



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, February 8, 2016 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 01/11/16 Minutes
- 2) Discussion and Possible Action of Compensation Plan Adjustments - Internal Alignment for:
 - A. Fire Department Battalion Chiefs
 - B. Police Department Lieutenants
 - C. Police Department Captains
- 3) CLOSED SESSION pursuant to Section 19.85(1)(e) of the Wisconsin State statutes for bargaining reasons requiring a closed session for the purpose of considering the following:
 - Amalgamated Transit Union (ATU) Local 1168 Bargaining
- 4) Reconvene into Open Session, and Possible Action on Closed Session Item of Amalgamated Transit Union (ATU) Local 1168 Bargaining
- 5) Discussion and Possible Action of New Elected Official Orientation
- 6) HR Director's Report:
 - A. Employee Handbook Feedback Sessions:
 - 2/17/16 at 1:00 p.m. - Board Room, City Hall
 - 2/17/16 at 2:15 p.m. - Water Distribution Shop, 1701 N. River Drive
 - 2/24/16 at 7:15 a.m. - Public Works Garage, 400 Myron Street
 - 2/24/16 at 8:30 a.m. - Board Room, City Hall
 - B. Organization Efficiency Study Update
- 7) Future Agenda Items for Consideration
- 8) Adjourn

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 02/03/2015 at 5:00 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: January 11, 2016 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, C. Barr, M. Hite, E. Krohn, T. Kujawa, T. Larsen, E. Lindman, J. Schara, R. Neupert (WSAU)

Approval of 12/14/2015 minutes.

Wagner asked if there were any changes or corrections needed to the minutes of the December meeting. Nagle said that his quote regarding pay of operators in the first item needs to be changed from “training and doing a good job” to “trained and doing a good job”. No other comments were made. Motion by Nagle, second by Gisselman to approve the draft minutes from December 14, 2015. All ayes. Motion passes 4-0. (*Rasmussen absent from vote.*)

Discussion and Possible Action of Process for Employee Handbook Review.

Wagner said that Council agreed the changes to the employee handbook should go back to the Human Resources Committee for a review, to include input from employees. Wagner asked the Committee for suggestions. Gisselman suggested asking if any employees present at the meeting had comments to share. Chris Barr said that some of the language for mechanics is outdated relating to tools, and suggested having some employees get together with supervisors to discuss. Wagner asked if there could be a group of 4 or 5 employees to review the handbook. Nagle said that it is easier for people to express their concerns in groups instead of individually, similar to when employees belonged to a union, and he would hate for someone not to express their opinion for fear of a negative repercussions individually. Wagner suggested having an HR Committee member meet with various departments. Oberbeck said an option would be for different groups of employees to bring their changes to a spokesperson for the group. Wagner said that it would need to be clear that the handbook is not subject to negotiation. Oberbeck gave the example of groups who meet to discuss building codes and give their input, but do not have authority to change the codes themselves. Hite said that at the beginning of 2015, department heads were told in a staff meeting that the handbook would be reviewed and revised; some department heads shared this information with employees, and employee input has been received throughout the year. Hite has met with several employee groups at their request to answer questions about proposed changes to the handbook. Hite also said that in review of the handbook for the Committee, she inserted “Policy Decision” for any significant change so that it was transparent. Discussion took place on the difference of receiving individual feedback and group feedback, with the consensus being that group feedback is better. Rasmussen shared her experience as Council President of meeting with employee groups and how it was positively received by employees; she suggested doing the same thing to have discussions on this matter. Wagner said that he would be favor of one or two of the Committee members going to the different work groups to talk. Hite said it is important to remember that the handbook is a management tool for the boundaries, benefits, and guidelines for the workplace; it is important that employees have input. Wagner asked if some employees would be intimidated by having their boss in the room during the discussions. Hite said that you want to have a good problem-solving model; if there are problems in the workplace, then people of all levels should be involved and gain perspective together. Rasmussen suggested using the Peer Focus Group model used in the past by the City. Nagle brought up the meetings facilitated by Don Ryder with employees to create the Core Values. Oberbeck suggested taking the two main issues to the groups to let them discuss while the Committee member(s) listened. Rasmussen said that employees would feel ownership of the handbook if given the opportunity to give input. Discussion took place about the timeframe to complete the meetings. Hite reminded the Committee that the new handbook contains a new pay-for-performance model, which places any changes to the pay-for-performance model on hold until the handbook is passed, and therefore at this time no pay-for-performance recognition. Rasmussen asked if appraisals were still done in July. Hite

explained that the appraisal process has been moved to October for completion by the end of the year to coincide with the budget cycle. Gisselman reminded the Committee that elections will be held in April and the members will change. The Committee agreed that this item should be resolved before the new Council is put in place in May. Rasmussen said that the information should be gathered by March 10th for the Committee. Wagner said that he will work with Human Resources to get meetings scheduled. No motion on this item.

Discussion and Possible Action of Revised Organizational Efficiency Proposal (Hite).

Hite said, working from the direction given by the Committee at the last meeting, she has provided an expanded proposal that includes more involvement from the LEAN BlackBelt. Hite provided a supplement to the proposal she presented to the Committee in December. Hite explained that she met with the BlackBelt and focused on the four items that were listed in the original proposal. The previous quote was \$5,100 and the revised quote is \$13,150. Hite provided an outline of the activities that would take place and the amount of time the activities would take, indicating that the BlackBelt would be more heavily involved at the beginning of the process and less involved as the process move forward. At the end of the contracted 180 hours, it would be up to the Committee if they wish to have the BlackBelt continue in the process. Rasmussen pointed out that on the memo for this item that in the initiatives listed, it said “City-County IT Commission” instead of “City”. Hite said that this was an electronic error and “City-County IT Commission” should be replaced with “City”. Motion by Rasmussen to approve the revised Organizational Efficiency Proposal and direct Hite to move forward. Second by Oberbeck. Wagner asked when the Committee can expect the study to be done. Hite said the request for the funds needs to go to the Finance Committee, and then it will be a 6 month pilot. Wagner asked for clarification if that meant 6 months after it starts; Hite responded that he was correct. Gisselman asked if this was included in the budget. Hite said the \$13,150 is not in the budget, and that the Finance Director has some ideas on where to get the money, and that is why this needs to go to the Finance Committee. All ayes. Motion passes 5-0.

Discussion and Possible Action Regarding Update and Salary Range Reassignment of Senior Human Resources Generalist Position (Hite).

Hite provided an overview of the background of the Senior Human Resources Generalist position to the Committee. This overview included how the position was reclassified downward in February 2012 from a Pay Grade 12 to a Pay Grade 10 based on the recommendation of the former HR Director. Hite explained how the skillset needed for the position has changed due to the City going from a fully insured benefits plan to a self-insured benefits plan. Hite is recommending a management initiated action to add a professional license to the minimum qualifications of the position which, if approved, results in reassignment of the position within a higher salary range. Hite explained that the Intermediary License possessed by the current Senior Human Resources Generalist (Elise Krohn) is in the City’s best interest because the person holding the license will have a high level of knowledge in benefits and benefits contracts. By having the knowledge associated with having an Intermediary License, Krohn has provided Hite with information that has supported the HR Director in negotiating with providers and producing a benefits plan design that has resulted in an actual cost saving to the City of over \$1.3 million in benefit years 2015 and 2016. Hite said that adding the requirement of an Intermediary License to the position will be the best for the City in the future if it needs to fill the position again. Hite said it is very beneficial to have someone in the position with the Intermediary License, and therefore is recommending that the Committee adds the requirement to the position. Hite said if the qualification is added to the position, she recommends the position being moved back into Pay Grade 7 as a result of that. Rasmussen said she thinks it is hugely beneficial to have an Intermediary on staff that is licensed in all 4 lines. Wager said he sees the benefit of adding the requirement to the criteria. He questioned the salary amount recommended and asked how long Krohn has been with the City. Hite said that Krohn has been employed with the City 1 ½ years and is not currently at the mid-point of the Pay Grade 9 salary range. Hite asked for Krohn to be placed in Pay Grade 7, in the middle of the minimum and mid-point of the range. Oberbeck asked for clarification if they would be approving the change to position with the suggested salary. Hite answered yes, and said that she wanted to be transparent that she would be using money set aside for compensation plan administration that the Committee recently passed. Conversation changed briefly to the pursuit of monies to fund potential pay increases for other City employees not represented under a collective bargaining agreement. Motion by Rasmussen to approve the update and salary range reassignment of the Senior Human Resources Generalist position. Second by Oberbeck. 5-0. Motion passes.

HR Director’s Report:

A. ATU Contract Bargaining Update.

Negotiations took place on December 22, 2015. A tentative agreement was reached on January 7th and was ratified by the union. The contract will be brought to the Committee in February for approval. Wagner said that he was impressed with the professionalism shown by both sides during the meeting in December that he witnessed.

Future Agenda Items for Consideration.

Hite will be bringing two items to the February meeting: ATU contract, and Police Lieutenant salaries. Wagner said if any other items come up to bring them to Hite or himself.

Adjourn.

Motion by Rasmussen to adjourn. Second by Oberbeck. All ayes. Motion passes 5-0. Meeting adjourned.

Romey Wagner
Human Resources Committee, Chair



Memorandum

From: Myla Hite, Human Resource Director
To: Romey Wagner, Human Resources Committee Chair
Date: February 8, 2015
Subject: Staff analysis of Salary Adjustments, Fire Battalion Chiefs

Purpose: To provide an analysis and favorable recommendation for Committee consideration of the request from the Fire Department concerning salary adjustments for sworn, public safety staff not represented under the terms of a collective bargaining agreement.

Background:

1. On January 27, 2015 the Common Council approved the collective bargaining agreement (CBA) by and between the City of Wausau and the Wausau Fire Association Local 415 which was negotiated within the authority provided by the Human Resources Committee during a closed session on October 13, 2014.
2. The Fire CBA contains provision for 3 separate salary increases in the amount of 2% for represented staff effective in the following months: April 2015, April 2016 and January 2017.
3. With implementation of the April 2016 salary increases, the compensation levels for Fire Lieutenant salaries increases to \$23.73 per hour with the lowest paid Battalion Chiefs making \$24.77 per hour which is a differential of 4.2%. At Appendix B, subpart E. Lieutenants who maintain their paramedic license are compensated an additional 5%-7% depending upon years of service, whereas Battalion Chiefs lose this compensation upon promotion. This gap will also be further reduced when the January 2017 2% pay increase is implemented. The implementation of the collective bargaining agreement salary increases creates an internal alignment issue.
4. While there is no one set standard, the generally accepted floor for a margin in compensation between line staff and supervision is 5%. Compensation levels between supervisors and line staff that is "uncomfortably close" is commonly referred to as "compression".
5. To rectify the situation in which compression will exist with the implementation of the April 2016 pay increase, the Fire Chief's recommendation to set a new hourly pay rate of \$25.27 for the two (2) Battalion Chiefs currently making \$24.77 per hour is appropriate. The cost impact of this action to is \$2,639.08 per year (benefits included) which can be transferred from the budgeted funds set aside for compensation plan administration.
6. In January 2017, to rectify the additional compression created as a result of the pay increase negotiated within the collective bargaining agreement it would be appropriate to further raise the pay rate for 2 Battalion Chiefs to \$25.78 which represents a cost impact of \$3,509.67 (benefits included) which would be included in the 2017 budget submission for the Department.

Impact: The total cost impact is \$2,639.08 which is contained within the budget for 2016 Compensation Plan Administration, and for 2017 \$3,509.67 which results in \$6,148.75 being added to the base budget of the Wausau Fire Department for salaries.

Coordination: The figures contained herein have been coordinated with the City of Wausau Payroll Office.

Cc: Mayor
Fire Chief

Encl: Memorandum, Chief Kujawa
Resolution 02-1217

Memorandum



Date: February 1, 2016
To: Myla Hite, Human Resources Director
From: Tracey Kujawa, Fire Chief
RE: Fire Department Battalion Chief Compensation

This memo is a concern that has been discussed in the recent past both face-to-face and within formal meeting structures which revolves around a salary adjustment for Fire Department Battalion Chiefs. This request for a salary adjustment would allow the position of Battalion Chief to maintain an approximate 5% differential after a 2% raise for line personnel transpires the first pay period in April which was bargained through the collective bargaining process and approved by Common Council.

As we have discussed, it is becoming more and more difficult to recruit into the supervisory ranks because there are minimal incentives and considerably more responsibilities. Battalion Chiefs are no longer compensated for overtime worked, FSLA or longevity pay, maintaining EMS certifications and lose union protections and they are required to manage their crew on a day-to-day basis and provide leadership during significant emergency responses. They have a substantial increase in responsibilities with minimal accompanying incentives. It would be beneficial to our Department to maintain, at a minimum, a 5% differential to help incentivize competent individuals within the ranks to move into this supervisory position. To maintain this differential I am requesting that two of the three Battalion Chiefs receive the same increase that the line personnel have been approved to receive the first pay period in April.

The three Battalion Chiefs hourly wages are as follows:

- Two Battalion Chiefs at \$24.77 per hour
- One Battalion Chief at \$26.88 per hour

With the implementation of a 2% increase, the position of Lieutenant will earn \$23.73 per hour. Therefore, in attempt to minimize the impact to the 5% differential I am requesting that the two Battalion Chiefs currently earning \$24.77 receive a 2% increase to \$25.27. I believe this to be imperative for the future or our Department to help incentivize established leaders within our line personnel to move into supervisory positions.

I very much appreciate your consideration with this request.

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving bargaining agreement between the City of Wausau and Wausau Firefighter Association Local 415, IAFF, AFL-CIO and CLC for January 1, 2015 – December 31, 2017

Committee Action: Approved 4-1

Fiscal Impact: Total: \$27,455 over 3 years

File Number: 02-1217

Date Introduced: January 27, 2015

RESOLUTION

WHEREAS, Representatives of the City of Wausau (hereafter referred to as “City”) and the Wausau Firefighter Association Local 415, IAFF, AFL-CIO and CLC (hereafter referred to as the “Association”) have agreed to the provisions of a collective bargaining agreement encompassing the calendar years of 2015-2017, the summary of the agreement being attached, and

WHEREAS, your Human Resources Committee recommends the adoption of this agreement, and

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau that the provisions as summarized on the attachments are approved for incorporation into the labor agreement between the City and the Association, and that all of the remaining unchanged provisions in the latest current agreement shall continue to be in effect, and that the labor agreement shall be a three-year agreement, encompassing the periods of January 1, 2015 through December 31, 2017 inclusive and retroactive, and

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

Approved:

James E. Tipple, Mayor

**Wausau Firefighter Association Local 45, IAFF, AFL-CIO and CLC
Summary of Tentative Agreement, January 12, 2015**

Article	Firefighter Association Agreement
Entire Agreement	Use of pronouns Convert to gender neutral
Entire Agreement	Change calendar days to business days
Entire Agreement	Remove references to Captain
2 – Bulletin Boards	Union owns and we allow space for one within our facility. If inappropriate material posted we notify Union and/or remove bulletin board.
6 – Fair Share Agreement	Increase Association’s administrative fee from \$24.00 to \$78.00 annually to cover the costs of dues transfer
7 – Discrimination	Reasonable accommodation for employees (supercedes 1995 Modified duty agreement) Actual Cost: 1 FF/Paramedic with a #50 lifting restriction. (August 15, 2014 – January 2, 2015)
13 - Workweek	C – Establishing a standard workweek for temporary duty employees D - 2 Work Day – Establishing a work day for modified duty employees G – Overtime – Allows 24 hours of comp time bank in lieu of overtime pay with a sunset at the end of 2015 (Cannot be taken if it will cause OT) G-3 – Reduces call-in pay from 4 to 2 hours for cancelled transports I – Compensates honor guard for City events when approved in advance by Chief
16 – Holidays	Add one personal holiday bringing the total to 2
18 – Sick Leave	F. Workers comp absences certified under FMLA G. Treats injured temporary duty employees the same as workers comp in terms of using sick leave and compensation.
19 – Leave of Absence	One year leave of absence only granted if the employee cannot be reasonably accommodated
33 – Duration	Term of Agreement 1/1/15 – 12/31/17
***Appendix A	Salary Increases: Apr 2015 – 2% Apr 2016 – 2% Jan 2017 – 2% Reduces EMS Team Leader from 3 to 1 and increases compensation from \$1200 to \$1600 Cost shifts 1% of medic premium (after 10 years) to critical care paramedic to provide an incentive. HAZ Mat compensable position reduction from 50 to 29



Memorandum

From: Myla Hite, Human Resource Director
To: Romey Wagner, Human Resources Committee Chair
Date: February 8, 2015
Subject: Staff analysis of Salary Adjustments, Non-represented Police Department Sworn Staff

Purpose: To provide an analysis and favorable recommendation for Committee consideration of the requests from the Police Department concerning salary adjustments for sworn, public safety staff not represented under the terms of a collective bargaining agreement.

Background: PART I – Police Lieutenant Compensation

1. On January 27, 2015 the Common Council approved the collective bargaining agreement (CBA) by and between the City of Wausau and the Wisconsin Professional Police Association (WPPA) for 2015-2017 which was negotiated within the authority provided by the Human Resources Committee during a closed session on October 13, 2014.
2. The Police CBA contains provision for 3 separate salary increases in the amount of 2% for represented staff on the following dates: April 2015, April 2016 and January 2017.
3. With implementation of the April 2016 and January 2017 salary increases, hourly compensation levels for Patrol Officer IV and Detective increase \$1.19 and \$1.25 per hour, respectively as follows:

Figure 1

Job Class	2015	2016	2017
Patrol Officer IV	\$29.25	\$29.84	\$30.44
Base		.59	1.19
Detective	\$30.71	\$31.33	\$31.96
Base		.62	1.25

4. While there is no one set standard, the generally accepted floor for a margin in compensation between line staff and supervision is 5%. Compensation levels between supervisors and line staff that is “uncomfortably close” is commonly referred to as “compression”.
5. With the implementation of the 2016 salary increase, the Detective rate of \$31.33 per hour is 3 cents more per hour than the actual compensation rate of 6 of Wausau Police Department Lieutenants, when their salaries are broken down to an hourly rate.
6. To remove structural compression, I am recommending that a subset of the Salary Range Level 6 within the City be established for Police Lieutenants with a 5% increase in the range for Police Lieutenants, as follows:

Figure 2

Pay Grade 6	Entry	Mid-point	Maximum
Current	\$27.82	\$34.78	\$41.74
Proposed	Base	.59	1.19

7. To rectify the situation in which compression will exist with the implementation of the March 2016 pay increase, I am recommending a new hourly pay rate of \$33.56 for any Lieutenant making below that amount when their salary is converted to an hourly rate. This action will affect 7 Lieutenants at an annual cost (with benefits) of \$27,809.11.

Background: PART 2 – Police Captain Compensation

While the aforementioned compression information provided for consideration relating to Lieutenant compensation also exists for Police Captains this situation is further compounded by schedules. The majority of officers work a 12 hour day schedule whereas Administration works an administrative schedule. This results in a large number of Police Officers and Lieutenants working 2184 hours per year, with the top Police Administration, e.g., Police Captains are assigned to work an administrative year of 2080 hours; however, they are responsible for the operations of the Department 24 hours per day, 365 days per year which is a responsibility level of 8760 hours per year.

As provided in the Department's memo, the lowest paid Captain earns an annual salary of \$81,681 whereas the highest paid Lieutenant is already earning more at \$83,450 annually. Applying a 5% standard, compression would be alleviated by setting the minimum salary for Lieutenant at \$87,622.

Requests: That the Committee review and consider for approval the following actions:

- a. An 2016 salary increase to remove compression for Lieutenants that sets the lowest hourly pay rate (salary converted to hourly) at \$33.56 which will impact 7 lieutenants at a cost of \$27,809.11 (benefits included) to be absorbed within the current Police Department budget.
- b. An 2016 salary increase to remove compression for Police Captains that sets the minimum salary for Police Captain at \$87,622 annually which results in a pay increase for 2 Captains, costing the Department \$7,885.82 which will be absorbed within the current Department budget.
- c. A January 2017 Lieutenant salary increase to maintain the 5% spread that sets the lowest hourly pay rate (salary converted to hourly) at 34.23 which will impact 8 Lieutenants at a cost of \$12,277.28 that will be included in the 2017 budget submission and will add to the base along with the aforementioned \$27,809.11.
- d. A January 2017 salary increase for Captains to maintain the 5% spread that sets the lowest hourly pay rate (salary converted to hourly) at \$42.97 which will impact all three (3) Captains at a cost of \$5465.49 that will be included in the 2017 budget submission and will add to the base along with the aforementioned \$7,885.83.

Impact: The Wausau Police Department has confirmed that the cost impact can be absorbed within their 2016 current budget based upon the personnel vacancies that will occur and the time lapse between vacancy and fill. The Department's 2017 budget will contain a request to sustain the increased costs which will add to the base budget, as follows:

Figure 3

Year	Lieutenant #/Cost	Captain #/Cost	Total Amount	Payment Method
2016t	7/\$27,809.11	2/\$7,885.83	\$35,694.95	Absorbed
2017	8/\$12,277.28	3/\$5465.49	\$17,742.76	Budget Addition
		Total Overall	\$53,437.71	Base Budget

Coordination: The figures contained herein have been coordinated with the City of Wausau Payroll Office.

Cc: Mayor

Encl: Letter, Captain Bliven
Letter, Chief Hardel
Resolution 02-1216



James E. Tipple

Mayor

Jeffrey G. Hardel
Chief of Police
(715) 261-7800

Wausau Police Department

January 29, 2016

Myla D. Hite, Human Resources Director
Wausau City Hall
407 Grant St
Wausau, WI 54403

Re: Police Lieutenant Compensation

Director Hite:

I am writing in follow-up to the discussion we had concerning the situation that will occur effective the first pay period in April and to request a compensation plan adjustment to the salaries of the Department's Lieutenants. This request is prompted, in part, based upon a practice of maintaining an approximate 5% differential between the pay of employees and their supervisors. As you are aware even with this differential, it is possible for hourly employees receiving overtime at a rate of 1.5 to earn more money than their salaried supervisors.

As a result of the collective bargaining contract approved by council, 13 line staff employees (detectives, school resource officers, community resource officers, and SIU) will receive a 2% pay increase on March 27, 2016, from \$30.71 per hour to \$31.33 per hour. This results in a diminished gap between line staff and lieutenants. It also results in a situation where some employees will make more money than their supervisors which creates an internal equity and alignment issue. To maintain internal alignment and provide incentives to remain within supervisory positions, I am requesting that the Lieutenants be approved to receive the same increases as staff represented under the terms of the collective bargaining agreement.

Based on data provided by City Payroll, the 12 Lieutenants hourly pay is provided as follows:

- Six Lieutenants at \$31.28 per hour
- One Lieutenant at \$33.32 per hour
- One Lieutenant at \$34.21 per hour
- Three Lieutenants at \$37.48 per hour
- One Lieutenant at \$38.21 per hour

To maintain the 5% differential, I am requesting an adjustment to the range of the lieutenant pay range to be established at a minimum of 5% above detective pay defined by the police collective bargaining agreement. Since detective pay under the current collective bargaining agreement



James E. Tipple

Mayor

Jeffrey G. Hardel
Chief of Police
(715) 261-7800

Wausau Police Department

will ultimately be \$31.33 per hour, I am requesting the beginning of the range to be established at \$33.56 per hour to maintain a 5% difference between detectives and lieutenants.

This new pay range will result in a 2016 cost of \$28,000 with a March 27, 2016, implementation date. The Wausau Police Department salary budget will absorb these costs as a result of three current vacancies, two announced retirements, and at least one more predicted retirement.

Your consideration is greatly appreciated.

Thank You,

Captain Ben Bliven
Wausau Police Department



James E. Tipple

Mayor

Jeffrey G. Hardel
Chief of Police
(715) 261-7800

Wausau Police Department

January 29, 2016

Myla D. Hite, Human Resources Director
Wausau City Hall
407 Grant St
Wausau, WI 54403

Re: Police Captain Compensation

Director Hite:

I am writing in follow-up to our discussion regarding the pay differential between lieutenants and captains.

Lieutenants work a regular schedule of 2,184 hours per year as a result of our 12 hour schedule. Captains work at least this many hours on an annual basis, however, only get paid for 2,080 hours because they are not eligible for overtime pay. Therefore, our highest paid lieutenant earns \$83,450 per year (more if he works overtime), while our lowest paid captain earns \$81,681. Our other two captains earn \$85,092 per year and \$88,358 per year respectively. Accordingly, to remain consistent and maintain a 5% differential between employees and supervisors, the minimum captain pay needs to be increased to \$87,622.

The 2016 financial impact (with an April implementation) for adjusting the captain pay scale to maintain a 5% annual pay difference between lieutenant pay and captain pay is \$7,688.

We have been fortunate to have some employees within the police department who identify pay as a secondary purpose of applying for and accepting a promotion. However, the reality exists that our supervisors normally make less money in their supervisory role than they did prior to accepting a promotion while working a comparable number of hours. This is a regular topic of conversation amongst individuals expressing interest in supervisory positions. It is imperative we are able to reasonably compensate our best performers who seek supervisory positions.

Please give strong consideration to these recommendations to alleviate compression issues currently existing within the Wausau Police pay structure.

Thank You,

Chief Jeffrey G. Hardel
Wausau Police Department

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approving bargaining agreement between the City of Wausau and Wausau Professional Police Association for January 1, 2015 – December 31, 2017

Committee Action: Approved 4-1

Fiscal Impact: Total: \$99,998 over 3 years

File Number: 02-1216

Date Introduced: January 27, 2015

RESOLUTION

WHEREAS, Representatives of the City of Wausau (hereafter referred to as “City”) and the Wausau Professional Police Association (hereafter referred to as the “Association”) have agreed to the provisions of a collective bargaining agreement encompassing the calendar years of 2015-2017, the summary of the agreement being attached, and

WHEREAS, your Human Resources Committee recommends the adoption of this agreement, and

NOW THEREFORE BE IT RESOLVED, by the Common Council of the City of Wausau that the provisions as summarized on the attachments are approved for incorporation into the labor agreement between the City and the Association, and that all of the remaining unchanged provisions in the latest current agreement shall continue to be in effect, and that the labor agreement shall be a three-year agreement, encompassing the periods of January 1, 2015 through December 31, 2017 inclusive and retroactive, and

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

Approved:

James E. Tipple, Mayor

**Wausau Professional Police Association
Summary of Tentative Agreement, January 12, 2015**

Article	Agreement
Entire Agreement	Use of pronouns – Convert to gender neutral
Entire Agreement	Housekeeping - Eliminated outdated information. Example: If the CBA stated Effective January 1, 2013.....we deleted date references and outdated language. Article 14F repealed in entirety (40 hour payback).
3 – Nondiscrimination (New Article)	New article - acknowledge the shared responsibility between labor and management to provide a discriminatory free workplace.
11 – Hours/Shifts	Eliminate Kelly Days by removing language providing six additional days off per calendar year to special assignment officers. Established an administrative work day for officers being reasonably accommodated. Added Community Resource Officers to special assignments listing. Limits Canine Officer assigned to each shift to one.
14 - Overtime	Training time on off-duty time will be compensated as overtime. Lunches during training time will be considered off-duty and therefore will not be compensated as work time.
15 - Probation	Agreed to increase period of probationary extensions from 3 to 6 months.
17 – Premium Pay	A. <u>Shift Differential</u> : Increased shift differential from 1.0% to 1.5% for officers assigned to a shift that begins at or after 12:00 Noon.
19- Worker’s Compensation	Concurrent Family Medical Leave Act Certification for time away from work on worker’s compensation.
21 – Holidays	<u>Personal Holiday</u> : Language conversion from shifts to hours to eliminate ambiguity regarding 8 and 12 hour shifts.
22 – Vacations	Converted vacation accruals to “as earned” instead of annual allotment after the fact. Allows a second vacation pick if additional vacation will be accrued. Establishes vacation selection as a joint labor/management responsibility.
23 – Sick Leave	If sick leave is exhausted, provides for the use of vacation leave and/or personal holiday for Family Medical Leave Act (FMLA) certified sick time. Lists appropriate uses of sick leave. Just cause accountability for suspected sick leave abuse.

	<p>Allows officers with less than one year of service limited time off for family members if FMLA would have otherwise applied.</p> <p>Allows perfect attendance leave use in hourly increments and established a 48 hour limit on a PAL account.</p>
26 – Leave of Absence	Inserted language to facilitate reasonable accommodation instead of automatically granting a one year leave of absence.
34 – Duration of Agreement	Established a 3 year term of agreement.
Appendix A	<p>Salary Increases:</p> <p>Apr 2015 – 2%</p> <p>Apr 2016 – 2%</p> <p>Jan 2017 – 2%</p>
	The Safety Officer, SIU Officer, and SRO Officer (while engaged in the duties as SRO) positions shall receive an additional 5% per month over his/her monthly rate.