



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 12, 2018 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 12/11/2017 Minutes.
- 2) Human Resources Report
- 3) Discussion and Possible Action on Gym Reimbursement Program
- 4) Discussion and Possible Action on 2.09 – City Equipment and 2.10 – Vehicle Take Home Policy 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 Firefighter Association Local 415, IAFF, AFL-CIO and CLC.
- 6) Reconvene into Open Session, for Discussion and Possible Action on the approval of a collective bargaining agreement with the Wausau Firefighter Association Local 415, IAFF, AFL-CIO and CLC.
- 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 2/09/2017 at 9:00 AM

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: December 11, 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

Approval of 11/21/2017 Minutes.

Motion by Neal to approve the November 21, 2017 Human Resources Committee minutes. Second by McElhaney. All ayes. Motion passes 5-0.

Update regarding Human Resources Activities.

Vanderboom explained that a Human Resources activities report was requested at the last meeting; she reviewed the last version of the report that was used and presented a draft version of a report that would be meaningful to the committee. Vanderboom suggested the following items to be included in the report: open and completed reclassification requests, number of requests for Family Medical Leave, number of claims for Workers Compensation, grievances, new hires, separations, promotions and transfers, active recruitments, and vacant positions. Vanderboom would begin providing this report in 2018. Wagner asked to include number of evaluations completed and outstanding on the report; Vanderboom explained that she removed this item at this time because of the pending wage study and results. Mielke shared that evaluations for Department Heads were completed in May and the committee is welcome to review them, and he plans on doing Department Head evaluations this year in April and May. No other information was requested by the committee.

Discussion and Possible Action on 2018 Non-Represented Employee Wage Increases.

Vanderboom said that the 2018 budget included money for a 2% wage increase for non-represented employees. The wage increase would be implemented on 12/31/2017 for non-represented employees pursuant to the terms outlined in the Employee Handbook. Vanderboom explained that employees who are red-lined would not be eligible for an increase, and those who are less than 2% from the wage maximum would only receive an increase to the maximum of their pay grade. Vanderboom clarified that, as the resolution is currently written, all non-represented employees employed on December 31st will receive a 2% increase; if the committee wishes to remove employees on probation from receiving the increase, an amendment will need to be brought forward. Additionally, employees promoted within the organization do not receive a 2% increase after they complete their probationary period. Wagner questioned who should receive the increase and decided that he agrees with the way it is written in the resolution and administered. Neal asked if someone who just completed their probationary period and received their 2% increase would also be eligible for this 2% increase; Vanderboom said yes. Neal said he is fine with this. Gisselman asked how many people are currently on probation; Vanderboom said that she does not have the current numbers but can provide them to the committee after the meeting. Wagner asked if new employees start at the minimum rate for their positions or below the minimum. Vanderboom explained how starting rates are determined and the factors taken into consideration. The committee agreed that no changes should be made to the resolution as presented. Gisselman asked for clarification on red-lined employees. Vanderboom explained what it means to be red-lined, the current policies in place for exempting red-lined employees from base-building increases, and also said that the current vendor for the wage study has been asked for recommendations on how to address the red-lined employees when annual increases come up. At this time there are 8 employees who are red-lined; if the resolution passes, the number will increase to 21 employees.

Motion by Neal to approve the resolution as presented. Second by Kellbach. Gisselman asked if the red-lined employees were mostly management or throughout the whole workforce; Vanderboom said that the red-lined employees are throughout the workforce. All ayes. Motion passes 5-0.

Discussion and Possible Action on 8.06 – Sick Leave of the Employee Handbook.

Vanderboom said that she is continuing to review the policies within the Employee Handbook and it was discovered that the sick leave policy does not allow for employees to use sick leave for doctor appointments; she believes this was an oversight when the sick leave policy section was drafted. Vanderboom would like the language to include use of sick leave for doctor and dental appointments. The committee asked what type of appointments would be eligible, and it was determined that the language will be changed from “doctor and dental appointments” to “medical and dental appointments”.

Motion by McElhaney to approve the proposed amended change to section 8.06 of the employee handbook. Second by Neal. All ayes. Motion passes 5-0.

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: Wausau Professional Police Association Bargaining.

Motion by Neal to go into closed session. Second by Kellbach. Rollcall was taken to include Kellbach, Gisselman, McElhaney, Neal, and Wagner. Committee entered into closed session.

Reconvene into Open Session, and Possible Action on Closed Session Item of Wausau Professional Police Association Bargaining.

Motion by McElhaney to accept the proposal negotiated between the City of Wausau and the Wausau Professional Police Association. Second by Kellbach. All ayes. Motion passes 5-0.

Discussion and Possible Action regarding Election of a Vice Chair to the Committee.

Wagner asked if anyone would like to be considered for the Vice Chair position or if anyone would like to nominate someone else. Neal nominated Kellbach. Kellbach turned down the nomination. Wagner asked if Neal would consider the position since Kellbach turned it down. Neal accepted. Wagner appointed Neal as Vice Chair of the HR Committee.

Future Agenda Items.

Neal would like to have updates about issues appear on the agenda as they arise. Wagner agreed but asked for clarification on how to word this item on the agenda. Wagner suggested doing an employee satisfaction survey. Vanderboom said that the last survey was done in 2012 and she could bring a draft to the next meeting. Gisselman asked about review of the Employee Handbook and how often this occurs; Wagner indicated that when Vanderboom began with the City and they met, it was determined that Vanderboom would continually review the Employee Handbook and make changes as needed.

Adjournment.

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

Romey Wagner
Human Resources Committee, Chair



HR PERFORMANCE REPORT

Core Services

Classification & Compensation

Open Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied
25	20	4	1

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
0	0	0

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
0	0	0	0	0	0



HR PERFORMANCE REPORT

Open Grievances

Employee Name	Union	Issue	Date Filled	Status

Recruitment & Selection

New Hires

Employee Name	Job Title	Hire Date

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
3	2	1	0

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Michael Becker	Firefighter/Paramedic	Fire Lieutenant	Gary Lech	01/01/18
Nathan Pauls	Detective	Patrol Lieutenant	Mark Pankow	01/03/18
Edward Hintz	Bus Operator I	Bus Operator II	Andrew Klaschus	01/08/18

Active Recruitments

Job Title	Number of Vacancies	Date Vacant	Status
Police Officer	1 (+1 future)	01/02/18	Candidates in process
Street Maintainer	2	12/01/17, 01/05/18	Interviews Complete
Bus Operator I	2	12/15/17, 01/08/18	Interviews Scheduled
Firefighter/Paramedic	2 (+2 future)	9/26/17, 12/27/17	Interviews Scheduled



HR PERFORMANCE REPORT

Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status

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

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE	
Amend Employee Handbook Sections 2.09 – Use of City Equipment and 2.10 – Vehicle Take Home Policy	
Committee Action:	
Fiscal Impact:	
File Number:	Date Introduced: February 12, 2018

FISCAL IMPACT SUMMARY			
COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input 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, the City of Wausau’s Employee Handbook is intended to provide City of Wausau employees with convenient access to the operating policies and practices of the City,

WHEREAS, the City of Wausau is dedicated to maintaining up-to-date and accurate policies and procedures,

WHEREAS, your Human Resources Committee has reviewed and approved the recommendation to amend language to the Employee Handbook to clarify the City’s policies,

BE IT RESOLVED by the Common Council of the City of Wausau that the Employee Handbook Sections 2.09 Use of City Equipment and 2.10 Vehicle Take Home Policy be amended, as specified above and in supporting documents, upon action of this Council.

Approved:

Robert B. Mielke, Mayor

Vehicle Use: The operation of a City-owned vehicle is a privilege which may be withdrawn at any time at the sole discretion of the City.

-City vehicles may only be used for authorized City business. Any exception (such as use for personal errands or business) must be approved in advance by the Department Head and be irregular and infrequent in nature. Personal use must be monitored and comply with all IRS regulations accordingly as determined by the City. For liability purposes, non-city personnel may not be passengers in City vehicles outside of business necessity.

Unauthorized personnel are prohibited from operating City vehicles. Only employees with an unrestricted, current driver's license and who have adequate insurance coverage as described in the City Fleet Safety Policy may operate City vehicles. Employees who use personal vehicles for City business must provide adequate proof of insurance annually to their supervisor in order to be eligible for use and reimbursement. It is the responsibility of an employee to immediately inform their supervisor of any restriction, suspension or revocation of driving privileges that would affect their ability to operate a vehicle on City business. All employees operating City vehicles must be familiar and compliant with the City Fleet Safety Policy.

Return of Equipment: Upon separation of employment, employees must return all City property, uniforms, equipment, work product and documents in his/her possession or control. Failure to do so will result in an invoice for the fair market value being sent to the employee and will be due and payable within 30 days.

2.10 – Vehicle Take Home Policy

The following criteria will have to be met by any City of Wausau employee who drives a city vehicle to and from their residence at any time.

- (1) The employee is in official “on call” status to respond to emergencies on a rotating or consistent basis; and he/she
- (2) Lives in the Wausau metro area. The Mayor will decide on interpreting “metro area”. This is meant to address response time and eliminate subsidy of long distance employee commutes.

In addition, ~~to~~ the above allowable use of a City vehicle, a City employee may also be allowed to drive a City owned vehicle to and from his/her residence on an incidental basis when the employee will be reporting directly to an alternative work site the following work day.

Personal use of City-owned vehicles is generally not allowed, and must be approved in advance by the Department Head and be irregular and infrequent in nature. Personal mileage should accumulate only during trips to and from work. Personal use must be monitored and comply with all IRS regulations accordingly as determined by the City. Personal use of a City vehicle is generally a taxable fringe benefit unless acting in an official capacity or in official “on call” status. Department Directors will be held responsible for ensuring only employees meeting the appropriate criteria are assigned take home vehicles. Employees are responsible to the IRS for their fringe benefits.

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

RESOLUTION OF THE HUMAN RESOURCES COMMITTEE

Approve bargaining agreement between the City of Wausau and Wausau Firefighter Association for January 1, 2018 – December 31, 2020

Committee Action:

Fiscal Impact:

File Number:

Date Introduced:

FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Budget Source:</i>
	<i>One-time Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue <input type="checkbox"/> Debt <input type="checkbox"/> Funds on Hand <input type="checkbox"/> Interfund Loan <input type="checkbox"/></i>			

RESOLUTION

WHEREAS, representatives of the City of Wausau (hereafter referred to as “City”) and the Wausau Firefighter Association (hereafter referred to as “Association”) have agreed to the provisions of a collective bargaining agreement encompassing the calendar years of 2018-2020, the summary of the agreement being attached, and

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

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 2, 2018 through December 31, 2020 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:

Robert B. Mielke, Mayor

**Wausau Firefighter Association
Summary of Tentative Agreement, February 12, 2018**

Article	Agreement
Entire Agreement	Updating outdated information. EX; if the CBA stated Effective January 1, 2015 delete dates reference and replace with current dates
Entire Agreement	Update Assistant Chief to Deputy Chief
13 – Workweek	Remove language extending compensatory time benefits
15 – Clothing Allowance	Remove language restricting clothing reimbursement for new hires to \$300. Increase clothing allowance from \$450 to \$500, to be paid on a twice-yearly basis in January and July.
Appendix A	12/31/17 2.5% Increase other represented employees, 3.5% increase Lieutenants only 12/30/18 2.5% Increase 12/29/19 2.5% Increase
Appendix D	Add Emergency Medical Services Quality Assurance Program