



OFFICIAL NOTICE AND AGENDA

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

Meeting of the:	Human Resources Committee
Date/Time:	Monday, September 12, 2016 at 4:30 PM
Location:	City Hall (407 Grant Street) – Board Room 2 nd Floor
Members:	Romey Wagner (C), Gary Gisselman, Becky McElhane, Tom Neal, Dennis Smith

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

- 1) Approval of 07/11/16 Minutes
- 2) Discussion and Possible Action – Health Insurance Benefits Renewal for 2017
- 3) Discussion and Possible Action – Stand-By Pay for Senior Equipment Operators
- 4) Discussion and Possible Action – Stand-By Pay for Electricians
- 5) Update on Recruitments – City Assessor, Human Resources Director, Community Development Director
- 6) Future Agenda Items
- 7) Adjournment

Romey Wagner, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 09/09/2016 at 1:00 PM

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

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

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

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

DRAFT

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

DATE/TIME: July 11, 2016 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, R. McElhaney, T. Neal, D. Smith
MEMBERS ABSENT:
Also Present: Mayor Mielke, T. Alfonso, P. Czarapata, A. Jacobson, E. Krohn, T. Kujawa, E. Lindman, J. Ray

Approval of 06/13/16 Minutes.

Motion by Smith to approve the Human Resources Committee minutes from June 13, 2016. Second by Neal. No additions or corrections recommended. All ayes. Motion passes 5-0.

Discussion and Possible Action – Non-Represented Employee Compensation for 2017.

Wagner said that this is the 3rd step in what the committee has been working on to bring compensation in line to take effect January 1st of 2017. Krohn reviewed the materials given to the committee members in their packet, explaining that the plan is to bring employees specified in the staffing paper to the mid-point of their salary range. Krohn pointed to the report done by Hite on the Pay-for-Performance implementation and how it was intended that employees who have been with the City for at least 2 years be brought to the mid-point of their salary range. Wagner provided a brief history of what has been happening with Pay-for-Performance since the salary freeze in 2015 approved by the Council. Earlier this year, Council approved giving introductory period rate increases to those hired in 2014 and later who haven't received any adjustments and have completed at least 1 year of service. Council also approved providing increases to employees who received satisfactory performance evaluations in 2015. This step is planned to take effect the first pay period of 2017, and will affect employees who are not yet at the mid-range of their salary range and have been with the City for at least 2 years. Wagner said this is going along with what the committee had been working on to update Pay-for-Performance for employees. Wagner asked if a motion was needed to approve this item. Krohn answered yes, and that the item would then go to the Finance Committee and Council for a vote. Gisselman questioned the breakdown of the budget impact and cost of \$29,688.59. Krohn responded that \$29,688.59 would come out of the General Fund and the other amounts would come from other department budget areas. Gisselman then asked if the total amount that would impact the budget would be \$66,195.31; Krohn said that was correct.

Motion by Neal to approve bringing 18 non-represented employees within 96% of the midpoint with their respective range effective the first pay period of January 2017. Second by Smith. Gisselman questioned if this will take care of all employees for 2017. Krohn indicated that they reviewed information for those who would be affected in 2017 and the list provided is complete. All ayes. Motion passes 5-0.

Discussion and Possible Action – Regarding Salary Range Market Adjustment of Assistant City Attorney.

Jacobson explained that Tara Alfonso was not eligible for the adjustment to mid-point when it occurred in 2014 as she had not been with the City for 2 years yet. Jacobson reviewed the timeline for pay increases as Pay-for-Performance rolled out and said that Alfonso has now been with the City for over 4 years. Although Alfonso received the 1.5% increase in June of 2016, she is still below the mid-point for her grade. Jacobson read language from the handbook section 5.02 describing employees' competency level for those who fall in the minimum to mid-point as still trying to meet performance standards and perform at a level less than proficient. Jacobson said that this does not describe Alfonso. Jacobson also said that Alfonso is not eligible for overtime in her position. Rather than bring Alfonso to the mid-point, Jacobson recommended increasing Alfonso to a rate between the mid-point and maximum for her range of \$41.14 per hour effective July 18, 2016. Jacobson said that the money to cover the increase is in the department's budget from not filling the intern position that was vacated in February. Wagner asked if the intern position is no longer needed. Jacobson said that the department still has a need for the

intern position, but that there would be a little money left in 2016 for an intern position, but it would have to be built into the budget for 2017 and beyond. Jacobson said that they have reviewed the market prior to making this request and her desire is to retain employees and stay competitive with the local market. Wagner asked Jacobson if she knows of other employees who are in the same situation in other departments. Jacobson said that she does not know. Wagner said he would like to know if other employees in the same situation are employed with the City; Gisselman agreed. Discussion took place regarding employee wage increases. Lindman spoke that he has wage issues with some of his employees, and though he would like to look at groups across the board, he feels that there are some cases that will need to be looked at on an individual basis at this time. Lindman said he would like to look at compensation for positions annually and bi-annually, depending on what they are. Neal indicated that the City needs to be more proactive when dealing with compensation in order to retain employees and be competitive, saying that holding to a timeline to perform a compensation study may be hurting the City.

Motion by Neal to approve adjusting the hourly wage to \$41.14 for Tara Alfonso effective July 18, 2016. Second by Smith. Gisselman would like to find out if other employees are in the same situation for future consideration; Wagner said that Department Head's need to take on the responsibility of knowing when to bring items like this forward to the committee. All ayes. Motion passes 5-0.

Discussion and Possible Action – To Set a Special Meeting Date for Consideration of Grievances by Hite and Jacobson.

Wagner said with the on-going discussions and mediation, a special joint meeting of the Finance Committee and Human Resources Committee has been scheduled for Tuesday, July 19th to address the grievances. The committees will be brought up to date in closed session. Wagner said at this time there is no reason to schedule another meeting.

Future Agenda Items.

Wagner said a lawyer has been retained for the Human Resources Committee for advising the committee on the grievance procedures, and a suggestion made by the lawyer was to change the wording on the agenda to "Future Agenda Items" rather than "Future Agenda Items for Consideration" because it encourages discussion. Wagner reminded the committee that any items to be placed on the agenda can be given to him or the Human Resources Department.

Adjournment. Motion by Neal to adjourn. Second by McElhaney. All ayes. Motion passes 5-0. Meeting adjourned.

Romey Wagner
Human Resources Committee, Chair

**JOINT RESOLUTION OF THE HUMAN RESOURCES COMMITTEE
AND FINANCE COMMITTEE**

Approving Health Plan Design for 2017

Committee Action:

Fiscal Impact: 0% Health Care, 0% for dental premium increase

File Number:

Date Introduced: September 12, 2016

RESOLUTION

WHEREAS, your Human Resources Committee has reviewed and recommends changes to the City's employee benefit program to include health plan and dental design to be offered to employees in 2017, and

WHEREAS, the recommended changes include renewing the agreement with WPS/Aspirus Arise to continue providing modified medical benefits, and Delta Dental continuing to provide the same or enhanced dental benefits at no additional cost, and are summarized as follows:

- On the WPS Statewide Plan option – decrease the coinsurance from 90% to 80% (in-network) and 70% to 60% (out of network). The overall annual out-of-pocket limits will remain the same - \$3,250 single/\$6,500 family in-network.
- On the Aspirus Plan option – decrease the coinsurance from 100% to 90% (in-network) and 80% to 70% (out-of-network). The overall annual out-of-pocket limits will remain the same - \$3,250 single/\$6,500 family in-network.

WHEREAS, your Human Resources Committee approved the authorization and approval of the recommendation to offer two of the current medical and prescription drug plans options with WPS/Aspirus Arise, and Health Savings Account eligible plans further promotes health plan consumerism and cost savings by further engaging and informing individuals on the issues of health care costs, and

WHEREAS, your Human Resources Committee recommends authorization and approval of the recommendation to offer two medical and prescription drug plans options with WPS/Aspirus Arise, and

WHEREAS, both your Human Resources Committee and your Finance Committee recommend adoption of the staff benefit design proposals to keep both the health and dentals premiums flat with no increase.

NOW THEREFORE BE IT RESOLVED by the Common Council of the City of Wausau that the City of Wausau provide the health and prescription drug plans summarized above and specified in attached documentation for the 2017 plan year, and

BE IT FURTHER RESOLVED by the Common Council of the City of Wausau that the proper City officials and designees are hereby authorized and directed to execute and administer the plan as approved by this resolution.

Approved:

Robert B. Mielke, Mayor



TO: Elise Krohn – Human Resources

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

DATE: August 31, 2016

SUBJECT: DPWU Proposed Standby Pay for Sr. Equipment Operators and Electricians

There is a need within the DPWU for staff to be available to respond in emergent situations. The HR Committee approved Standby Pay for supporting the Water and Wastewater Utility Operations (see attached) but we also have staff that are on rotating On-Call shifts to ensure we can respond to other emergent situations within the City. Standby pay has been set at 9% of the individual's wage. Providing standby pay for all other personnel within the DPWU that are officially on an on-call rotating schedule provides consistency within the Department.

I am proposing the Electrical Division have one electrician On-Call for emergent situations and they receive the standby pay. These situations are not very common but during storms we have had knockdowns of our street lighting or have had car accidents that knock down our street lighting. In addition, the electricians are also available to assist the water and sewer departments for in depth and high voltage electrical work during emergent situations (booster station failures, lift station failures, etc.).

I am proposing the two Sr. Equipment Operators receive standby pay for the weeks they are on call. These are the individuals who are called first to organize and respond to emergent situations. We need one of these individuals to be on-call and available and they should be compensated for being available.

These on-call individuals will abide by the same rules approved previously by the HR Committee and will be compensated as outlined in the attached previously approved Standby Pay Proposal.

This would be an increase in the utility budget of about \$4,800/yr.

This would be an increase in the Streets and Maintenance budget of about \$1,447 for 2016 and \$5,374 for 2017.

DRAFT

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

DATE/TIME: October 13, 2014 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Board Room
MEMBERS PRESENT: R. Wagner (C), G. Gisselman, W. Nagle, D. Oberbeck
MEMBERS ABSENT: L. Rasmussen
Also Present: Mayor Tipple, Rae Anne Beaudry (Horton Group), D. Boers, D. Erickson, M. Groat, M. Hite, A. Jacobson, J. Kannenberg, E. Krohn, T. Kujawa, Pat Peckham (City Pages)

Approval of 09/08/2014 minutes.

Motion by Nagle, second by Gisselman to approve the draft minutes from September 8, 2014. All ayes. Motion passes 4-0.

Public Comment on Matters Appearing on the Agenda.

No public comment made.

HR Director's Report.

Public Works Director Recruitment Update: The Human Resources Department sent out a request for proposals for the recruitment and received two proposals. Due to both proposals being the same cost, GovHR USA (Voorhees Associates) was chosen since they have worked with the City recently and are familiar with our organization. Hite said she is expecting a mid-January start date for the new Public Works Director.

Organizational Efficiency & Effectiveness RFP Update: Proposals are due on October 24th. Three firms and a technical college outside of the area have shown interest in conducting this study.

Health Care Consortium Update: RFP's are due on December 1st. Wagner asked how many meetings she's had with the consortium group to put together the RFP. Hite stated that she has attended three meetings, but the group began meeting in the spring. Hite indicated that there will be monthly standing committee meetings of the group to review everything as it progresses.

Discussion and Possible Action of Stand-By Pay.

Hite said that the Water Plant and Wastewater Treatment Plant need to operate 24-hours a day, 7-days a week. Someone needs to be available to respond and attend to any issues at either plant at all times. Stand-by pay would be 9% of base pay. This person would be responsible for carrying a phone and responding to a call at any time during their assigned week. Wagner asked who would be responsible for the scheduling. Hite said that the managers would be responsible. Flexibility would be allowed for trades, but the rotation would need to be fair. Wager said he wanted to make sure that there is a check and balance in place so that it is fair. Hite said that they had to determine if it would be an essential function of the job, and because it has been determined that it is, it will be written into the job description. Nagle asked exactly what the pay would be for stand-by pay. Hite said it will be 9% of their base pay. For example, if the employee makes \$1000 a week, they would receive \$90 for stand-by pay. If the employee is called in, they will be paid for a time worked or a minimum of 2 hours, whichever is greater. Nagle asked what happens if no one wants to be on call? Hite said it will now be a requirement. Wagner asked how often someone is called in. Boers said in a normal winter, usually once a week. Erickson said that wastewater is every couple of weeks. Discussion regarding response time took place. Gisselman asked if there are other departments who need this? Hite said that at this time they are only looking at Water and Wastewater because they are plants.

Motion by Nagle to implement the policy. Second by Oberbeck. Tipple asked if there is an effective date. Nagle amended his motion to implement the Stand-By Pay policy to be effective immediately. Oberbeck agreed.

Motion passes 4-0.

Discussion and Possible Action of Health Insurance Benefits Renewal for 2015.

Hite reminded the committee that the projected cost increase for benefits was initially 8 ½ -11%, or approximately \$500,000. Hite said that Elise Krohn has been instrumental in working with Horton on plan design changes that will have a nominal effect on employee's plans, and Krohn's work has resulted in dropping the cost increase to

approximately \$30,000. Rae Anne Beaudry from Horton Group gave a presentation to the committee for the 2015 health insurance benefits proposal and briefly overviewed the changes.

Motion by Nagle approve the Health Insurance Benefits Renewal for 2015, second by Oberbeck. Motion passes 4-0.

CLOSED SESSION pursuant 19.85(1)(e) of the Wisconsin State statutes for bargaining reasons requiring a closed session for the purpose of considering the following: Wausau Professional Police Association and Wausau Firefighters Association, Local 415 Collective Bargaining.

Motion by Nagle to enter into Closed Session. Second by Gisselman. Roll call vote: Oberbeck, Gisselman, Wagner, and Nagle. Committee went into closed session.

Reconvene into Open Session, and Possible Action on Closed Session Items.

Motion by Nagle to reconvene into open session. Second by Oberbeck. Committee reconvened into open session. No motions made on closed session item.

Future Agenda Items for Consideration.

Wagner said that HR reports will be fine-tuned. Nagle asked for an item concerning citizen surveys on the City's performance be placed on the agenda.

Adjourn.

Motion by Nagle to adjourn. Second by Gisselman. All ayes. Motion passes 4-0. Meeting adjourned at 5:20 p.m.

Romey Wagner
Human Resources Committee, Chair



Prepared by:
Human Resources

Standby Pay Proposal

Purpose: Obtain the Human Resources Committee approval to implement **standby pay** within the workforce, supporting Water and Wastewater Utility operations.

Problem: There is a need to require staff to be “available to respond” to emergent situations within the Wastewater and Water distribution, collection and treatment plants. Available to respond, i.e., on standby, includes criteria such as: remain within close proximity, not be under the influence of alcohol (zero tolerance), carry and respond to cellular telephone and respond to telephone calls, be free to walk away from family responsibilities, etc. Until 1999 the Water Utility Plant was staffed 24 hours a day. Employee responsiveness to unscheduled calls from work has decreased. Two things are suspected as having an impact:

1. Call-in pay minimum decreased from a 4 hour minimum (approximately \$80.00) to a 2 hour minimum (approximately \$40.00) with the implementation of Act 10.
2. Employee focus on work/life balance results in less availability outside the normal workday.

Proposal: To authorize the assignment, designation and payment of staff in “standby”, typically between the hours of 3:00 pm and 7:00 am, to keep the plant(s) operational by responding to emergent situations and/or to reduce or mitigate risk resulting from potential failures within sewer collection and water distribution system.

- A. Standby Definition: An employee is in standby status while waiting to be engaged to work by the Employer and both of the following conditions exist:
1. The employee is required to be present at a specified location or is immediately available to be contacted. The location may be the employee's home or other specific location, but not a work site away from home.
 2. The City requires the employee to be prepared to report immediately for work if the need arises, although the need might not arise.
- B. Standby status will not be 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 will be assigned in increments of one week, beginning at close of business on Friday and ending on the consecutive Friday at the beginning of the normal workday.
- C. Eligibility. Any City position where standby is appropriate. This initial proposal applies to:
1. Wastewater. The Sewer Utility will assign up to 2 employees per week, on a rotating basis, to serve in standby status. One employee may be designated from both of the following job classifications for the reasons stated:
 - i. Sewer Maintainer Mechanics – (4 Sewer Maintainers and 1 Senior Maintainer). The sewer system can have problems that develop overnight, which can create back-ups. Standby staff will respond to situations that require monitoring and response to support providing continuous service to the customers as well as to

mitigate risks to the City regarding potential claims related to sewage back-ups. Standby staff will investigate the source of back-up and take action as necessary to avoid full street back-ups.

- ii. Plant Maintenance Mechanics – (4 Mechanics and 1 Senior). The sewage treatment plant operates 24 hours per day. The plant operations are regulated by the automated SCADA (supervisory control and data acquisition) system, which identifies issues requiring response and prioritizing. Standby employees will respond to situations identified by SCADA as requiring immediate response.

- 2. Water Utility. The Water Utility will assign 1 employee per week from each 9 Positions – (7 Water Distribution Maintainer /operators, 1 Senior Water Distribution Maintainer and 1 Meter Technician position which will be reallocated in the future to Water Distribution Maintainer/operator. The treatment plant was staffed 24 hours per day up until 1999, when it shifted to standard 40 hour staffing Monday through Friday, with week-ends and holidays from 6:00 – 8:40 am. The busiest time for off hour water main and service breaks and freezes is December 1 – April. The weather is unpredictable and in the 2013/14 season there were over 400 service calls. Standby will allow ensure one person responds to the phone and is available after hours to come into the shop to resolve the problems which may include turning the water off when flooding an icy street, coordinating additional resources needed to resolve whatever problem arose, properly directing traffic flow when water is flooding the streets to ensure safety, setting out barricades, etc.)

- D. 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.

Example: Plant Maintenance Mechanic Wage 24.45* 40 hour work week = \$978.00 x 9% Standby Pay (base only) \$88.02 multiplied by 52 weeks per year \$4577.04.

Resource Impact. Not to exceed \$10,000.00 per year for the Sewer Utility with 2 staff members being assigned on Standby and \$5,000.00 for the Water Utility with one staff member on Standby for the week.

Coordination. This proposal has been coordinated with the Finance Department. Both Utilities generate revenue and can absorb the cost within their budgets.