining agreement between the City of Wausau and the Professional Police and Fire Fighters Association. The election of leave benefits selected at the time of promotion shall remain consistent throughout the remainder of the assignment with the City.

8.02 – Paid Holidays

Regular full-time employees shall receive the following paid holidays:

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

If any of these holidays fall on a Saturday the preceding Friday, or if any of these holidays fall on a Sunday, the following Monday shall be considered a holiday for pay purposes. Employees who work on a holiday shall be paid at the rate of two and one half (2.5) times the employee's regular rate but no additional time off shall be given. Non-exempt shift employees who work on a holiday shall be paid holiday pay, plus overtime at 1.5 times the regular rate of pay for hours worked, with no additional time given.

8.03 - Personal Holidays

In addition to the above holidays, each full-time shall receive a total of three (3) personal holidays per calendar year. Department heads shall receive a total of six (6) personal holidays per calendar year. Regular part-time employees shall receive eighteen (18) hours as personal holidays per calendar year. New employees shall receive (1) personal days upon completion of their first six (6) months of employment and the additional two (2) days after completion of their one (1) year introductory period. In no instance shall a personal holiday be paid out if the employee exits employment prior to completion of the introductory period.

Choice of personal holidays must be approved by the department supervisor and may not be taken in increments of less than one quarter (1/4) hour.

8.04 – Vacation

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

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

Regular part-time employees shall receive a proration of the annual vacation accrual as described above based on the number of hours they worked in the previous year. Annual vacation will be awarded on the 2nd payroll of each year.

New employees accrue but may not use vacation benefits during the first six (6) months' of employment. Employees must have six (6) days of paid time (hours worked or paid leave) in a pay period in order to earn vacation during that pay period. This does not apply to employees who are on approved unpaid family medical leave.

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

Department heads, upon initial appointment, shall accrue vacation time as a 7th anniversary employee and shall be allowed to accumulate vacation time up to a maximum of 360 hours, regardless of their length of service.

Vacation may be used in no less than one-fourth (1/4) hour increments. Remaining hours must equal at least ¼ of the employee's regular shift or more to be eligible for another day off.

8.05 – Perfect Attendance Leave. For 2016, Department Directors have the option of electing to participate in incentive time off for employees not covered under the provisions of a collective bargaining agreement, as outlined in Chapter 5 – Compensation, of the employee handbook in lieu of Perfect Attendance Leave. Employees eligible for a PAL accrual shall make application to the Human Resources Department within 30 days of becoming eligible. Late requests will not be processed.

1. Earning Method: Employees covered by this handbook who do not fail to report to work due to sickness or injury or who do not use sick, with the exception of leave certified under the Family Medical Leave Act, during a twelve (12) month period (January 1 to December 31) shall earn twelve (12) hours of Perfect Attendance Leave for the first year of perfect attendance. Employees who do not use sick leave for two (2) or more consecutive twelve (12) month periods shall earn sixteen (16) hours effective January 1 of each year they qualify. At no time may an employee's PAL account exceed forty (40) hours. Usage of sick leave for Workers Compensation and incidents of Family Medical Leave will not affect Perfect Attendance Leave accruals.
2. Utilization: Employees may request to use Perfect Attendance Leave at any time following the year(s) in which it is earned.
3. Minimum/Maximum Usage: Perfect Attendance Leave may not be used in less than one-half (1/2) hour nor more than forty (40) hour segments.

8.06 – Sick Leave

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

A. Accumulation: Regular full-time employees and sworn public safety personnel working a 40-hour work week shall receive an amount equal to 8 hours per month of service which will accrue on a bi-weekly basis at 3.6923 hours. Sick leave will accrue up to a maximum of 480 hours (60 days) ~~133 days (1,064 hours)~~ Employees with sick leave balances beyond 480 hours shall be capped at the accrual reflected on their final 2015 paycheck. In the event leave is taken in the future that reduces the bank, the cap shall float downward. If it is reduced below 480 hours, the 480 cap shall apply. (Policy decision: 480 hours).

Regular part-time employees shall receive a proration of the bi-weekly accrual equal to 4 hours per month of service, which will accrue on a bi-weekly basis at 1.85 hours. Sick leave will accrue up to a maximum of ~~66 days (528 hours)~~ 480 hours. (Policy decision: 480 hours).

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

B. Use of Sick Leave: An employee may use sick leave when, due to sickness or temporary disability, the employee is unable to perform the duties of employment. An employee may also use sick leave for a member of his/her family. Immediate family is defined as the employee's spouse, child, parent or a relative living in the same household as the employee. Sick leave use for an immediate family member is allowable only when certified under the Family Medical Leave Act or where the immediate family member requires the constant attention of the employee. Generally, employees who will be missing work due to illness or injury must notify their immediate supervisor as soon as reasonably practical but not later than fifteen (15) minutes prior to the start of their scheduled work day. Employees should consult their immediate supervisor to learn the proper procedure for notifying the City of the need to use sick leave as notification policies may differ between departments. The employee shall provide, upon request of the employer, a statement from a physician verifying the need for leave when requested by the City at any time. Sick leave may be used in increments of no less than 15 minutes.

C. Catastrophic Sick Leave Accounts (CSLA): Individuals who have a catastrophic sick leave account as of January 1st, 2012 will continue to have such balances available to them; however, additional sick leave accrual will not accrue into an individual's catastrophic sick leave account (CSLA). Sick leave in the CSLA may only be used after an employee's regular sick leave account had been exhausted. Sick leave in the CSLA may not be used to supplement salary in the event of a Worker's Compensation injury and all unused sick leave in the CSLA shall be forfeited upon termination of employment.

D. Sick Leave during Vacation: In the event that an illness or injury should occur during vacation, ~~unless a written request is made to change vacation leave to sick leave prior to the vacation period, vacation leave shall be charged.~~ An employee may make a request to substitute sick leave for vacation leave. Such requests must be made within the affected pay period, be approved by the supervisor who may require medical verification.

8.07 – Family Medical Leave

City employees who have been employed for 52 consecutive weeks and who work a minimum of 1,000 hours in a calendar year may be eligible for leave protected under state or federal family leave laws (FML). Any leave certified under state statute shall be concurrently certified under the federal statute if applicable.

The City designates absences that meet the criteria for family medical leave. The use of any paid or unpaid leave for a family medical leave qualifying event will run concurrently with, not in addition to, the use of the family medical leave for that event. Any employee using paid leave for an FML qualifying event must follow the notice and certification requirements relating to leave usage and paid leave. The City requires certification health care provider certification for the purpose of qualifying family medical leave. Supervisors are responsible for communicating this requirement and for ensuring follow through by assigned staff. The following types of leave may qualify for protection:

- Parental leave for the birth and to care for a newborn child, or placement for adoption or foster care of a child and to care for that child; this protection expires twelve months from the date of birth or placement of the adopted or foster child.
- Personal medical leave due to the employee's own serious health condition that requires the employee's absence from work;
- Family medical leave to care for a spouse, and/or a biological, adopted, foster or step son, daughter, parent to include in-law, or state registered domestic partner or who suffers from a serious health condition that requires on-site care or supervision by the employee.
- Family medical leave for a qualifying exigency when the employee's spouse, child of any age or parent is on active military duty.
- Military Caregiver Leave will be provided to an eligible employee who is the spouse, child of any age, parent or next of kin of a covered service member. Eligible employees may take up to twenty-six (26) workweeks of leave in a single twelve (12) month period to care for the covered service member or veteran who is suffering from a serious illness or injury incurred in the line of duty.

Benefits during Leave. The City will continue the employee's existing employer-paid health, dental, life and disability insurance benefits during the period of leave covered by family medical leave. The employee will continue to pay the employee share of insurance premiums.

Compensation during Leave. The first 10 days of approved leave can be unpaid. The remaining FML must be taken as paid time off using either accrued sick leave or vacation leave, unless waived by the Human Resources Director upon recommendation of the Department Director.

Disability leave for the birth of a child or for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FML and will run concurrent with FML.

Intent to Return to Work from FML. The City may require periodic reports from the employee on their status and intent to return to work. he employee will be required to provide a fitness for duty certificate from a health care provider prior to returning to work after an absence certified for the employee's own qualifying condition.

Supervisory Responsibility

Management and supervisory professionals are responsible for knowing the types of situations that qualify for protection and informing employees of their FML rights and responsibilities to have qualified leave certified. Human Resources is available to provide technical assistance and coordinates the administration of FML within the City.

8.08 – General Leaves of Absence

An employee may request leave without pay. Leaves without pay shall not exceed thirty (30) calendar days unless approved by the Human Resources Committee. As a general practice, the City will review and evaluate these requests based on the following criteria:

1. Length of leave requested;
2. Reason for the leave;
3. Recommendation of department head;
4. Current workload;
5. Operational needs of the department;
6. Exhaustion of all other applicable and/or available leave;
7. Length of employee's continuous service;
8. Prior disciplinary record;
9. Performance evaluations;
10. Annual patterns of sick leave usage.

In no case shall a leave of absence be granted for the purpose of accepting employment with another employer. During the period of leave of absence, no benefits shall accrue to the employee. Participation in group insurance plans can be maintained during leave of absence provided that the employee pays the full cost.

Employees who take leave without pay in excess of 5 days will not accrue vacation, sick leave, or other types of leave during their period of unpaid leave.

8.09 – Educational Leave of Absence

Educational leaves of absence not to exceed one (1) year may be granted ~~with pay and benefits~~ at the discretion of the Human Resources Committee with a recommendation from the Department Director. The employee must agree in writing to remain employed for a period of time equivalent to three times the length of the leave of absence. ~~If that amount of service is not rendered, the employee shall be required to make repayment of that expenditure within sixty (60) days of termination.~~

8.10 – Military Leave

Military leaves of absence will be granted in accord with all requirements of State and Federal law including the Family and Medical Leave Act (FMLA) and the Uniformed Services Employment and Reemployment Rights Act (USERRA). All employees requesting military leave must notify the Human Resources Department prior to said leave unless precluded by military necessity. The notice must be in writing and include a copy of the employee's military orders and/or training schedule.

Reserve Training: Employees who are members of a reserve component of the military forces of the United States or the State of Wisconsin shall be paid the difference, if any, between their regular pay and their military pay for the training period involved, not to exceed two (2) weeks in the calendar year.

Active Duty: In the event of a national or state emergency, employees may take an extended military leave of absence without pay if ordered to active duty. Any employee on military leave of absence may continue group insurance plan coverage provided that the employee shall pay the full cost.

Compliance with USERRA: All military leave from the City is subject to USERRA. Employees should consult the Human Resources Department for answers to more specific questions about military leave and USERRA. The City administers a separate USERRA policy to comply with laws on military leave.

8.11 – Bereavement Leave

The City recognizes the need for employees to have time to make arrangements, handle family matters and attend funerals when a close or extended member of their family dies. The City shall grant bereavement pay to regular full-time employees as follows:

Death in Immediate Family or of a Household Member - Up to three (3) days of leave is provided. Immediate family includes an employee's spouse children, grandchildren, father, mother, brother, sister, or the same family members as of the spouse's parents, counterpart step relatives or any person who had resided with the employee immediately preceding the person's death.

Death in Extended Family – Up to one (1) day of leave is provided. Extended family includes an employee's brother-in-law, sister-in-law, uncle, aunt, niece, nephew, great grandchildren, and grandparents.

Death Outside the Wausau Area - Up to two (2) additional travel days may be granted if the death of the family member is more than 300 miles outside the Wausau area and requires overnight stays.

Any Additional time off requested as paid or unpaid leave may be available for use by employees if the circumstances warrant. Employees should contact their supervisor to discuss any requests and exceptions may be granted at the discretion of the Director of Human Resources.

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

At time of voluntary termination (resignation or retirement) employees with at least one (1) year of service who subsequently leaves the employ of the City, upon giving ten (10) working days written notice, shall receive cash payment for all remaining accrued vacation time, compensatory time, and perfect attendance leave.

The employee's last day of work will be the last day on the payroll. Employees will not be permitted to utilize vacation, compensatory time and/or perfect attendance leave and stay on the payroll after the last day at work.

8.13 – Lactation Policy

All women who breastfeed their child(ren), and who need to express milk during the working day, will work with their supervisor and Human Resources to determine how best to accommodate the needs of the mother while still accomplishing the performance of her job. For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express milk for her baby. The City has designated that each City facility will have a private and secure location for this purpose and supervisors are responsible for such designation in their respective work locations. Nursing mothers wishing to use a room for this purpose must request/reserve the room by contacting their direct supervisor.

Expressed milk should be placed in cooler-type containers and may be stored in company refrigerators. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering. Additional rules for use of the room and refrigeration are posted in each room where applicable. Breaks of more than 20 minutes will be unpaid, and the employee should indicate this break period on their time record.

Chapter 9 – Risk Management and Workplace Safety

9.01 – Risk Management Program Policy

9.02 – Risk Management Program Responsibilities

9.03 – Safety

9.04 – Violence in the Workplace

9.05 – Drug Free Workplace

9.01 – General Provisions

The City of Wausau recognizes its responsibility to provide for the safety of its employees, to prevent loss from third party liability, and to protect City property (buildings, grounds, tools and equipment) from damage and loss. For this reason, the City establishes the following scope of the Risk Management program to include:

- (1) Safety and health of City employees.
- (2) Safety of the City's fleet operations.
- (3) Protection of the City from third party liability.
- (4) Protection of City property.

The City of Wausau intends and expects that, at a minimum, the City comply with all applicable local, state and federal health and safety standards, guidelines, and best practices. The safety of City employees and the public, and the protection of City assets are the first priorities in all City operations. These will take precedence over expediency or shortcuts. Every attempt will be made to eliminate or at least reduce the possibility of loss and potential loss due to employee injury, fleet operations, third party liability, and property damage/loss. Loss prevention is to be an integral part of operations. Preventing loss within the scope of this policy requires looking at both actual losses, and "near misses". Investigating accidents and incidents to determine "root cause" prior to taking corrective action is essential. Identifying potential loss exposures and taking preventive action is standard operating procedure. The City will support the Risk Management Policy with appropriate funding and will hold all employees accountable for fulfilling their loss prevention responsibilities.

Loss Prevention is a shared responsibility and requires the cooperation of all parties. Department heads and supervisors recognize the need to set a positive example through their attitude, words, and actions, in the implementation of this policy. Employees recognize the need to continue to work together with management and co-workers in living out the full scope of this policy. The entire City workforce is joined together to ensure continuous improvement of our risk management efforts, and help ensure that every employee returns home safely at the end of the workday, that City assets are protected, and that the City lives up to our mission statement.

9.02 – Risk Management Program Responsibilities

Safety Coordinator: The Safety Coordinator is responsible for the development and implementation of the overall risk management policy and procedures, for providing technical support to department heads and supervisors in their efforts to fulfill their risk management responsibilities, and for stimulating active participation in achieving risk management goals.

Department Heads – Department Heads are responsible for conducting the following loss prevention activities within their respective departments, and for working cooperatively with other departments to prevent loss:

- (1) Analyze the prior year losses; identify loss potential situations within the scope of their department; set specific, measurable goals; and develop an annual Loss Prevention Action Plan aimed at preventing or reducing loss and to consider loss prevention as one criterion to assess when hiring new employees and when doing performance evaluations of employees.

(2) Integrate loss prevention into all aspects of department operations; involve all employees in loss prevention; develop, implement, monitor effectiveness, and update as needed, department specific loss prevention policies and procedures – including safety rules; provide safety orientation and training for new and transferring employees, and existing employees, as needed and required; conduct regular inspections to identify and correct loss potential situations, covering the scope of this policy.

(3) Review accident/incident/“near miss” reports to be assured that the “root cause” has been identified and that effective corrective action has been implemented; list the temporary transitional duty tasks available for injured employees and actively promote the return to work of injured employees, within their capabilities.

(4) Actively participate in loss prevention activities to demonstrate commitment to the full scope of this Risk Management Policy; document loss prevention activities and issues; hold all employees accountable for their loss prevention responsibilities; proactively budget for loss prevention expenses; ensure department compliance with all applicable local, state and federal standards, guidelines, and best practices; promote a culture of continuous improvement in loss prevention.

Supervisors – Supervisors are responsible for conducting the following loss prevention activities within their respective departments, as well as other loss prevention responsibilities that department heads may assign to them, and for working cooperatively with other departments to prevent loss:

(1) Participate in the development of the department specific, annual Loss Prevention Action Plan; involve all employees in loss prevention.

(2) Consider loss prevention as one criterion to assess when hiring new employees and when doing performance evaluations of employees.

(3) Provide initial and ongoing safety training for all employees; give detailed instructions for safe job performance by explaining the inherent hazards and safety precautions; observe work performance and provide commendation and/or coaching to assure that safe work performance is maintained and unsafe work practices are corrected and eliminated; enforce disciplinary protocol in cases of clear disregard of safe work expectation; document loss prevention activities and issues.

(4) Identify and correct loss potential situations, covering the scope of this policy; promote prompt reporting of incidents, but no later than the end of their shift; complete an accident/incident/“near miss” investigation report, within 24 hours, focused on determining the “root cause” and implementation of corrective action; keep in touch with injured employees who may be off work; help identify temporary transitional duty tasks available for injured employees; actively promote the return to work of injured employees, within their capabilities; monitor the progress of employees on temporary transitional duty to be sure they are working within their capabilities, make adjustments as needed.

(5) Actively participate in loss prevention activities to demonstrate commitment to the full scope of this Risk Management Policy; document loss prevention activities and issues; hold all employees accountable for their loss prevention responsibilities; keep knowledgeable of all local, state, and federal standards, guidelines, and best practices pertaining to operations; ensure department compliance with all applicable local, state, and federal health and safety standards, guidelines, and best practices; promote a culture of continuous improvement in loss prevention

Employees – It is the responsibility of all employees to:

- (1) Participate in the development of the department specific, annual Loss Prevention Action Plan, as requested; help to carry out the action plan; actively support the full scope of the Risk Management Policy by positive attitude, words, and actions.
- (2) Actively participate in safety training; follow safe work procedures, to include but not limited to safety rules, the use of personal protective equipment, machine safeguards, and other safety equipment; assist co-workers with proper safety techniques and procedures.
- (3) Immediately correct unsafe acts/conditions/equipment whenever able; report unsafe acts/conditions/equipment to the supervisor when the employee is unable to correct them; maintain good housekeeping throughout operations; submit loss prevention suggestions to the supervisor; follow all applicable local, state, and federal standards, guidelines, and best practices pertaining to the employee's operations.
- (4) Report all injuries and incidents, including "near misses," immediately; cooperate with the accident/incident investigation, with particular focus on determining the "root cause" and prevention of recurrence. If injured, cooperate with the medical provider and keep the supervisor informed of the employee's capabilities; work within the employee's capabilities when returning to work.
- (5) Work toward a culture of continuous improvement in loss prevention, to help ensure that every employee returns safely home at the end of his or her workday, and that the City's assets are protected.

9.03 – Safety

The City of Wausau is committed to furnishing a safe place of employment that includes the use of safety devices and safeguards, methods and processes reasonably adequate to render employment safe, and other things reasonably necessary to protect the life, health, safety, and welfare of such employee. The City subscribes to and follows the requirements of the laws that relate to the protections of life, health, safety and welfare of City employees.

The City of Wausau has developed and maintains a comprehensive safety program conforming to tried and accepted safety practices. This program encourages proper attitudes toward injury and illness prevention on the part of both management and employees. It also requires cooperation in all safety and health matters, not only between supervisors and employees, but also between each employee and their coworkers.

Any unsafe practice or condition, affecting persons, property or equipment, must be reported immediately to your supervisor. Should a hazardous situation exist, safety always takes precedence over continuing operations. Retaliation against employees for reporting workplace safety issues or a work-place injury is prohibited and will not be tolerated. City employees are encouraged to submit suggestions to their supervisor or to Human Resources regarding ways to increase workplace safety.

9.04 – Violence in the Workplace

The City of Wausau is committed to providing a safe workplace for its employees and a safe environment for the citizens of the community, and has a zero tolerance policy toward any intimidating, threatening or violent behavior at the workplace. This policy applies to any form of workplace violence occurring on the worksite, or involving City employees engaged in the performance of their work duties whether on or off the worksite. In addition, this section applies to domestic violence situations when physical harm, threat of harm or fear of harm creates a safety issue for any employee while performing their job. Domestic violence threats at work must be met with the same level of response as any other kind of threat. Managers will work to the extent reasonably possible to ensure that employees are free from intimidating, threatening and violent behavior while at work.

Employees who display intimidating, threatening and/or violent behavior will be held accountable under City policy and work rules, as well as local, state and federal law. An employee who harasses, threatens, bullies, humiliates, coerces, calls names, makes offensive jokes/comments, disrespects, isolates, ignores, attempts to or inflicts bodily harm to co-workers, representatives of other agencies, or members of the general public; or damages/messes with another's property/personal items, is in violation of this policy. All City employees are responsible for committing to and becoming involved in the prevention of workplace violence and promotion of a safe work environment.

All City employees have a responsibility to notify their immediate supervisor, or in the absence of their supervisor, another supervisor, of any intimidating, threatening or violent behavior that they witness, receive or have been told that another person has witnessed or received. In addition to notifying a supervisor, the appropriate authorities should be contacted, which include, but are not limited to: as appropriate, the City police department, fire department or emergency ambulance services.

Employee involvement entails understanding and complying with the prevention program and security measures; making suggestions for improving safety and security issues; participating in problem solving sessions; conducting inspections and making recommendations for corrective strategies; and participating in training and education programs that cover techniques to recognize escalating agitation, assaultive behavior or criminal intent, and discussing appropriate responses. Retaliation against any employee for filing a complaint of workplace violence, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by the City and by federal laws.

All managers have a responsibility to review this section with new employees and periodically review with all employees within their department. Additionally, they are responsible for maintaining a working environment that is as safe as reasonably possible for City employees. Supervisors can help prevent workplace violence and threats by: knowing the early behavior pattern warning signs, knowing the sequence of workplace violence, and reducing the risk of violence. Periodic employee surveys should be conducted for ideas on the potential for violence, holes in security and other risk factors. If information received determines there may be potential for a threatening or violent situation, it is the manager's responsibility to immediately notify the Department Head and the City Attorney or Director of Human Resources, in addition to advising the employee what authorities to contact, and to notify the appropriate authorities if the employee involved in the incident cannot. Managers are required to maintain a written record that documents the incident until such time as that information is turned over to the Director of Human Resources.

The City prohibits employees from entering City buildings carrying a firearm or weapon of any kind regardless of whether that person is licensed to carry the weapon or not. Further, the City prohibits employees from carrying a weapon in City-owned vehicles. Weapon means any device which is designed, used, or intended to be used in a manner that is calculated or likely to produce property damage, personal injury, or death. Weapons are further defined in 939.22(10), "dangerous weapon", Wisconsin State Statutes. The only exception is for sworn law enforcement officers, or other persons who act in the interest of the City and have written consent by the Police Chief to carry a weapon in City buildings and in City-owned vehicles. Nothing in this policy prohibits an individual from keeping a weapon in his/her vehicle to the extent required by law.

9.05 – Drug Free Workplace

The City of Wausau believes that a working environment unaffected by alcohol and drugs fosters safety, quality service and productivity, and is in the best interest of all employees. Every employee shares in the responsibility to support a drug and alcohol-free environment, and the policy and rules on alcohol and drug abuse are aimed toward reaching this goal. The purpose of this policy is to assure worker fitness for duty and to protect our employees and the public from the risks posed by the misuse of alcohol and drugs. This policy is also intended to meet the requirements of "the Drug-Free Workplace Act of 1988" (49 CFR Part 29) and the "Drug-Free Workplace

Requirements” (49 CFR Part 29.600-29.635, subpart F). This policy applies to all employees of the City of Wausau and all work sites, including off-site lunch periods or breaks when an employee is scheduled to return to work.

Prohibited Conduct

1. Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Employees must abide by the terms of this policy as a condition of employment. Violation of this policy could constitute grounds for immediate termination of employment.

“Drugs” are defined to include both “illegally used controlled substances” (illegal drugs or other controlled substances as defined under state or federal law, including narcotic and non-narcotic drugs, and prescriptions drugs used abusively) and “non-controlled” (over-the-counter) medicines if they render one unfit for duty. Additionally, the abuse of any substances for the purpose of achieving a drug-like effect will fall under the prohibition against “drugs”. “Possession” includes the presence of drugs or alcohol in the possession or control of the employee or in the employee’s desk, locker, toolbox, lunch box, automobile on City property or other personal area.

2. An employee who reports to work or who is observed at work under the influence of alcohol or drugs, or who is incapable of safely performing his/her job, will be subject to severe disciplinary action, which may include immediate termination of employment. “Under the influence” includes the presence of any alcohol or drug in the body, which may be verified by laboratory tests, or impairment of any degree, which may be verified by appropriate field tests.

3. An employee who, under a proper medical authority, is taking prescription drugs or other medication, which may affect his/her ability to work safely, is responsible for bringing this matter to his/her supervisor’s attention before beginning work. Whether or not an employee is taking a prescription drug, non-prescription drug, or other medication, an employee who reports to work or who is observed at work and is incapable of safely performing his/her job may, depending on the circumstances, be subject to severe disciplinary action, which may include immediate termination of employment.

Reporting Requirement: Any City of Wausau employee convicted of a drug statute violation occurring in the workplace must report such to the employer in writing no later than five calendar days after such a conviction.

Testing: The City of Wausau will take reasonable steps to search for and detect use of, possession of and impairment by alcohol and drugs. Because City of Wausau is committed to maintaining a drug and alcohol free working environment, prior to making a job offer, applicants for employment will be screened to avoid hiring persons who use drugs or who abuse alcohol. In addition, City of Wausau may require any employee suspected of being under the influence of alcohol or drugs to submit to a breath tests, blood test or urinalysis by City designated physician or qualified test process. The type of testing will be at the City’s discretion and expense.

On-Going Education: The City of Wausau will work actively to educate employees about the drug and alcohol problem by working closely with employee groups and unions representing its employees. City of Wausau will strive to develop a cooperative approach with all employees in dealing with the problem of drugs and alcohol. This policy will be adopted and incorporated into City policy records and handbooks.

Employee Assistance Program: The City offers an Employee Assistance Program to help employees and their families with alcohol and drug related problems, as well as other personal problems. All employees are encouraged to seek assistance for alcohol and drug abuse or other personal problems. Participation in these programs is voluntary, and assistance is provided on a confidential basis. However, participation does not relieve employees of their responsibility to comply with the City’s alcohol and drug rules and to meet work performance requirements.

Chapter 10 – Employee Discipline

10.01 – General Provisions

10.02 – Disciplinary Procedures

10.03 – Corrective Action Plans

10.04 – Grievance Procedure

10.01 – General Provisions

All City employees are expected to satisfactorily perform all job duties, complete assignments in a timely manner, and meet a standard of conduct appropriate to the reputation of the City. While at work employees are responsible to be aware of and abide by existing rules and regulations. Under ~~normal~~ typical circumstances, the City endorses a policy of progressive discipline in which employees are provided with a notice of their deficiencies and an opportunity to improve. However, the City retains the right to administer discipline in the appropriate manner, and to terminate at-will employees with or without cause. Supervisors have the responsibility, with the guidance provided by Human Resources to apply discipline fairly and consistently without discrimination.

10.02 – Disciplinary Procedures

The City's disciplinary procedures include guidelines for ~~incorporate the following series of~~ progressively severe penalties for serious first offenses and for repeated violations, misconduct, or for a series of unrelated problems involving job performance or behavior. ~~However, The~~ progression or level of discipline may vary depending on the nature and severity of the behavior or misconduct as determined by the Appointing Authority with consultation from Human Resources.

(1) ~~Counseling Performance Feedback:~~ Employee counseling feedback and job coaching typically involves an informal meeting between the employee and supervisor, where the employee is made aware of their performance failure, inappropriate behavior, work rule violation, etc., and expectations are communicated so the employee receives guidance is provided as to how the employee can for improvement their performance or behavior. Counseling Certain circumstances may be more formal, involving a third party, if warranted. Counseling Feedback and coaching should be designed to resolve the problem early and avoid the need to take punitive action.

(2) Verbal Reprimand Warning: This type of notice occurs when a supervisor verbally warns an employee regarding inappropriate behavior, poor performance, a work rule violation, insubordination, etc. Verbal warnings are given when counseling feedback or coaching has failed to produce the desired result or the behavior is clearly unacceptable. Supervisors should meet with the employee in private to discuss their behavior or conduct and future expectations, including a clear explanation of the consequences of the failure to correct the problem. All verbal ~~warnings~~ reprimands should be documented in writing. A memorandum documenting the facts of the situation (specific violation(s), date/time of violation(s), prior related discipline, standards for future conduct, and warning of further corrective discipline for non-compliance, and any follow-up action to be taken) should be prepared by the supervisor. The memorandum should be given to the employee and forwarded to the Director of Human Resources.

(3) Written Reprimand Warning: A written ~~notice~~ reprimand occurs when an employee's behavior, misconduct or poor performance is documented in a written letter and retained in the employee's personnel file. The notice should contain the specific violation(s), the date and time of the violation(s) (or period of time), prior related discipline, specific standards for future conduct (including timelines, if appropriate), warning of further corrective discipline for non-compliance, and any follow-up action to be taken.

(4) Suspension: A suspension occurs when an employee is involuntarily relieved from work for a certain number of days, with or without pay. Typically this occurs when prior warnings have not been successful in correcting employee behavior or the misconduct or violation is more serious in nature. [Non-exempt

Employees under the FLSA may be suspended in increments of any length; Exempt employees under Wisconsin law may only be suspended in increments of a work week].

(5) Termination: Termination is the involuntary and permanent removal of an employee from City employment. Termination is administered in situations where previous attempts to correct an employee's behavior have failed or the severity of the level of misconduct justifies the termination.

Prior to any suspension or termination, supervisors with approval from or with the assistance the Director of Human Resources should undertake a proper and thorough investigation. Supervisors are prohibited from suspending or terminating an employee without written approval from the Director of Human Resources.

It is imperative for disciplinary proceedings to be properly, completely and consistently documented. Proper documentation helps to support supervisor's disciplinary actions and is necessary to communicate to employees what behavior or action was inappropriate or a violation of City policy, procedure or rule.

Disciplinary actions are typically not taken against employees, without conducting an objective investigation, which includes the opportunity for the employee to explain their action(s) ~~(due process meeting)~~. As the Appointing Authority, with assistance from the Human Resources Director, contemplates the appropriate level of discipline the affected employee should be provided a due process meeting prior to imposing discipline that removes pay. In some cases the nature of the offense or level of misconduct may be severe enough to warrant termination for a first offense. ~~However, most rule violations, poor performance or misconduct are handled in accordance with the steps previously outlined.~~ Steps in the disciplinary process include:

- (1) Employee Notice and/or Investigation
- (2) Due Process Meeting (when contemplating discipline that may effect pay, e.g. suspension or termination) The employee will be provided with a written notice of the misconduct and an explanation of the reasons for discipline. The due process meeting serves as an opportunity for an employee to provide additional facts prior the finalization of discipline [*NOTE: During meetings which may lead to discipline, a union employee has the right to request and be afforded representation from the union at the meeting*].
- (3) Discipline: If discipline is warranted following the due process meeting, the employee will be provided a **written** notice of the discipline, including the infraction and a general statement of the reasons for the action. The administered discipline becomes a part of the employee's personnel file.

10.03 – ~~Corrective Action Plans~~ Performance Improvement Plans

Depending on the seriousness and nature of an employee's performance, behavior or infraction, it may be helpful and necessary for the supervisor to develop a ~~corrective action plan~~ or work improvement plan. This type of plan emphasizes the need for improvement on behalf of the employee, and the primary goal is to assist the employee in solving the problem in order to improve performance or behavior. The following elements should be incorporated into a ~~Corrective Action~~ plan:

- (1) Identification of the problem: What is the employee doing that ~~must be corrected~~ is not satisfactory? How is their conduct influencing the work of the department, City, and other co-workers or citizens?
- (2) Goals for change: What needs to be changed? What goals should be achieved?
- (3) What the employee will do: Specific, measurable performance indicators should be established over a defined period of time. If training needs to be received, the employee should be told the type of training, how often, when the training should be completed and who will pay for the cost of the training.

(4) What the supervisor and department will do: The time frame(s) for supervisory conferences should be indicated and how the supervisor will assist the employee in seeking out training opportunities.

(5) The ~~corrective action~~ performance plan should be discussed (and documented) with the employee and reviewed periodically on a monthly basis in order to assess progress, provide performance feedback and ~~problems~~ make course corrections as needed.

(6) Evaluate the employee's progress at the end of the ~~agreed-upon~~ time frame to correct the deficiencies. This ~~evaluation~~ assessment should be documented, and the memorandum should indicate whether the employee met the requirements of the plan or whether further follow-up with the employee is appropriate.

10.03 – Grievance Procedure

This procedure is intended to comply with Section 66.0509(1m), Wis. Stats., and provides a grievance procedure for addressing issues concerning employee discipline, termination and workplace safety. This policy applies to all employees other than public safety and transit employees who are covered by the grievance procedure in their respective collective bargaining agreements. An employee may appeal any level of discipline, termination, and issue of workplace safety under this grievance procedure. For purposes of this policy, the following definitions apply:

Grievance: A grievance shall mean any dispute or misunderstanding regarding the actions of City officials which relate to employee discipline, termination, and work place safety.

Employee Discipline: Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates a policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the City of Wausau. Disciplinary action may call for any of the following steps depending on the problem and the number of occurrences:

- written warning
- suspension (with or without pay)
- termination of employment

There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The City of Wausau reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

"Employee Discipline" shall not include the following items:

- Placing an employee on paid administrative leave pending an internal investigation;
- Counseling, Performance feedback meetings, oral reprimands (even when documented) or other pre-disciplinary action;
- Actions taken to address work performance, including use of a performance improvement plan or job targets;
- Demotion, Change in job duties, transfer or reassignment to an equivalent position, change in job assignment; or
- Disability reassignment or termination;
- Other personnel actions taken by the employer that are not a form of progressive discipline.

Employee Termination: is defined as an involuntary separation from employment as a result of action taken by the employer to terminate or discharge an employee from employment for rule misconduct or performance reasons.

“Employee Termination” shall ~~not~~ include any of the following personnel actions, however only disciplinary terminations are subject to the grievance procedure.

A. Non-disciplinary:

1. Voluntary quit;
2. Layoff or failure to be recalled from layoff at the expiration of the recall period;
3. Reduction in workforce or job transfer;
4. Completion of temporary employment, seasonal employment, contract employment, or assignment;
5. Disability separation;
6. Retirement;
7. Job abandonment, “no-call, no-show”, or other failure to report to work;
- ~~8. Termination of employment due to medical condition,~~
9. Lack of qualification or license, or other disqualification that renders an employee as unable ~~inability~~ to perform job duties.

A.
B. Disciplinary:

1. Unsatisfactory performance driven;
2. Work rule violations

Workplace Safety: is defined as conditions of employment affecting an employee’s physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to the same.

Any written grievance filed in Step 1 of the grievance procedure must be filed with the Department Head using the *Written Grievance Form* that is available in the Human Resource office or on the City’s intranet.

Steps of the Grievance Procedure

Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

1. Step 1 – Written Grievance Filed with the Department Head. The employee must prepare and file a written grievance with the Department Head or his/her designee with a copy to the Director of Human Resources, within ten (10) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The written grievance shall be submitted using the *Written Grievance Form* and give a detailed statement concerning the subject of the grievance, the facts of which the grievance is based and indicate the specific relief sought. The Department Head or his/her designee will investigate the facts giving rise to the grievance and inform the employee and the Director of Human Resources of his/her decision, in writing, within five (5) business days of receipt of the grievance if possible. The written response shall contain a statement of the date the meeting between the Department Head or his/her designee and the Grievant occurred, the decision to sustain or deny the grievance, and the deadline for the Grievant to appeal the grievance to the next step of this procedure. In the event the grievance involves the Department Head, the employee may initially file the grievance with the Director of Human Resources or his/her designee, thereby waiving Step 1 of the procedure moving directly to Step 2. Any request to waive Step 1 must be made to the Director of Human Resources.
2. Step 2 – Review by the Director of Human Resources. If the grievance is not settled at Step 1, the employee may appeal the grievance to the Director of Human Resources within five (5) business days from the Department Head or his/her designee’s decision at Step 1. The Director of Human Resources or

his/her designee will review the matter and inform the employee and the Department Head of his/her decision, in writing, within five (5) business days of receipt of the grievance.

3. Step 3 – Appeal to the Human Resources Committee. If the grievance is not resolved at Step 2, the employee may appeal by filing a written appeal of the grievance with the Human Resources Committee within five (5) business days from the Director of Human Resources or his/her designee's decision. The appeal should be sent to the Chairperson of the Human Resources Committee with a copy sent to the Director of Human Resources. The Human Resources Committee shall meet with the parties to discuss the matter at their next regularly scheduled meeting. Within five (5) business days of the meeting, the Human Resources Committee shall issue a written decision to the parties involved sustaining or denying the grievance.
4. Step 4 – Impartial Hearing Officer. If the grievance is not settled at Step 3, the employee may request in writing, within five (5) business days from the Human Resources Committee's decision, a request for a hearing by an Impartial Hearing Officer. The appeal should be sent to the Director of Human Resources. The City shall select and be responsible for the expenses for the Impartial Hearing Officer. The Impartial Hearing Officer shall not be a City employee. The hearing shall be held at a mutually agreeable time in a public building. Employees may be accompanied by a representative of their choice during the Impartial Hearing process. All testimony shall be taken under oath. In all cases, the Grievant shall have the burden of proof to support the grievance. The rules of evidence shall not be strictly followed, but no factual conclusions may be based solely on hearsay evidence. After receiving the evidence and closing the hearing, the Impartial Hearing Officer shall issue a written response to the parties involved. The Impartial Hearing Officer may request oral or written arguments and replies.

The Impartial Hearing Officer shall have the power to issue a written response to the grievance. The response shall contain findings of fact, analysis and recommendation. The Impartial Hearing Officer shall have no power to issue any remedy and shall only determine whether the City acted in an arbitrary and capricious manner.

5. Step 5 – Review by the Governing Body If the grievance is not resolved after Step 4, the employee or the Director of Human Resources shall request within five (5) business days of receipt of the written decision from the Impartial Hearing Officer a written review by the City Council. No formal hearing will be required and the City Council shall not take testimony or evidence; it may only determine whether the Impartial Hearing Officer reached an arbitrary or incorrect result based on a review of the written record before the hearing officer. The City Council may request additional written submittals of the parties on matters which were raised before the Impartial Hearing Officer or, at its discretion, meet with the parties to review the matter. The preparation of the written record shall be at the expense of the party seeking appeal and the appealing party shall supply a copy of the written record to the other party without charge. The matter will be scheduled for the City Council's next regularly scheduled meeting. The Impartial Hearing Officer's determination may be affirmed, modified, or reversed by a majority vote of the City Council. The City Council's decision shall be final and binding on the parties.

The City Council will inform the employee of its findings and decision in writing and provide a copy of the decision to the Director of Human Resources within five (5) business days of the City Council meeting.

An employee may not file a grievance outside of the time limits set forth in the procedure above without mutual agreement of the parties involved. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee must process his/her grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation, comp time etc.) in order to be paid for time spent processing his/her grievance during normal work hours through the various steps of the grievance procedure.

Employee Acknowledgment

**CITY OF WAUSAU
EMPLOYEE ACKNOWLEDGMENT OF RECEIPT AND UNDERSTANDING**

Employee Handbook

By signing below, I acknowledge that I have received a copy of the City of Wausau's Employee Handbook. I also acknowledge that I have had the opportunity to read the policy and have any questions answered, and that I understand and will abide by the provisions contained in this policy.

I acknowledge that I have not entered into any such individual agreement or contract by acknowledging receipts of this Handbook or by following any of the provisions of this Handbook. I understand that the contents of this Handbook may be changed by the Employer at any time, with or without notice to the extent permitted by law.

Signed: _____ Date: _____

Printed Name: _____



Memorandum

From: Myla D. Hite, Human Resources Director
To: Human Resources Committee
Date: December 14, 2015
Subject: Organizational Efficiency and Development

Purpose: To comply with the Committee's assignment to present a proposal to conduct internal organizational efficiency analysis and LEAN process improvement work within the City in 2016. The goal is to better develop the organization towards accomplishing the strategic goals of the City of Wausau in the most cost effective manner possible in service of the citizenry.

Proposal for an Internal Organization Efficiency Analysis and Organization Development Effort: That you review the process outlined in the attached for the proposed process to accomplish the Committee tasking (encl), to decide whether to conduct an internal analysis or to pursue another avenue. The outcomes using the proposed process would include the following:

1. An organization strategy for the body of work in question that is aligned with the priorities of the citizens, policymakers and the mission of the affected department. A performance audit along with a process improvement initiative to assess barriers, remove gaps, eliminate waste and to develop realistic measures for efficiently performing the work. Job descriptions, work processed, performance standards would be aligned and staff developed to support the efficiencies implemented. Measures would be in place to determine overall effectiveness of the process.
2. For each body of work being analyzed for potential improvement, the anticipated time frame would be 3-4 months. It would involve personnel in key roles (see Enclosure 2)

Background

1. In September 8, 2014 the Human Resources Committee approved soliciting Requests for Proposal to conduct an Organization Efficiency study within General City Government.
2. On February 9, 2015 the Human Resources Committee voted to table the idea of hiring an external consultant to conduct a City-wide organizational efficiency study due, in part, to the proposed costs, which ranged from \$57,500.00 to \$112,000.00.
3. During 2015, the Committee has reviewed efforts to strengthen the tie between performance and pay, enhance the performance appraisal process (goal setting as well as feedback) and discussed the importance of continuing to develop and improve the organizational efficiency.
4. At the November 9, 2015 meeting, the Committee again discussed the need to look for ways to more efficiently conduct business given that a 4.7% budget increase is predicted for 2016, emphasizing that an effort to review matters organizationally (as opposed to individual position) needs to occur. During the discussion, the Committee tasked Human

Resources Director Myla Hite to prepare a proposal for committee consideration in December.

Recommendation(s): If the Committee elects to perform this work internally, I recommend that you approve the following:

1. A six month pilot from January to June of 2016, re-evaluating for continuation at that time.
2. Anticipated time frame of 3-4 months for each analysis.
3. Designate HR Director to perform the overall work and to make assignments consistent with the designated roles and responsibilities.
4. Approve implementing skeletal staffing, for 3-5 days during the conduct of the actual LEAN event, within the area of work being analyzed for process improvement. This would facilitate staff performing the work to be involved in task analysis, elimination of waste and outlining streamlined processes as opposed to performing normal business operations.
5. Approve designating up to \$5,100 from the City Council’s Professional Services budget to obtain the oversight of LEAN Blackbelt Craig Dreikson for the period January 1, 2016 through June 30, 2016. (See enclosure 3)
6. That the Human Resources Committee brainstorm, identify and prioritize the body(ies) of work to be analyzed for improvement, with the initial focus being on work that impacts external customers. Ideas for consideration, although not all inclusive, are as follows:

Priority Number	Body of Work	Primary Dept. Secondary Dept.
	Establishing Property Valuations within the City	Assessments Finance
	Maintaining and Constructing Streets within the City	Public Works
	Providing Potable Drinking Water within the City	Public Works
	Ensure construction complies with codes and ordinances	Public Works
	Other:	

Resource Impact: \$5,100.00 along with staff time which can be absorbed within existing resources.



**Enclosure 2:
December 14, 2015**

Organizational Efficiency and Development

Roles and Responsibilities.

During the LEAN portion of the event, the following roles will be designated:

Executive Sponsor. One elected official (Mayor and/or HR Committee member) designated to serve as the executive sponsor to support the initiative at a high level. The Executive Sponsor communicates with the leadership team and addresses barriers, works with the facilitator and process owners to set vision, ensure events are conducted, an action plan is implemented and improvements are sustained.

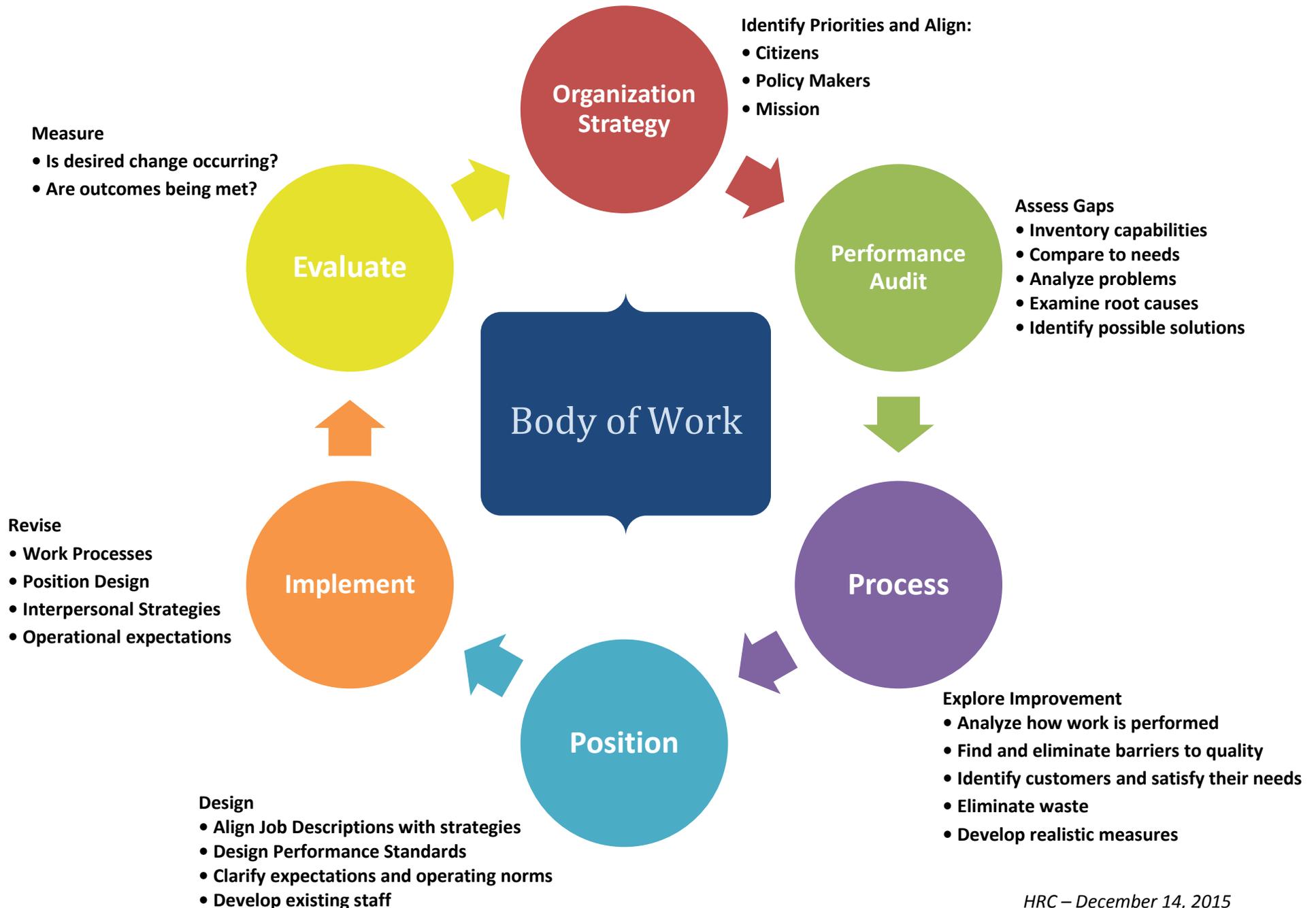
Process Owner. By position, the Department Director for the involved body of work being analyzed assumes this role. The person has broad view and authority over the process to be improved, “owns” the overall process from preparation through effective follow-up and tracking. This person is necessary for coordinating all details within the department. He/she champions the team and lean process as necessary. Assists the team by communicating vision, eliminating barriers to change, providing support and promoting the team objectives. In follow up is responsible for all data collection.

Team Lead. Ordinarily the team lead would be the first level manager with responsibility for the work (ex: City Inspections – William Hebert, Street Maintenance – Ric Mohelnitzky, etc.). Team leads will work closely with the Facilitator to keep the team focused on daily requirements. During the actual LEAN event, the team lead will be responsible for delivering real results, guiding the team toward aggressive changes and focusing on content during the meeting.

Team Member(s). Consist of staff currently involved in performing the body of work who are expected to participate and contribute to the team by assisting in achieving the team goals and objectives. Team members may consist of people involved in the daily workload of the targeted area, or be interfacing or support personnel (example: Assessment LEAN event would include Finance Department staff who are involved in performing aspects of the work. The potential exists to include other personnel such as customers, etc.

Facilitator. LEAN greenbelt (HR Director) who owns the Lean process, provides structure and direction to help facilitate a successful learning experience for all team members while achieving the team’s goals and objectives.

Proposed Organizational Efficiency Analysis and Improvement Process





Northcentral
TECHNICAL COLLEGE
 Business and Industry Solutions



I am pleased to present the following training package for the advancement and growth of your team. If the scope or duration does not meet your goals and expectations, please don't hesitate to contact me. Thank you for considering Northcentral Technical College for your training and professional development needs.

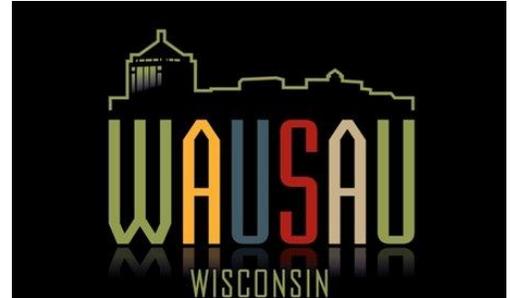
Date: 12.2.15 **Attn:** Myla Hite

Course name: Professional Development – Lean Coaching

Number of Training Hours per employee: 10 hours per month or 60 hours

Training Site: City Hall

Date & Time of Training(s): January – June 30th, 2016



<u>Lean Coaching</u>	
<ul style="list-style-type: none"> - Support planning initiatives - Bouncy approaches and ideas past one another - Co-Facilitative session as needed - Review documents - Align program with sustainable practices for longevity 	10 hours per month
TOTAL INVESTMENT – (Firm dates, times & locations still need to be determined for these sessions)	\$5,100.00

 Business representative

 Company

 Date

By signing this document, we accept this proposal and wish to move forward with the generation of a formal contract for the training outlined above. **Please scan and email: wolfa@ntc.edu or fax to 715.301.2471.**

Best regards,

Ali Wolf

*Business Development Manager; Northcentral Technical College - Business and Industry Solutions (BIS)
 1000 W. Campus Drive Wausau, WI 54401 Office: 715.803.1471 Cell: 715.581.0345 www.ntc.edu/business-industry*



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Business and Industry Solutions



Instructor Bio – Craig Dreikosen



Craig Dreikosen is an experienced Business Improvement and Project Management professional. Craig brings to the table a wealth of knowledge in Lean, Six Sigma, Problem Solving, Project Management, Strategic Planning, Performance Measurement and Organizational Change. With a professional career including aerospace, manufacturing, healthcare and additional experience through consulting from High Mix/Low Volume Manufacturing, government and healthcare, Craig is ready to serve your organizational performance improvement needs.

Craig's credentials include:

- Bachelors of Science in Industrial Engineering – UW-Platteville
- Masters of Science in Project Management – UW-Platteville
- Lean/Six Sigma Black Belt
- Graduate of several internal Leadership Programs

Craig strives to strengthen and improve local businesses with the objective of seeing the area continue to thrive economically. To this end Craig volunteers with several local professional organizations including United Way, Emerging Leaders, Society of Manufacturing Engineers, American Society for Quality and currently serves on the Marathon Venture Academy Governance Board as President. Craig and his wife Sonya call Marathon City home with their young children and want to ensure the area continues to support good paying jobs.

For more information about Craig's specialty topics and delivered topic areas, please contact:

Ali Wolf
Business Development Manager
NTC Business and Industry Solutions (BIS)
1000 W. Campus Drive
Wausau, WI 54401
Office: 715.803.1471

November 29, 2015

Mayor Tipple
City of Wausau
407 Grant St.
Wausau, WI 54403

Dear Mayor Tipple,

I send this anonymously in fear of repercussions from the City of Wausau. There is no doubt in my mind that my honesty would not just compromise future opportunities, but also risk employment in general.

Human Resources used to be a welcoming place where people could go to for a variety of reasons. It is now turned into a place where people get treated very poorly, are brushed off and made to fear. Being employed by the government used to be something to be proud of. It meant that one would have fair wage, good benefits and a steady job. If someone asked me if they should apply for the City of Wausau, I would honestly have to suggest that they don't bother.

Never in my career have I seen such lack of compassion, poor follow through, rudeness, dishonesty, authoritarianism, and arrogance as I have seen from the Human Resources Department this past year. The new staff presents themselves as very fake, with an extreme lack of humanity. The focus seems to be more so on asserting their position, rather than doing the right thing. Ensuring that their job is as easy as possible takes precedence over assisting others in a professional manner. Anyone who brings an issue to their attention may as well be blacklisted.

I feel that it was important to bring this to your attention because I do truly believe that it is the right thing to do and sincerely hope for positive change.

Please look over the City of Wausau's Core Values/Behaviors. How can this City improve and hold these values if those at City Hall, specifically Human Resources, practice hypocrisy and in fact do not practice these values themselves.

Attached is a copy of the City of Wausau's Core Values/Behaviors for your convenience.

Respectfully,

Enclosure
Cc: Myla Hite
Elise Krohn
Jennifer Kannenberg

CITY OF WAUSAU
CORE VALUES / BEHAVIORS

Respect

- Treat others as you want to be treated
- Acknowledge and accept differences in opinion
- Accept others for who they are
- Value diversity
- Be kind, patient, forgiving, and courteous toward others
- Support co-workers and show appreciation
- Respect yourself, have self worth (make use of EAP when needed)
- Don't "run" people down behind their back
- Be nice – don't take advantage of others
- Treat people equally and with dignity
- Recognize good quality

Honesty

- Tell the truth – be factual
- Admit mistakes and shortcomings
- Be true to yourself and others
- Do the right thing
- Share credit
- Be fair and open

Professionalism

- Promote training
- Learn life-long
- Act with civility
- Provide guidance
- Take pride in your work and project a positive image
- Maintain a positive attitude
- Show initiative
- Strive for continuous improvement
- Comply with policies and procedures
- Accept constructive criticism
- Be humble
- Hold yourself to a higher standard
- Accept change
- Be committed / dedicated to your job
- Do what it takes to get the job done
- Exercise emotional control and practice a high level of emotional intelligence
- Seize opportunity
- Demonstrate a willingness to learn

Responsibility / Accountability

- Takes ownership for one's actions and accepts the consequences
- Act judiciously
- Be responsive
- Correct negative actions
- Hold each other to the same standard and expose irresponsible actions
- Complete your work accurately and efficiently
- Be dependable and conscientious
- Admit limitations and ask for help when needed
- Be a cooperative team player
- Help each other out
- Improve the environment
- Protect City assets
- Be reliable, punctual, and respectful of others' time
- Provide exceptional customer service, both internal and external

Integrity

- Practice ethical behavior
- Accept the consequences of your actions
- Act in a trustworthy manner
- Do the right thing, even when nobody is watching
- Act morally and ethically
- Be courageous and stand up for what is right
- Lead by a positive example of attitude, words, and actions
- Protect confident and sensitive information
- Make actions correspond to words

Communication - Fortright / Transparent

- Communicate openly, keep others informed, and share knowledge
- Include all stakeholders
- Be honest and truthful
- Facilitate teamwork
- Empower others
- Seek input
- Listen to others to gain understanding, hear them out, ask clarifying questions
- Get facts and give facts – stop gossip
- Help solve problems
- Avoid assumptions
- Provide positive recognition of city employees / job duties
- Be open minded

Compassion

- Show empathy toward others
- View the situation through the other person's eyes
- Be understanding and kind
- Make others feel welcome and appreciated
- Listen and provide support
- Be non-judgmental
- Be sensitive to others, care about others
- Get rid of your own baggage ---let it go

Vision / Global Perspective

- Plan for the future
- Share ideas and resources
- Remove physical and social barriers
- Think big and outside the box
- Apply best practices
- Grow with technology
- Practice good interdepartmental communications
- Build positive work relationships and a positive work environment
- Be flexible and readily adapt to change
- Be creative and innovative

Stewardship of Resources

- Practice wise management of environment, finances, and people
- Protect assets against waste, loss, and misuse
- Take proper care of equipment and money
- Be efficient – get things right the first time

Compromise

- Understand and accommodate different views and values
- Offer encouragement and display sensitivity
- Cooperate to achieve common goals and objectives

Safety

- Adhere to the *City of Wausau Risk Management Policy*
- Fulfill the individual / position responsibilities contained in the *Risk Management Policy*