



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:	Tuesday, November 21, 2017 at 4:30 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Romey Wagner (C), Gary Gisselman, Karen Kellbach, Becky McElhaney, Tom Neal

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of 10/16/2017 Minutes.
- 2) Discussion and Possible Action on Section 8.01 General Provisions of the Employee Handbook.
- 3) Discussion and Possible Action on Section 8.04 Vacation of the Employee Handbook.
- 4) Discussion and Possible Action on Section 8.11 Bereavement Leave of the Employee Handbook.
- 5) Discussion and Possible Action on Donation of Leave Policy.
- 6) Update on Labor Negotiations Between the City of Wausau and the Wausau Professional Police Association, and the Wausau Firefighter Association.
- 7) Future Agenda Items.
- 8) Adjournment.

Romey Wagner, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 11/13/2017 at 2:00 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: October 16, 2017 at 4:30 p.m.
LOCATION: City Hall (407 Grant Street) – Council Chambers
MEMBERS PRESENT: K. Kellbach, R. McElhaney, T. Neal
MEMBERS ABSENT: R. Wagner, G. Gisselman
Also Present: Mayor Mielke, T. Vanderboom, D. Hampson, A. Keenan, K. Quale, A. Wesolowski

At the start of the meeting, Vanderboom indicated that when Alderman Smith resigned from the Human Resources Committee, a vice chair was never appointed. Vanderboom asked that Kellbach be allowed to serve as vice chair pro tem, and that the committee formally appoint a vice chair at the next meeting. No objections were brought forward.

Discussion and Possible Action on 2018 Health Care Benefit Design for City and CCIT Employees.

Vanderboom said the open enrollment period for employees to elect health, dental, and vision insurance is quickly approaching. The Human Resources Department went out to bid for these services and has selected Anthem Blue Cross Blue Shield for health insurance, as it provided a significant savings over the other options for providers. Employees will continue to have the option of a broad network and narrow network plans. The health reimbursement arrangement (HRA) will be discontinued and no additional cost to the employee, eliminating confusion for employees about their deductible and out of pocket expenses. Additionally, the City has been paying \$12,000 in annual administration fees for the HRA service. Another change for 2018 will be matching health savings account (HSA) contributions bi-monthly instead of quarterly for employees.

The health insurance premium will see an increase this year; 8% for the Blue Priority Network. Vanderboom explained that even if the City had not changed insurance carriers, there would have been an increase to premiums. This increase will also help build a reserve fund for the City to cover higher than anticipated expenses if they occur. Employers that are self-funded (the City is self-funded) are encouraged to have a reserve of 2-3 months; at this time the City does not have a reserve fund, as it was never built into the budget. Vanderboom said that the increase put forward will only give the City less than a month of reserve money, but it gets the City moving in the right direction of building a reserve. The City will start charging a 2% administrative fee for COBRA recipients as allowed by federal law; this has not previously been done. The City will also begin billing all COBRA premiums in-house; at this time, only dental and vision premiums are billed by the City. Health premiums will be added.

The mayor asked Vanderboom when open enrollment meetings will take place; Vanderboom said they are expected to start at the end of October once Council has passed this item. Wesolowski inquired about continuing the health fitness reimbursement on the Anthem plan that is currently offered by the current insurance provider. Vanderboom said that although Anthem does not offer this benefit, the Human Resources Department will look into costs of providing a similar benefit to employees, and the department is currently awaiting information on current utilization of the benefit among employees. Quale asked if you can participate in the HSA if you select the Preferred network. Vanderboom said that the HSA is only available for the Priority network, same as the current set up. McElhaney asked if the out-of-pocket maximum is the same as last year. Vanderboom responded that the out-of-pocket maximum has decreased the equivalent amount that the HRA used to make up.

Vanderboom explained that one of the requirements by Blue Cross Blue Shield is a 75% spread between the narrow (Priority) and broad (Preferred) plans offered. Vanderboom explained that there are substantial savings to the City for employees using the Priority network. Neal asked if there is a preferred plan for people to take who have serious medical conditions. Vanderboom said that Human Resources does not make recommendations for

employees as to what plan to select, but that the Priority plan has a greater selection of providers compared to the Aspirus plan. Vanderboom said that the department was careful to compare the old and new plans to ensure that there is minimal, if any, change or impact for employees. Hampson asked for clarification on what network to select on the Anthem website to search for doctors; Vanderboom said that Human Resources is working with Anthem to provide the correct information for searching the website and it will be available in time for the open enrollment period. Neal asked if representatives from the insurance offerings will be scheduling visits to meet with employees to answer questions about insurance; Vanderboom said that the representatives will be at the open enrollment meetings. Neal thanked Vanderboom for all the work done to provide the proposed insurance plan to employees. Vanderboom said that Anne Keenan, Senior Human Resources Generalist, has done a majority of the work negotiating with vendors and has been invaluable throughout the entire process. Wesolowski questioned the 8% increase to employees and asked if the City could help pay the increase; Vanderboom said that employees pay 12% of the premium and the City pays the remainder.

Motion by Neal to approve the 2018 health care benefit design for City and CCIT employees. Second by McElhaney. All ayes. Motion passes 3-0.

Adjournment.

Motion by Neal to adjourn. Second by McElhaney. All ayes. Meeting was adjourned.

Romey Wagner
Human Resources Committee, Chair

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 **to a non-represented position**, e.g. either the handbook or as outlined in the collective bargaining agreements as determined by the employee and the Director of Human Resources between the City of Wausau and the Professional Police Association and Local 415 Fire Fighters Association. The leave benefits agreed upon at the time of promotion **to a non-represented position** shall be in effect throughout the remainder of the assignment with the City, **except upon promotion to Chief. The Chief of Police and Fire Chief shall be subject to the benefits as outlined in the handbook.**

8.04 – Vacation

Regular full-time employees shall earn paid vacation based on the number of ~~prior~~ years of service ~~or WRS participation, whichever is greater 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>
Hire date thru 4 years of service At time of hire	10 days	3.0770 hours	120 hours
On 5th anniversary thru 8 years of service Upon completion of 5 years of service	15 days	4.6154 hours	160 hours
On 9th anniversary thru 17 years of service Upon completion of 9 years of service	20 days	6.1540 hours	200 hours
On 18th anniversary thru 24 years of service Upon completion of 18 years of service	25 days	7.6924 hours	240 hours
Beginning on the anniversary date of 25 years Upon completion of 25 years of service	30 days	9.2308 hours	280 hours

For example, an employee who is hired on 1/1/2000 and works continuously will complete 5 years of service on 1/1/2005, and will complete 9 years of service on 1/1/2009.

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. Regular part-time employees may accrue vacation to carry over to the following year. The maximum vacation accrual allowed will be the budgeted full-time equivalency of the position.

~~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 the 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 Director and based on the needs of the City.

Department Directors, upon initial appointment, shall accrue vacation time as a 5th 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 for all non-exempt employees.

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 – 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 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.

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 Department Director, in consultation with the Director of Human Resources.

Death in Immediate Family – Up to three (3) days of leave is provided. Immediate family includes:

- employee's spouse, children, grandchildren, father, mother, brother, sister
- the employee's spouse's parents
- employee's step-children, step-grandchildren, step-father, step-mother, step-brother, step-sister
- the employee's spouse's step-parents
- any person who had resided with the employee immediately preceding the person's death



POLICY

TITLE:	Leave Donation Policy
ISSUER:	Human Resources
COVERAGE:	All Employees
AUTHORITY:	Human Resources
DATE:	
DURATION:	Indefinite, review in 2019
SYNOPSIS:	This Notice describes how employees will be able to donate paid leave time to employees that have a FLMA qualifying event that requires additional time off in excess of their available paid time off covered under FMLA-Family Medical Leave.

Leave Donation

The City of Wausau recognizes that employees may have a serious medical illness or injury to themselves or an immediate family member that causes a severe impact to them resulting in a need for additional time off in excess of their available paid time off. To address this need, all eligible employees will be allowed to donate vacation hours from their unused vacation balance to a sick leave bank in accordance with the policy outlined below. Participation in this policy is strictly voluntary.

Eligibility

Employees who donate or receive paid leave via this policy must have been employed with the City of Wausau, in good standing for a minimum of 1 year.

Guidelines

Employees who would like to make a request to receive donated paid leave must have a situation that meets the criteria set out by Federal/Wisconsin Family and Medical Leave Act. Appropriate medical documentation must be provided to the Human resources Department before your request may be approved.

Qualifying Event

The employee may request donated paid leave for a serious health condition qualifying under Federal/Wisconsin Family Medical Leave (FLMA) for the employee or an immediate family member. Immediate family member is defined as spouse, child, parent or other relationship in which the employee is the legal guardian or sole caretaker etc. The serious health condition must meet the criteria established by Federal/Wisconsin FMLA.

Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balance due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future paid leave time to donate.

If the recipient employee has available paid leave time in their balance, this time will be used prior to any donated paid leave time. Donated paid leave time may only be used for time off related to the approved request.

Employees qualifying for Income Continuation Insurance and or Long Term Disability Insurance must actively pursue benefits. Leave will not be used to supplement these benefits.

Employees who receive donated vacation time may receive no more than 480 hours (12 weeks) within a calendar year. Employees who are currently on an approved leave of absence cannot donate vacation time.

Employee who receives donated time will be responsible for applicable taxes, and responsible to report amounts to the proper entities. Employees who donate vacation time will be responsible for reporting any applicable gifted amounts to the proper entities.

Employees will hold harmless the City of Wausau for any non-participation, tax liability and or loss of paid leave time or determination that situation does not qualify under the stipulations mentioned above.

Procedure

- Employees who wish to donate paid vacation to a sick leave bank must complete a Donation of Paid Leave Form.
- Employees requesting paid sick leave must complete a Donation of Paid Leave/Time Request Form.
- Applications for donated paid leave must be submitted within 25 calendar days of the need for donated leave.
- All forms should be returned to Human Resources.
- Vacation hours donated will be converted to reflect differences in pay rates. For example: donating employee donates 8 hour with pay rate of \$15.00/hour; receiving employee pay rate is \$12.00/hour receiving employee will receive 10 hours of sick leave added to their bank. Donating employee donates 8 hour with pay rate of \$12.00/hour; receiving employee pay rate is \$20.00/hour, receiving employee will receive 6 hours of sick leave added to their bank.

Approval

Requests for donations of paid leave time must be approved by Human Resources, the employee's immediate Supervisor and the Department Head.

Leave Banks

At year end, all donated balances will be removed. Donated leave cannot be returned to the donor.



Leave Donation Form

Employee Name: _____

Date: _____

Current Vacation Leave Balance: _____

I voluntarily donate the following vacation time in increments no smaller than 15 minutes:

of hours: _____

To Employee: _____

Department: _____

By signing this form, I hereby authorize City of Wausau to remove the hours of vacation leave from my vacation bank. I understand that my contribution is voluntary and that once this authorization to donate vacation leave has been processed, it is irrevocable. I understand that my name and hours donated will not be given to the recipient.

I understand that when hours are transferred to the recipient, the transfer will show-up on my pay stub.

New Vacation Leave Balance: _____

Employee Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

Human Resources Approval: _____ Date: _____



Donated Leave Request Form

Employee Name (Last, First, MI)

Contact Phone Number (s)

Street Address

City

State

Zip

I have been off work for a serious health condition qualifying under Federal/Wisconsin Family Medical Leave due to:

- Own illness or injury
- The illness or injury of family member _____
(Relationship)

I anticipate being off work until _____ (date).

I understand that the amount of donated leave cannot exceed my waiting period for income continuation insurance and or long term disability insurance. I also understand that I must actively pursue ICI/LTD.

I authorize the following medical health information may be shared:

If nothing is provided, I understand that the City will only share that "I'm off work due to a FMLA qualifying medical condition."

I authorize City of Wausau to communicate in written and/or verbal formats the above listed medical health information that precipitated my request for participation in the leave donation program. I release City of Wausau from all legal responsibilities that may arise from this action. I understand that departments or divisions of City of Wausau may exchange information about my condition to enable the coordination of leave donations from my co-workers. I understand that the health information disclosed because of this authorization may no longer be protected by the federal privacy standards (HIPPA) and my health information may be disclosed without obtaining my authorization.

I understand that the donor's name and hours donated will not be shared with me. This authorization is good until the following date _____. By signing this authorization, I am confirming that it accurately reflects my wishes.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Department Head Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____