

PERSONNEL COMMITTEE AGENDA
Monday, February 9, 2015 – 6:10 p.m.
(or immediately following previously scheduled meeting)
Lincoln Center – 1519 Water Street
[A quorum of the City Council may attend this meeting]

Discussion and possible action on:

1. Notice of Employee seeking public office.
2. Amendment to Administrative Policy 3.01 – Standard Benefits (Uniform Allowance).
3. Amendment to Administrative Policy 3.02 (Sick Leave Conversion and Sick Leave – Bonus Days).
4. Amendment to Administrative Policy 3.06 (Floating Holiday).
5. Request to modify pay rates for Summer Engineering Aide position.
6. Request to fill vacancy ~ Streets Division.
7. Request to fill vacancy ~ Water Department.
8. Request to fill vacancy ~ Transit Division.
9. Request to fill Building Inspector / Zoning Administrator ~ Community Development.
10. Request to promote employee ~ Community Development and set salary for promoted employee.
11. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk

can be reached by telephone at (715) 346-1569, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00 p.m.

January 27, 2015

MEMORANDUM

TO: Personnel Committee

FROM: Lisa Jakusz, City Personnel

RE: February 9, 2015 Personnel Committee Agenda

1. Included in the packet is notice from a City employee who is seeking public office. Per City Administrative Policy 1.10, employees are required to provide notice to the City when they seek public office.
2. This item is simply a "clean up"; the title of the position changed from "Parking Attendant" to "Community Service Officer".
3. When the Administrative Policies were redrafted post Acts 10 and 32, the intent was to leave benefits intact as they were prior to the changes in state law. Prior labor agreements allowed the spouse of City employees to have access to the Sick Leave Conversion benefit. The request before you is to add that intent back into the City Policy and to modify it as follows: **"qualified dependent as defined in the IRS Code"** ~ to meet the requirements of the Post Employment Health Plan. I will have on hand copies of older agreements that include the language referencing the spouse. Also, with the addition of the PEHP plan to the various groups some years back, employees who have retired from City service are no longer "tied" to the City's health plan as they can use the funds to purchase health insurance from a different vendor.

With regard to Bonus Days, the amendment before the Committee codifies the process of how the bonus days have been administered since their implementation. The policy amendment request before you will

avoid questions or concerns in the future due to ambiguity in the language.

4. The requested policy amendment will also codify the past practice of the administration of floating holidays.
5. Included in the packet is a memo from Director Schatschneider outlining his request.
6. Included in the packet is a request from Director Schatschneider to fill a vacancy in the Streets Division. This position is included in the 2015 budget.
7. Included in the packet is a request from Director Lemke to fill a vacancy in the Water Department. This position is included in the 2015 budget.
8. Included in the packet is a request from Director Lemke to fill a vacancy in the Transit Division. This position is included in the 2015 budget.
9. Included in the packet is a request from Director Ostrowski to fill a vacancy in the Community Development Department.
10. Included in the packet is a request from Director Ostrowski to promote an employee to the Building Inspector / Zoning Administrator position. Per the information in the Director's cover memo, Mr. Zepp has been an Inspector with the City since 2001. Per City Policy 2.06 the starting salary is set by the Personnel Committee with recommendations from the Department Head and/or Mayor. Mr. Zepp's current position is on Step 7 of Grade K (\$64,550); the position to which the request is to promote him to lies in Grade L. Step 4 in Grade L (\$64,762) would afford Mr. Zepp with a modest pay increase. The salary at Step 5 of Grade L (a one step increase/adjustment) is \$66,466.

Please feel free to contact me with any questions relating to the agenda or supporting materials.

9041 County Road OO
Rosholt, WI 54473

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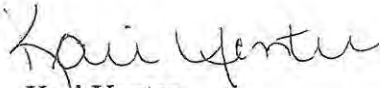
January 11, 2015

City of Stevens Point
Personnel Committee
1515 Strongs Avenue
Stevens Point, WI 54481

Dear Personnel Committee members:

Per administrative policy, I am notifying you of my intent to run for the non-partisan position of
Town of New Hope Clerk at the April 7, 2015 election. The Town of New Hope caucus is
scheduled for January 20, 2015 in which I plan to be nominated for the position.

Thank you.


Kari Yenter

11. Uniform/Clothing Allowance

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Clerical and Related hourly employees:

The City shall continue to provide the ~~parking attendants~~ **Community Service Officers** with their uniforms, including footwear, and replacements thereof in accordance with the existing practice.

D. Sick Leave Conversion

1. Employee's who retire from City service at the retirement age based on their Wisconsin Retirement Fund category (55 for general employees and 50 for protective services), or retire due to disability and apply for a retirement annuity from the Wisconsin Retirement Fund, may have up to a maximum of 130 days of unused sick leave converted to a monetary value. The value will be the number of days of accumulated sick leave multiplied by the normal daily rate of pay received immediately prior to retirement. This amount shall be available to the employee to pay the full hospital and surgical insurance premium costs ~~charged to the employee by the company carrying the City's group health insurance.~~

Should an employee die while still employed by the City, the above benefit would apply to the employee's qualified dependent as defined in the IRS Code.

2. Post Employment Health Plan

The City agrees to establish a Post Employment Health Plan in accordance with applicable sections of the Internal Revenue Service Code. Retiring employees who meet the requirements under Section D (1) will be required to "convert" accrued sick leave (a maximum of 130 days) and unused vacation into their individual "PEHP" account.

The employee and/or surviving spouse may remain on the group health plan as long as the premium is paid in full by the employee or surviving spouse through deductions from their sick leave credit or cash payment.

Bonus Days: If an employee does not utilize sick leave during the first six (6) months of the calendar year (January 1 – June 30) the employee will be credited with an additional day of sick leave or at the employee's option, a personal day. If an employee then does not utilize sick leave during the second six (6) months of the calendar year (July 1 – December 31), the employee will be credited with an additional two (2) days of sick leave or at the employee's option, two (2) personal days. For each subsequent six (6) month interval without the use of a sick day, the employee will be credited with an additional two (2) days of sick leave or at the employee's option, two (2) personal days.

Once a sick day is used, the employee will only receive one (1) additional bonus day for the next six (6) month cycle (e.g., July 1 through December 31) if the sick day is used in the first six (6) months of the year or January through June if the sick day is used in the second (6) months of the year). The employee will be eligible to earn two (2) bonus days each six (6) months as described above if no sick leave is used for the first six (6) month period.

If an employee elects to accrue bonus days earned as a personal day, they have one year from the time Bonus days are accrued to use them. Bonus days not used are lost. Bonus days accrued as personal days are not paid out at the end of employment.

Description: The purpose of the policy is to designate the specific paid holidays for City employees.

1. Employees are entitled to take a holiday with pay on the following occasions:

New Year's Day	Good Friday
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Christmas Eve Day	Day after Thanksgiving
Christmas	*One Floating Holiday

* The date of the floating holiday shall be agreed upon between the employee and the supervisor in order not to disrupt the efficiency of the department.

New employees are eligible for a floating holiday upon completion of their probationary period and must be used by the end of the calendar year.

Floating holidays must be used in whole day increments and are not paid out at the end of employment.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Scott Schatschneider, P.E.
Director of Public Works
Phone: 715-346-1561
Fax: 715-346-1650

February 3, 2015

TO: Mayor Wescott and Personnel Committee
FROM: Scott Schatschneider, Director of Public Works
RE: Request to modify pay rate for LTE Engineering Students

Dear Mayor and Personnel Committee;

I am requesting permission to modify the existing pay rate for the Engineering Departments LTE position(s). The LTE positions have typically been filled with either 4 year university Civil Engineering students or students from MSTC who are enrolled in the Civil Engineering Technician Program.

A significant amount of time has passed since the last pay rate upgrade, with the most recent adjustment occurring in 2001. Recently, the Engineering Department has had trouble recruiting summer help.

My hope is that an update to the hourly rate will help the City recruit and retain good summer help. A significant benefit of returning summer help is the reduction of time in finding a new student through the interview process and training time in order for the student to be successful.

To help give this process perspective, neighboring communities and a private engineering firm were surveyed on what their summer engineering aides were receiving in terms of wages:

City of Wisconsin Rapids:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
\$19.36	\$20.50	\$21.64	\$22.78

**Wisconsin Rapids is unique from the standpoint of hiring the LTE for six months at a time. Wisconsin Rapids targets graduates with an Associate's Degree in Civil Engineering or a related field.

City of Marshfield:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
\$13.26	\$14.28	\$15.30

City of Wausau:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
\$13.00	\$14.33	\$15.66	\$17.00

AECOM:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
\$13.00	\$14.00	\$15.00

City of Stevens Point Current:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
\$9.25	\$9.50	\$9.75	\$10.00

City of Stevens Point Proposed:

<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>
\$13.75	\$14.75	\$15.75	\$16.75

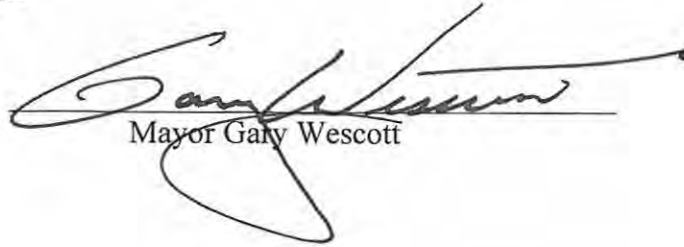
Sincerely,

Scott Schatschneider

Scott Schatschneider, P.E.
Director of Public Works

Cc: Lisa Jakusz-City Personnel Manager

Approved:


Mayor Gary Wescott

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Scott A. Schatschneider
Director of Public Works
Phone: 715-346-1561
Fax: 715-346-1650

February 3, 2015

TO: Mayor Wescott and Personnel Committee
FROM: Scott Schatschneider, Director of Public Works
RE: Request to fill vacant position

Dear Mayor and Personnel Committee;

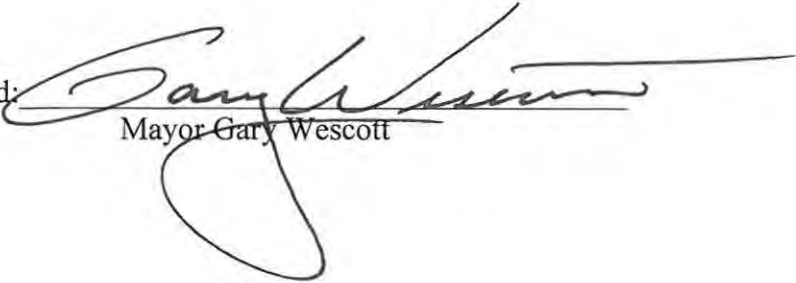
I am requesting approval to fill a Street's Laborer position vacancy in the Streets Division of the Public Works Department.

Sincerely,

Scott Schatschneider
Scott Schatschneider
Director of Public Works

Cc: Lisa Jakusz-City Personnel Manager

Approved:


Mayor Gary Wescott

City of Stevens Point
Departments of Public
Utilities and Transportation
300 Bliss Avenue
Stevens Point, WI 54481-0243



Joel C. Lemke
Director
Phone: 715-345-5260
Fax: 715-345-5369

January 30, 2015

To: Mayor Gary Wescott and Personnel Committee
From: Joel Lemke, Director of Public Utilities and Transportation
Regarding: Request to fill two (2) vacant positions

I would like to request permission to fill one (1) part-time Bus Operator positions within the Transit Division, and one (1) water operator position within the Water Utility. The first vacancy is due to a termination, the second is due to a retirement.

Sincerely,

A handwritten signature in cursive script that reads "Joel Lemke".

Joel Lemke
Director of Public Utilities and Transportation

Cc: Lisa Jakusz- City Personnel Manager

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Department of Community Development
Ph: (715) 346-1567
Fax: (715) 346-1498

January 27, 2015

Mayor Gary Wescott
1515 Strongs Avenue
Stevens Point, WI 54481

Dear Mayor Wescott:

After over four decades of dedicated service to the City of Stevens Point, Building Inspector/Zoning Administrator Brent Curless will be retiring. His last day of employment with the city will be April 6, 2015.

I am seeking to promote Building Inspector Jim Zepp to the position of Building Inspector/Zoning Administrator. Jim has with the City since 2001 and has proven his abilities to fulfill this position.

If approved, I would request permission to fill the Building Inspector position, which will become vacant after Jim's promotion.

Thank you for your consideration. If you should have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Michael Ostrowski".

Michael Ostrowski
Director of Community Development
City of Stevens Point

Approved:

A handwritten signature in black ink that reads "Gary Wescott".
Mayor Gary Wescott

**** CITY OF STEVENS POINT ****
ADMINISTRATIVE POLICY

Policy Title: Promotions and Transfers Policy No. 2.06

Date of Issuance: December 18, 1989

Revision Date: Feb.19, 1990, March 18, 1996

Description: The policy of the City is to fill position vacancies by promotion or transfer whenever practical and in the best interests of the City as determined by the Mayor and Personnel Committee. This explains the City's policy on promotions and transfers for management-level employees. Union employees should refer to their respective union contracts.

1. When a vacancy exists, candidates seeking promotion and/or transfer must have satisfactorily completed their evaluation period and possess the qualifications and skills needed in the vacant position.
2. Requests for promotion must be submitted by the applicant's supervisor to the Mayor and Personnel Committee for approval.
3. Applicants for promotion will be evaluated based upon a formal written performance Evaluation with consideration given to such factors as demonstrated ability, training, attitude and longevity.
4. Promotions or transfers are considered final after a six month evaluation period has been satisfactorily completed in the new position. The evaluation period may be waived for City employees who are transferred or promoted from one graded position to another. The decision to waive an evaluation period will be made by the Mayor and Personnel Committee with input from appropriate supervisory staff.

A promoted employee who does not successfully complete the required evaluation period shall be given the opportunity to return to his/her former position, or a comparable one. If a position is not available, the employee must wait for a vacancy or may seek employment elsewhere.

5. The starting salary upon promotion or transfer shall be determined by the Personnel Committee, with recommendations from the Mayor and/or department head. Employees who have had the evaluation period waived as outlined in #3 above, will receive a minimum starting salary equivalent to the bottom of the position hiring range.