



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, May 14, 2018 at 4:30 PM
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor
Members:	Gary Gisselman, Dawn Herbst, Becky McElhane, Tom Neal, Mary Thao

AGENDA ITEMS FOR CONSIDERATION

- 1) Select a Chairperson and Vice Chairperson for 2018-2020 term.
- 2) Establish Regular Meeting Date and Time for 2018-2020 term.
- 3) Approval of 4/09/2018 Minutes.
- 4) Presentation on the Upcoming Process of the City of Wausau Wage Study by Arthur J. Gallagher & Co.
- 5) Human Resources Report.
- 6) Informational Item on Post-Employment Health Plan Account Corrections.
- 7) Discussion and Possible Action Regarding Creation of New Job Titled Community Communication Specialist.
- 8) Discussion and Possible Action Regarding Processing Wausau Fire Department Ambulance Services as In-Network.
- 9) Future Agenda Items.
- 10) Adjournment.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 5/11/2017 at 11:30 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.**

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

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

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

DATE/TIME: April 9, 2018 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. Kujawa, E. Lindman, T. Vanderboom

Approval of 2/12/2017 Minutes.

Motion by McElhaney to approve the February 12, 2018 Human Resources Committee minutes. Second by Kellbach. All ayes. Motion passes 5-0.

Human Resources Report.

Vanderboom walked through the Human Resources Report with the committee. Neal asked that additional information be provided for items such as denial of FMLA requests; Vanderboom said that in the future she can provide generic information for denials. Gisselman questioned the number of FMLA requests, thinking it was high; Vanderboom explained that the usage of FMLA leave by City employees is typically robust due to employees being aware of the benefit.

Wagner mentioned that a new Police Officer will be sworn in on April 10th and asked that if committee members are available for this or future swear in ceremonies that they try to attend.

Discussion on Fire Department Background Investigation Process and Future RFP.

Vanderboom brought this forward as an information item. She explained that the current background process for Fire Department candidates is conducted by the Human Resources Department, including a criminal background check and driving record check. Vanderboom would like to see the process include more due to the nature of these sworn positions within the City. Vanderboom wants to utilize the RFP (Request for Proposals) process to gain more information on options available.

Wagner asked Chief Kujawa for her comments on this item. Kujawa said that she agrees with Vanderboom that a more robust process could be utilized, and although Human Resources does its' due diligence, it may not have the time or resources to conduct a background that could be provided by an outside vendor. Neal asked if the RFP is for someone to show Human Resources how to conduct a more thorough background process or if it is to have a vendor perform the service. Vanderboom said that it would be for a vendor to perform the service utilizing their own product. Vanderboom said that she would like to see the product include the completion of a background history packet that is extensively reviewed by the company, put into place an object review process, and also an appeal process for candidates who may fail the background. At this time, if a candidate fails the background process there is no formal course of action for the candidate to take to appeal the decision. Kujawa stated that most Fire Departments that she is aware of use a vendor for background investigations or have their Police Department do them; Kujawa said the Wausau Police Department indicated that they do not have the time to provide this service to the Fire Department.

Neal questioned having one safety department doing the background investigations internally and the other doing them externally, and why they could not be combined either to an internal or external process. Wagner said that if the Police Department is happy with their process and it works for them, asking them to change it because of the Fire Department is not a good idea, but that if this process is put into place for the Fire Department and works well, that maybe the Police Department will want to also look into it.

Vanderboom said that once proposals are received and reviewed according to the procurement policy, the committee will be asked to take action on the recommendations provided.

Discussion and Possible Action on Hazard Communication Policy.

Vanderboom said that several policies are being brought forward and that Anne Keenan and staff have done a great job at reviewing and updating the safety policies that fall under the purview of Human Resources. Keenan has been working with CVMIC to develop a Risk Management Committee, who will be the responsible party for making sure these policies stay up to date. Keenan has been working with model policies from CVMIC, OSHA regulations, and current City policies, when available, to update or create the policies being brought forward.

Vanderboom outlined the purpose for the Hazard Communication Policy to the committee. She then asked if the committee would like to have updates to policies brought to the committee in the future or have them reviewed by the Human Resources Department and the Risk Management Committee. Gisselman said that he would like to see the updated policies brought to the Human Resources Committee. Wagner said it would be a good idea to have policies brought forward annually for review if needed.

Motion by Gisselman to approve the Hazard Communication Policy. Second by Neal. Neal suggested that future updates be communicated to the chair to determine if the committee needs to be aware of the updates, and if they are not substantial changes, it could be handled out of the committee. All ayes. Motion passes 5-0.

Discussion and Possible Action on Arial Truck Policy.

Vanderboom provided an overview of the purpose of the Arial Truck Policy to the committee.

Motion by Gisselman to approve the Arial Truck Policy. Second by McElhaney. All ayes. Motion passes 5-0.

Discussion and Possible Action on Confined Space Policy.

Vanderboom stated this was an update and provided an overview of the purpose of the Confined Space Policy to the committee.

Motion by Kellbach to approve the Confined Space Policy. Second by Neal. All ayes. Motion passes 5-0.

Discussion and Possible Action on Respirator Policy.

Vanderboom stated this was an update and provided an overview of the purpose of the Respirator Policy to the committee. Vanderboom noted that they are working on creating a separate Silica Policy, but that this is a more comprehensive policy.

Motion by Gisselman to approve the Respirator Policy. Second by McElhaney. All ayes. Motion passes 5-0.

Discussion and Possible Action on Personal Protective Equipment Policy.

Vanderboom provided an overview of the purpose of the Personal Protective Equipment Policy to the committee.

Motion by Neal to approve the Personal Protective Equipment Policy. Second by Kellbach. All ayes. Motion passes 5-0.

Discussion and Possible Action on Bloodborne Pathogens Exposure Control Plan.

Vanderboom provided an overview of the purpose of the Bloodborne Pathogens Exposure Control Plan to the committee.

Motion by Neal to approve the Bloodborne Pathogens Exposure Control Plan. Second by Gisselman. All ayes. Motion passes 5-0.

Discussion and Possible Action on Proposed Language Change to Employee Handbook Section 4.02 – Introductory Period.

Vanderboom said that the language added would provide the ability to a Department Head to extend an employee's introductory period, if needed, with approval from the Human Resources Director. Wagner asked if there are any guidelines as to what reasons an introductory period would be extended. Vanderboom said that specific reasons are not included and provided some examples for an extension. Wagner asked about documentation; Vanderboom said that if an extension is recommended, the employee would receive a letter from Human Resources indicating an extension has been granted and why, and a copy of the letter would also be placed in their personnel file.

Motion by Kellbach to approve the language change to Employee Handbook Section 4.02 – Introductory Period. Second by McElhaney. All ayes. Motion passes 5-0.

Update on Wage Study.

Vanderboom said that job descriptions have been updated for all departments except for DPW, which also involves some requested organizational changes. The wage study vendor will be coming to Wausau on May 11th and 12th to provide several presentations to employees explaining the wage study project and to meet with the team overseeing the wage study project. The vendor plans to provide an update via phone at the next Human Resources Committee meeting. Gisselman asked what information would be provided to the Human Resources Committee; Vanderboom said it would likely be the same type of information presented to employees. Gisselman also asked if the wage study is complete. Vanderboom explained that it is in the beginning phase, providing updated job descriptions to the vendor to start the comparative process.

Discussion and Possible Action on Biometric Health Assessment Program.

Vanderboom explained that the City currently offers a biometric health assessment program to employees consisting of a health history survey and blood draw. Participation in the program lowers the cost of health insurance to employees by \$50 per month; the participation rate for employees is high. Vanderboom explained that recently AARP has challenged the EEOC wellness rule that allows you to do a financial incentive for participation in wellness programs. Vanderboom gave an overview of the case and how it affects the City's biometric health assessment program currently. Vanderboom provided a resolution to the committee to consider that included suspending the biometric health assessment program in 2018 while providing the incentive to all employees who were eligible to participate in the program. Vanderboom said that the biometric program costs between \$8000 and \$10,000, and the money saved from those to choose not to participate is about \$5000, so it would still be a cost savings to the City to provide everyone eligible with the incentive. If the EEOC's ruling is clear in 2019 and the City wanted to restart the program if it met the guidelines, it could then do so.

McElhaney asked what the City does with the information gathered from the biometric program – was this recommended by the insurance company or something the City decided to do? Vanderboom said that companies who have a traditional health insurance program will usually receive reduced rates by doing this type of program, however, the City is self-funder and therefore does not see any savings. Vanderboom said that the City does not see confidential employee information, but by the aggregate information provided by the vendor the City can see what types of health programs can assist the most people. McElhaney asked if the employees receive the information; Vanderboom said that the employees receive their information from the blood draw, but the City does not receive any individual results. McElhaney also asked if programs were in place based on data received; Vanderboom said that at this time there are no programs in place.

Neal indicated that if the City has budgeted for the program he is for keeping it in place on a voluntary basis. Wagner agreed with Neal to the program in place. Vanderboom said she needed to advise the committee that the City does not have appropriate funding to keep the program and to discontinue the \$50 non-participation fee. Neal asked what the shortfall would be; Vanderboom indicated it would be roughly an additional \$5000. Wagner would like the request for the money to go to Finance Committee. Gisselman said they should figure out what they're asking for before sending it on. Vanderboom said that she could amend the resolution to state that the

biometric program would continue but the non-participation fee would be waived. The amended resolution could be voted on at this meeting and then forwarded to the Finance Committee.

Motion by Neal to accept the amended resolution as proposed by Vanderboom. Second by McElhaney. Gisselman asked if the City is aware if any red flags from the blood draws has helped employees. Vanderboom explained the information that the City receives versus the employee and how that information can be used to decide on programs to help with problems that face a high percentage of the employee population. All ayes. Motion passes 5-0.

Future Agenda Items.

Mayor Mielke thanked Wagner for his service as alderperson and to the Human Resources Committee. Wagner expressed his gratitude and importance of the Human Resources Committee, and thanked the committee for their support.

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
61	46	9	6

Reasons why denied under FMLA

Paperwork not returned	Insufficient years of service	Condition does not qualify
5	1	

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
7	1	4



HR PERFORMANCE REPORT

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances
1	1	0	0	0	1

Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Kraig Kruzan	Fire	Acting Battalion Chief Assignments	2/26/18	Step One (held in abeyance, parties are working toward a mutually agreed upon resolution)



HR PERFORMANCE REPORT

Recruitment & Selection

New Hires

Employee Name	Job Title	Hire Date
Zachary Kempf	Street Maintainer	02/26/18
Scott Edwards	Street Maintainer	04/02/18
Aaron Karlen	Police Officer	04/09/18
Jacob DeClerc	Firefighter/Paramedic	04/27/18
Christopher Berndt	Firefighter/Paramedic	04/27/18
Troy Venus	Firefighter/Paramedic	04/27/18

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
9	6	3	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
Benjamin Bliven	Deputy Chief	Police Chief	Jeffrey Hardel	02/26/18
Matthew Barnes	Detective Captain	Deputy Chief	Benjamin Bliven	02/26/18
Benjamin Graham	Patrol Lieutenant	Detective Captain	Matthew Barnes	02/26/18
John Phillips	Police Officer	Patrol Lieutenant	Benjamin Graham	02/25/18
Quinn Ambrosius	Firefighter/Paramedic	Fire Lieutenant	Mike Tuilsaari	03/11/18



HR PERFORMANCE REPORT

Active Recruitments

Job Title	Number of Vacancies	Date Vacant	Status
Police Officer (2017-2018)	1	01/02/18	Conditional Offer Candidate in Process
Bus Operator I	1	01/08/18	Collecting Applications
Firefighter/Paramedic	3	9/26/17, 12/27/17	CVTC Recruitment
Project Engineer	1	04/20/18	
Police Officer	2 (+1 future)	04/11/18, 04/12/18	Written Test Scheduled in May
Equipment Operator (internal)	1	12/01/17	Candidate Testing in Process

Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status

PEHP has two funding buckets

1 Universal Account or 105

The 105 is funded with equal dollar contributions and can be used for prescriptions, eyeglasses, premiums and co-pays.

2 Premium Reimbursement Account or 106

The 106 is funded with a percentage or diverted accumulation leave dollars and can be used for health, vision, dental and COBRA premiums.

One or the other or both may be funded for a comprehensive employee benefit by employer or by mandatory employee contributions.

105(h) Universal Reimbursement Account



For prescriptions, co-pays and premiums

106 Insurance Premium Reimbursement Account



For premiums only – health, vision, dental, COBRA

Why are there two separate accounts or funding buckets?

There are two separate sub-accounts due to discrimination testing per Section 105(h) whereby the highly compensated employees may not receive a greater benefit than lower paid employees. We've done the homework for you so you don't need to worry about discrimination testing.

Note: Separate trusts may be established for collectively bargained and non-collectively bargained employee groups.



JOB DESCRIPTION

Community Communications Specialist

Job Title:	Community Communications Specialist	Reports To:	Lieutenant- Administration
Department:	Police	FLSA Status:	Non Exempt
Division:		EEO Code:	
Salary Grade:	Part time/Seasonal	Occupational Code:	
Employee Group:		Training Category:	
Created:	April 2018	Last Revision:	

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The purpose of this position is to assist the Wausau Police Department with strengthening its relationship to the community through the use of original, internally produced video content. In addition to informing and educating the public about department activities and staff, the video content also serves to enhance recruiting efforts and promote positive interactions in general. This position may also assist the department by producing video content designed to enhance the training of department staff.

The specific critical services served or supported by the Community Communications Specialist position are primarily video production and editing. This includes recording video of department events and activities, interviewing department staff and documenting their interactions with the public.

Essential Duties and Responsibilities

1. Uses department video recording equipment to document staff activities.
2. Rides with officers and other staff as necessary to obtain video recordings.
3. Edits video files, still images and audio files to produce original video content for internal and external use.
4. Works with supervisor to gain insight and direction on video recording efforts.
5. Operates a police owned vehicle in normal non-emergency mode, day and night conditions, and during times of inclement weather and congested traffic.
6. Maintains working knowledge of City of Wausau current procedures.
7. Maintains compliance with City of Wausau core values.
8. Any other duties as assigned by supervisor.

Additional Duties and Responsibilities

- Perform special assignments as assigned by supervisor.

Education and Experience Requirements

Candidates must be a United States Citizen and at least eighteen (18) years old. A high school diploma or equivalent is required. Applicants must possess a valid Wisconsin driver’s license. Candidates must be able to pass a criminal background check.

Knowledge, Skills and Abilities

- Ability to communicate effectively orally and in writing with citizens, co-workers, supervisors, and others.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as computer, video recording equipment, and telephone.
- Skills to effectively operate computer systems for a variety of tasks.
- Ability to coordinate eyes, hands, feet and limbs in performing video recording and editing.
- Ability to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Knowledge of safe working practice with regard to electricity and lights.
- Ability to compose frames and shots.
- Ability to perform camera moves accurately.
- Ability to listen to others and work cooperatively as part of a team.
- Ability to work under pressure and to deadlines.

Physical and Working Environment

Ability to work under mildly unsafe and uncomfortable conditions where exposure to environmental factors such as potential violence, machinery and disease can cause discomfort and where there is a risk of injury.

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

