



## 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:	<b>Human Resources Committee *REVISED*</b>
Date/Time:	<b>Monday, December 11, 2017 at 4:30 PM</b>
Location:	City Hall (407 Grant Street) – Council Chambers – 1 <sup>st</sup> Floor
Members:	Romey Wagner (C), Gary Gisselman, Karen Kellbach, Becky McElhaney, Tom Neal

### AGENDA ITEMS FOR CONSIDERATION

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- 1) Approval of 11/21/2017 Minutes.
- 2) Update regarding Human Resources Activities.
- 3) Discussion and Possible Action on 2018 Non-Represented Employee Wage Increases
- 4) Discussion and Possible Action on 8.06 – Sick Leave of the Employee Handbook
- 5) CLOSED SESSION pursuant to Section 19.85(1)e of the Wisconsin State statutes deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussing a tentative bargaining agreement with the Wausau Professional Police Association.
- 6) Reconvene into Open Session, for Discussion and Possible Action on the approval of a collective bargaining agreement with the Wausau Professional Police Association.
- 7) Discussion and Possible Action regarding Election of a Vice Chair to the Committee.
- 8) Future Agenda Items.
- 9) Adjournment.

Romey Wagner, HR Chair

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 12/08/2017 at 4:30 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: November 21, 2017 at 4:30 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: R. Wagner, G. Gisselman, K. Kellbach, R. McElhaney, T. Neal  
MEMBERS ABSENT:  
Also Present: Mayor Mielke, T. Vanderboom, A. Jacobson, E. Lindman

**Approval of 10/16/2017 Minutes.**

Motion by Neal to approve the October 16, 2017 Human Resources Committee minutes. Second by McElhaney. All ayes. Motion passes 5-0.

**Discussion and Possible Action on Section 8.01 General Provisions of the Employee Handbook.**

Vanderboom explained that Section 8.01 of the Employee Handbook is the introduction to the benefits package for employees who are subject to the handbook, and the reason for the proposed change is to place anyone hired to the positions of Police Chief or Fire Chief to fall under the provisions of the handbook. At this time, employees who promote out of the police or fire union are able to choose if they want to fall under the provisions of the union contract or the employee handbook for the remainder of the employment with the City, and the language does not take into consideration employees who may then again be promoted to the chief positions. Vanderboom researched the results of this change and shared that the provisions of the Employee Handbook are more beneficial for the chief positions.

Motion by Kellbach to approve the revisions to Section 8.01 General Provisions of the Employee Handbook. Second by McElkaney. Ally ayes. Motion passes 5-0.

**Discussion and Possible Action on Section 8.04 Vacation of the Employee Handbook.**

Vanderboom said that the language for years of service has been updated to help employees better understand when they are eligible for the next level of vacation since there has been confusion as to when employees reach their anniversary dates. The second issue of discussion was the language that was included in the Employee Handbook when it was approved in December 2016, including the mention of WRS participation. Vanderboom explained that this language was added to the draft version by Mary Hubacher when she was taking suggestions for updates to the Employee Handbook and was meant to be a recruiting tool. The language was approved by Council, but the change was never administered. Vanderboom recommended removing the language since it only benefits those who come from another municipality that is in the Wisconsin Retirement System, and it is not based on related work experience. Vanderboom said that there are some employees who should have received additional vacation based on the current language for 2017 who were never granted the additional vacation and recommended notifying employees to contact Human Resources within a certain period of time if they should have received more vacation, and granting the vacation in 2018 to those employees, making adjustments to their vacation bank maximums for a period of time if needed. Wagner asked how many employees this would affect; Vanderboom said that she has been contacted by three employees so far and expects it to be less than 20. Wagner said that he did not recall this item when the handbook was approved and agreed with Vanderboom that it should be removed, but that employees who may have been affected by it in 2017 should receive any difference in vacation that they would have earned in 2017. Lindman asked for clarification on the vacation chart. Vanderboom explained that the way vacation is accrued has not changed; the language to explain when vacation is earned has been changed to help clarify the chart.

Motion by Kellbach to approve the revisions to Section 8.04 Vacation of the Employee Handbook. Second by Neal. All ayes. Motion passes 5-0.

**Discussion and Possible Action on Section 8.11 Bereavement Leave of the Employee Handbook.**

Vanderboom said that this was a housekeeping item to clarify who is covered for bereavement leave, as the current language appeared to be confusing from past language changes to the section. No changes to who is covered were made.

Motion by McElhanev to approve revisions to Section 8.11 Bereavement Leave of the Employee Handbook. Second by Neal. Neal asked for clarification of the language of “someone who resided with the employee immediately preceding the person’s death”. Vanderboom said she did not create that language, but that it clarifies that if an employee lived with someone 5 years ago and the person died, the employee would not receive bereavement leave; if the person lived with the employee up to the time of being transferred to hospital or hospice and they died, that would fall under the policy. All ayes. Motion passes 5-0.

**Discussion and Possible Action on Donation of Leave Policy.**

Vanderboom said that the donation leave policy previously existed and was rescinded. Vanderboom provided an updated draft donation leave policy for consideration. The policy would cover employees in good standing who have been employed with the City for at least one year. Employees could donate vacation time, to be converted to sick leave, for an employee that is off for an extended period of time due to a serious medical condition, cover under FMLA, that does not have a large amount of sick leave accrued and would otherwise not have an income. Mayor Mielke said he felt it was right to bring back the donation leave program for employees. Wagner agreed with the mayor, believing it was the right thing to do for employees and supports it.

Motion to approve the Donation Leave Policy by Gisselman. Second by Kellbach. Neal questioned what would happen if someone needed the leave donated at the end of the year; the proposed policy states that at the end of the year all donated balances will be removed. Vanderboom explained that the language reflects the current administration of FMLA leave by the City on a calendar year. Vanderboom said that the language could be changed to say that exceptions could be granted with approval by the mayor and human resources. All ayes. Motion passes 5-0.

**Update on Labor Negotiations Between the City of Wausau and the Wausau Professional Police Association, and the Wausau Firefighter Association.**

Vanderboom said that she has had several meeting with the police union, they have come to an agreement on all items, and the final language for the contract is being reviewed. Vanderboom said that she has also met with the fire union several times and that they are close to an agreement; Vanderboom hopes that an agreement will be reached by December.

**Future Agenda Items.**

New Vice Chair for Human Resources Committee recommended by Wagner.  
Updates on employee issues, concerns recommended by Neal.  
Human Resources Department report recommended by Wagner.

**Adjournment.**

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

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Romey Wagner  
Human Resources Committee, Chair

**CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403**

<b>RESOLUTION OF THE HUMAN RESOURCES COMMITTEE</b>	
Authorizing a 2% general wage adjustment for non-represented employees effective 12/31/2017.	
Committee Action:	
Fiscal Impact:	Total Fiscal Impact is \$190,782
<b>File Number:</b> 03-1111	<b>Date Introduced:</b> December 12, 2017

<b>FISCAL IMPACT SUMMARY</b>			
<b>COSTS</b>	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source: Payroll Contingency</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$190,782</i>
<b>SOURCE</b>	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount: Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

**RESOLUTION**

**WHEREAS**, as City of Wausau is committed to a compensation policy that strengthens the recruitment and retention of well qualified and effective employees; and

**WHEREAS**, your Human Resources Committee has reviewed and recommends a general wage increase of 2% be implemented 12/31/2017 for non-represented employees covered under the City of Wausau Employee handbook; and

**WHEREAS**, because City of Wausau Employee Handbook an employee’s base rate may not be adjusted above the salary maximum rate, an employee within 2% of his or her maximum salary rate shall receive only such salary increase as possible without exceeding the maximum salary rate for the position, and

**WHEREAS**, funds for general wage adjustment were provided for in the 2018 budget;

**NOW THEREFORE BE IT FURTHER RESOLVED** by the Common Council of the City of Wausau that a 2% general wage adjustment be implemented effective 12/31/2017 pursuant to the terms outlined in the City of Wausau Employee Handbook – non-represented employees.

Approved:

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Robert B Mielke, Mayor

The City'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 133 days (1,064 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).

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. In addition, an employee may use sick leave to attend his or her doctor and dentist appointments. An employee may also use sick leave for a member of his/her family's serious health condition. 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 two (2) hours 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 for non-exempt employees.
- C. Catastrophic Sick Leave Accounts (CSLA): Individuals who have a catastrophic sick leave account as of January 1<sup>st</sup>, 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, an employee may make a request to substitute sick leave for vacation

leave. Such requests must be made within the affected pay period and be approved by the supervisor who may require medication verification.