

PERSONNEL COMMITTEE AGENDA
Monday, February 13, 2017 – 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]

Presentation and Discussion on:

1. Amendment to City Ordinance 3.37 Qualifications – City Officers, Members of Commissions and Department Heads.
2. Amendment to Administrative Policy 1.11 Relocation Expenses.
3. Notice of Employee(s) Seeking Public Office.
4. 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 31, 2017

MEMORANDUM

TO: Personnel Committee Members

FROM: Lisa Jakusz, City Personnel

RE: February, 2017 Agenda

1. Included in the packet is a proposed re-draft of City Ordinance 3.37, Qualifications – City Officers, Members of the Commissions and Department Heads. The re-draft relates to the removal of the requirement that department heads reside in the City. City Attorney Beveridge drafted the update and will be on hand to address any questions.
2. The modification to this administrative policy goes hand-in-hand with the amendment to the city ordinance in agenda item 1. The “pay back” provision that is included in the draft policy mirrors what is included in the tuition reimbursement policy for management employees.
3. Included in the packet is notification from several City employees who are Seeking public office. Per City Administrative Policy 1.10 (copy included in packet), employees are required to provide notice to the City when they seek public office.

Please feel free to contact me with any questions relating to the Personnel Committee meeting agenda.

**** ADMINISTRATIVE POLICIES ****
CITY OF STEVENS POINT

Policy Title: Relocation Expenses

Policy No. 1.11

Date of Issuance: December 18, 1989

Revision Date: June 16, 1997

Description: The purpose of this policy is to identify the positions eligible for relocation (moving) expenses and how the amount will be determined and paid.

1. Department Heads

~~An newly hired or promoted employee in employee hired for~~ a department head position ~~is required~~ **who elects** to live in the City of Stevens Point ~~and is eligible for a~~ relocation payment. The City will reimburse the employee, the agreed upon amount, for moving of their furniture and household goods from their present residence **outside of the City of Stevens Point** to a location in the City of Stevens Point.

An employee who voluntarily leaves employment within one year of accepting a relocation expense payment shall reimburse the City in full for relocation reimbursement they received from the City. Employees voluntarily leaving employment with the City within two years after accepting the relocation expense payment shall reimburse the City 50% of the relocation reimbursement they received from the City.

2. Moving Cost

~~The Personnel Manager and/or~~ department head will secure two estimates for the move. The cost may include packing, crating, transporting, and unloading and unpacking of furniture and household goods. The City normally approves the lower of the two estimates.

3. Payment

Reimbursement for moving costs will be made after the move is complete and the receipt is submitted to the City Treasurer. (Only actual out of pocket costs will be reimbursed.) The Mayor may authorize payment be made directly to the moving company upon completion of the move.

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

Policy Title: Employee Participation in Political Activity Policy No. 1.10

Date of Issuance: December 18, 1989

Revision Date: April 18, 1994, June 16, 1997, January 21, 2013

Description: It is desirable that citizens participate in government. To this extent, the City will attempt to facilitate an employee's participation. This policy provides guidance to regular employees of the City who wish to participate, either directly or indirectly, in political activity. However, City employees are expected to recognize the unique position they hold as a public employee. The City services all constituents without regard to political affiliations.

1. Partisan Activity

- A. An employee seeking election to a partisan political office, must take leave without pay during the period of the campaign. The campaign period covers the time from the first public announcement of intent to seek office through the time the election is conducted or the employee withdraws from the campaign.
- B. The provisions contained in paragraph A. shall not apply to any employee whose principal employment is not in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a Federal agency as provided in the Federal Hatch Act, 5 U.S.C. sec. 1501, et seq.
- C. If elected, the employee must separate from City service upon assuming the duties and responsibilities of office, except in cases in which the elected position is part-time.
- D. A City employee may be granted a leave of absence to participate in a partisan political campaign. A request for a leave of absence for this purpose must be submitted to the Personnel Committee for review and approval.

2. Non-partisan Activity

- A. An employee may seek election to a non-partisan public office provided it does not conflict with his/her duties and responsibilities as a City employee. In order for this determination to be made, the employee must disclose his/her intent in writing to the City Personnel Committee prior to active participation in a campaign.

B. The Personnel Committee, in consultation with the City Attorney, will make a determination as to whether an office is in conflict with an employee's duties. In making this determination, consideration will be given to the following items:

(1) The responsibilities of the office as they relate to those of the employee.

(2) The times when, and the amount of time needed to properly exercise the responsibilities of the office.

(3) The relationship with individuals or governmental units as a public official, in comparison to the relationship or possible relationship to the same individuals or governmental units as a City employee.

C. Should it be determined that an office is in conflict with an employee's duties and responsibilities, the employee will be required to take leave without pay during the period of the campaign or while holding office.

3. Political Activity During Working Hours

Employees should not engage in political activity during working hours or while acting in the capacity of an employee of the City. This shall include, but is not limited to the distribution or wearing of political badges, buttons or printed matter or their placement on City property.

In addition, employees on leave of absence to run in or participate in a campaign may not solicit assistance or support from any City employee during working hours or on City property.

