



## 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</b>
Date/Time:	<b>Monday, June 10, 2019 at 4:30 PM</b>
Location:	City Hall (407 Grant Street) – Council Chambers – 1 <sup>st</sup> Floor
Members:	Becky McElhaney (C) Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal

### AGENDA ITEMS FOR CONSIDERATION

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- 1) Approval of 05/13/2019 Minutes.
- 2) Human Resources Report for May.
- 3) Discussion and Possible Action Approving Addition of a Regular Part-time Administrative Assistant III in the Customer Service Department.
- 4) Discussion regarding job anniversary date administration of annual increases.  
CLOSED SESSION pursuant to 19.85(1)(c) of the Wisconsin Statutes considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85(1)(g) of the Wisconsin Statutes
- 5) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved regarding a police lieutenant.
- 6) Reconvene into open session to take action, if necessary, on Closed Session item.
- 7) Future Agenda Items.

Becky McElhaney, HR Chair

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This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 06/06/19 at 2:30 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.**

"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: Alderperson, Mayor, Department Heads, Union Presidents.

DRAFT

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

DATE/TIME: May 13, 2019 at 4:30 p.m.  
LOCATION: City Hall (407 Grant Street) – Council Chambers  
MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Michael Martens, Tom Neal  
MEMBERS ABSENT:  
Also Present: Mayor Mielke, T. Vanderboom

McElhaney called the Human Resources Committee meeting to order at 4:30 p.m.

**Approval of 4/08/2019 Minutes.**

Motion by Herbst to approve the April 8, 2019 Human Resources Committee Meeting minutes. Second by Neal. All ayes. Motion passes 5-0.

**Human Resources Reports for April.**

Vanderboom asked if the committee members had any questions about the report provided. Martens asked if the number of Worker's Compensation claims year-to-date is high. Vanderboom said that last year was high for claim numbers and the trend seems to be the same this year. No motion on this item.

**Discussion and Possible Action on the Fleet Safety Policy.**

Vanderboom said the Fleet Safety Committee has been reviewing policies that have not been reviewed or updated within the last decade. Vanderboom mentioned that a couple of the policies had OSHA policies that had changed, and therefore the changes were incorporated into the City's policies. Vanderboom explained that Anne Keenan took CVMIC model policies, OSHA recommendations for policies, and the City's current policies and melded them together to come up with the current policies. These were then presented to the Fleet Safety Committee for review and further recommendations, and those are what are being brought to the committee for approval.

Gisselman asked who is on the Fleet Safety Committee. Vanderboom said that the committee has representatives from every City department that has fleet vehicles, DPW, Water, Sewer, Transit, Fire, Police, and also a representative from the Human Resources Department and Attorney's Office.

Motion by Gisselman to accept the Fleet Safety Policy. Second by Herbst. All ayes. Motion passes 5-0.

**Discussion and Possible Action on the Hot Works Policy.**

Vanderboom said that this policy did not have any recommended OSHA updates and therefore was only reviewed to ensure it was up-to-date with current procedures. This policy and the others presented at this meeting were all reviewed by the Fleet Safety Committee.

Motion by Neal to approve the Hot Works Policy. Second by Martens. All ayes. Motion passes 5-0.

**Discussion and Possible Action on the Work Zone Traffic Safety Policy.**

Vanderboom explained that this policy was reviewed and recommended OSHA updates were incorporated as well as language from the CVMIC model policy for traffic safety. Vanderboom said that a CVMIC representative comes out to check on the City's work crews and always has good feedback.

Gisselman asked if the procedures in place are followed; Vanderboom said that her understanding is that the crews follow the policy and said that Human Resources has not received any information to say otherwise. The policy had not been reviewed in some time, and the Fleet Safety Committee reviewed it to ensure it was up to date for training purposes.

Motion by Martens to accept the work Zone Traffic Safety Policy. Second by Herbst. All ayes.  
Motion passes 5-0.

**Discussion and Possible Action on the Asbestos Safety Policy.**

Vanderboom said that this was another policy that needed review to ensure it is up-to-day.

Herbst asked if any changes were needed on this policy. Vanderboom said that there were not any new OSHA standards for this policy, therefore it was a review only.

Motion by Gisselman to accept the Asbestos Safety Policy. Second by Neal. All ayes. Motion passes 5-0.

**Discussion and Possible Action on the Crystalline Silica Policy.**

Vanderboom said that OSHA has made changes to its recommendations for employees who are working around and exposed to crystalline silica. The policy has been updates to reflect the recommendations made by OSHA.

Gisselman asked where employees would encounter crystalline silica. Vanderboom said that she believes it is a result of sawing concrete, the dust-like powder, but said that she is not an expert on this subject.

Motion by Neal to approve the Crystalline Silica Policy. Second by Martens. All ayes. Motion passes 5-0.

**Discussion and Possible Action on the Power Industrial Truck Policy.**

Vanderboom said that this item has had recent changes from OSHA and it has been flagged as an item that they will be paying particular attention to in the future years. This policy deals with fork-lift type trucks. Vanderboom said that every year OSHA will concentrate their efforts on particular issues and this happens to be one of them.

Herbst asked if the City is OSHA compliant with this or if there have been any issues. Vanderboom said to her knowledge the City has not had any issues or violations.

Motion by Gisselman to approve the Power Industrial Truck Policy. Second by Martens. All ayes. Motion passes 5-0.

**Future Agenda Items.**

Neal would like to revisit anniversary dates for employees in relation to pay increases.

Gisselman said he would like to look at option 3 of the wage study options for the 2020 budget.

Vanderboom said that other items that are being worked on for future meetings include the Social Media Policy, and review of longevity.

Neal would like to see diversity in hiring on a future agenda.

**Adjournment.**

Motion by Neal to adjourn. Second by Herbst. All ayes. Meeting adjourned.

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Rebecca McElhaney  
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
48	35	6	7

#### Reasons why denied under FMLA

Paperwork not returned	Insufficient years of service	Condition does not qualify	Paperwork not authentic
4		3	1

#### Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
17	4	13



## 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	0	1	0		1

#### Open Grievances

Employee Name	Union	Issue	Date Filed	Status
Kraig Kruzan	Fire	Acting Battalion Chief Assignments	2/26/18	The City and Union signed MOU's governing the assignment of acting Battalion Chief and Acting Lieutenant.

#### Closed Grievances

Employee Name	Union	Issue	Date Filed	Status



## HR PERFORMANCE REPORT

### Recruitment & Selection

#### New Hires

Employee Name	Department	Job Title	Hire Date
Scott Peterson	Police	Police Officer	01/09/19
Josiah Kaetterhenry	Police	Police Officer	01/09/19
Andrew Bloch	Police	Police Officer	01/09/19
Mason Hagenbucher	Police	Police Officer	01/09/19
Henry King	Assessment	Property Appraiser	02/04/19
Thomas Ponik, Jr.	Assessment	Property Appraiser	02/18/19
Ashley Schroeder	Fire	Firefighter/Paramedic	02/25/19
Jared Thompson	Fire	EMS Division Chief	04/08/19
Robert Barteck	Fire	Deputy Fire Chief	04/08/19
John Langren	Water	Water Distribution Maintainer	05/06/19
Charlotte Baneck	Police	School Crossing Guard	05/09/19
Jonathon Lindloff	Water	Water Distribution Maintainer	05/13/19
Mitchell Harris	Public Works	Street Maintainer	05/13/19
Robert Pfaff	Police	Police Officer	05/29/19
Ivy Tiry	Police	Police Officer	05/29/19
Brady Olson	Police	Police Officer	05/29/19

Seasonal Hires: (1) Youth Apprentice (DPW Motor Pool), (2) Yard Waste Site Attendants, (3) Engineering Technicians, (2) Wastewater Technicians, (1) Seasonal Aide DPW, (4) Community Resource Officers

#### Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
11	4	6	1



## HR PERFORMANCE REPORT

### Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Cody Wiesman	Firefighter/Paramedic	Fire Lieutenant	Steven Robers	01/08/19
Justin Fisher	Bus Operator I	Bus Operator II	Gregory Hayes	01/28/19
Nicholas Olson	Bus Operator I	Bus Operator II	(n/a – Council Approved)	02/18/19
Adam Malzahn	Street Maintainer	Property Inspector	Richard Grefe	03/25/19
Dustin Kraege	Equipment Services Mechanic	Fleet Supervisor	(n/a – New Position)	05/28/19
Solomon King	Equipment Services Mechanic	Senior Equipment Services Mechanic	Todd Mendlik	05/28/19

### Active Recruitments

Job Title	Number of Vacancies	Date Vacant	Status
Bus Operator I	3	01/08/18	Collecting Applications - Ongoing
School Crossing Guard	1 reg. + substitutes	11/21/18	Collecting Applications - Ongoing
Firefighter/Paramedic	1	01/03	In Process
Street Maintainer	3	04/08, 06/03, 06/09	In Process
Community Development Specialist	1	04/18	In Process
Equipment Services Mechanic	1	05/28	Interviews Scheduled
Assistant City Attorney	1	(New Position)	In Process
Police Officer	1	06/02/19	Written Test Scheduled
Plant Maintenance Mechanic	1	07/08	Collecting Applications

### Vacant Positions (Not Being Recruited)

Job Title	Number of Vacancies	Date Vacant	Status

# Human Resource Committee Packet

June 10, 2019

<b>Agenda Item</b>
Discussion and Possible Action Approving Addition of a Regular Part-time Administrative Assistant III to the Customer Service Department
<b>Background</b>
Included, please find a position justification from Finance Director MaryAnne Groat requesting an additional part-time Administrative Assistant III be added to the Customer Service Department.
<b>Fiscal Impact</b>
\$29,500 annually, including social security and retirement. Funding would be shared by the utility and levy.
<b>Staff Recommendation</b>
Staff recommend the approval of the part-time Administrative Assistant III through this committee.
Staff contact: Toni Vanderboom 715-261-6634

### **Position Justification for Administrative Assistant III**

The Customer Service counter was staffed by 1 full time and 4 part-time staff until March of 2013 when one of the part-time staff left City employment. Since then, we have been staffing with 1 full time and 3 part-time staff. One of the part-time positions works from September through May. We have been attempting to fill the gap in staffing through the use of other employees in the department. There has been ongoing concern and extra management required to cover vacancies due to vacations and illnesses. One of our part-time staff will begin a twelve week FLMA in July. This will leave us with one part-time and one full time customer service staff. We had expected to continue to use other full time employees of the department to cover this vacancy but this plan has been compromised by a recent position vacancy. While our part-time staff are willing and able to pick up additional hours during times of need this practice is limited due to hour restrictions for health insurance.

2020 will be an extremely busy election season since there are 4 elections including Mayor, Council and Presidential elections. We are requesting the ability to fill our 4<sup>th</sup> part-time position. The customer service position requires significant training. Staff are responsible for understanding election and licensing laws. In addition they work in twelve different software packages daily. All of the staff perform a wide range of other tasks. The part-time positions allow for early start so we are prepared for customers at 8am, adequate lunch time coverage and closing procedures. The part-time staff also allow us to meet the significant election demands and provide coverage during absences.

The proposed position would be .625 FTE or 1300 hours per year. The expected financial impact of the position with social security and retirement is \$29,500. Funding for these positions is shared by the utility and levy. Funding for 2019 is available in the Election budget.

# Human Resource Committee Packet

June 10, 2019

<b>Agenda Item</b>
Discussion regarding job anniversary date administration of annual increases.
<b>Background</b>
<p>The City of Wausau moved from implementing annual increases on a job anniversary date to a fixed date when the City switched from step increases to pay for performance. Under the pay for performance increase model, department managers were limited in the number of employees who could be given certain ratings; employees were evaluated at the same time to assist managers in staying within those limits.</p> <p>When approving a return to a modified step increase system, managers no longer needed to evaluate employees at the same time to manage a quota. The decision was made to return to administering steps on an employee's job anniversary date. Several benefits to returning to the job anniversary administration were considered, including:</p> <ul style="list-style-type: none"><li>• Employees will advance through the salary scale at the same rate. (With a fixed increase date, some employees will receive a step increase very shortly after being hired, while other employees will need to wait a year. With a job anniversary date, all employees become eligible for a step increase after holding their current position for a year, and every year thereafter.)</li><li>• According to the criteria for eligibility for a step increase, an employee must be off probation to receive a step increase. This ensures that employees are fully functioning in their position before they receive a salary increase. (If increases are tied to anniversary dates, all normally progressing employees will be off six-month probation before reaching their year anniversary date. If steps are granted on a fixed date, new hires or newly promoted employees still on probation will have to wait more than a year for their step increase.)</li><li>• All employees will need to have a completed annual review received and reviewed by HR before receiving a step increase. Using an anniversary date will stagger the workload placed upon supervisors to complete these annual reviews.</li><li>• HR frequently receives input from supervisors that it is difficult to complete a review for an employee who has just started in the job. With a fixed review date, some employees are being reviewed after only a few weeks in a new position. This is unfair to the employees, who haven't had a chance to learn the job before being evaluated. If reviews are tied to job anniversary dates, then all employees will be evaluated fairly upon the same length of review period.</li><li>• Represented employees and most part-time employees currently receive increases upon their job anniversary dates; this change would align non-represented employee increases with represented employees.</li></ul>
<b>Fiscal Impact</b>
<b>Staff Recommendation</b>
Staff contact: Toni Vanderboom 715-261-6634