

PERSONNEL COMMITTEE AGENDA
Monday, June 11, 2018 6:00 p.m.
(or immediately following previously scheduled meeting)
Police Department - 933 Michigan Avenue

[A quorum of the City Council may attend this meeting]

Discussion and possible action on:

1. Request to promote employee at the Central Transportation (Transit) Division, per City Administrative Policies 2.02 and 2.06.
2. 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) 346-1560, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of the 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.



June 4, 2018

TO: Mayor and Personnel
RE: Promotion of Talin

Committee
Scheuermann

MEMO

Mayor and Personnel Committee:

Permission has been granted to fill the recently vacated position of A.M. Supervisor in our Transportation Department. We are proposing to fill that vacancy with a current employee as outlined below.

Talin Scheuermann is currently serving as the Dispatch/Scheduler for Central Transportation and is doing an excellent job. Talin's current work consists of a portion of what he will be supervising and training employees on in the future. Because of the successful and favorable probationary period evaluation and following internal interviews, we are proposing to promote Talin into this position.

The promotion will result in a movement from \$14.70/hr to L1 (\$23.74/hr) which is the first step in the higher position which provides at least a 5% increase per the City Administrative Policies on such promotions (see admin policies 2.02 and 2.06).

As of the June Council meeting Talin will be 41 days short of completing his evaluation period in his position as Dispatch/Scheduler. We are requesting that rather than wait the extra time for these dates to pass that we be allowed to carry out the promotion ahead of the full probationary period on his current position. Filling our current vacancies is critical to maintaining smooth operations.

Thank you for your consideration on this promotion please let me know if I can provide any other information.

Best Regards,

A handwritten signature in black ink that reads 'Joel Lemke' in a cursive style.

Joel Lemke
Director

**** 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, Nov. 16, 2015

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. This explains the City's policy on promotions and transfers for employees whose position is on the City's Pay Plan.

1. When a vacancy exists for management level positions, 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 for management level positions (except Police and Fire) must be submitted by the applicant's supervisor to the Mayor and Personnel Committee for approval. The request for promotion should include information relative to the employee's qualifications to fill the vacancy. Promotions for hourly employees will be approved by the Department Head. Requests for promotion of Police and Fire Personnel to management level positions shall go to the Police and Fire Commission
3. Promotions or transfers are considered final after a six month evaluation period has been satisfactorily completed in the new position.

A promoted employee who does not successfully complete the required evaluation period may 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 see employment elsewhere.

4. The starting salary upon promotion shall be the first step in the grade the position resides that provides the employee an increase of a minimum of 5%. If there is not a step in the grade that provides the employee an increase of at least 5%, then the increase will be 2% above the employee's current pay rate.

Assistant Chief's in the Police and Fire Departments shall start at a minimum of Step 3. The Police and Fire Commission may also request a higher starting step. Such request shall go to the Personnel Committee.

In the case of a transfer to a position in the same grade as the employee's current position, the salary shall remain the same, and the progression in the pay plan (time until next step)

shall also remain the same.

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

Policy Title: Recruitment and Selection

Policy No. 2.02

Date of Issuance: December 18, 1989

Revision Date: March 18, 1996; July 19, 1999, January 21, 2013

Description: This policy identifies the recruitment/selection responsibilities to be performed by the City as an Affirmative Action/Equal Opportunity Employer. The policy also describes the procedures that will be followed in filling a vacant position.

1. Affirmative Action/Equal Opportunity

The City of Stevens Point is an equal opportunity employer. Employment decisions are based on merit and operational needs. The objective of the City's employment practices is to employ individuals who are qualified for specific work utilizing job standards such as work experience, demonstrated attitude and skill, education, training, overall ability and other job relevant considerations.

The City provides equal employment opportunities for all qualified persons without regard to age, race, creed, color, disability, marital status, gender, national origin, ancestry, arrest record, convictions record, military service, or any other basis protected by State or Federal law.

Equal consideration shall be given to all qualified persons without regard to his/her protected status when making employment decisions including, but not limited to:

- A. Employment recruitment
- B. Hiring, placement, promotion, transfer or demotion
- C. Compensation
- D. Conditions of employment
- E. Training and development
- F. Involuntary layoff or separation from employment, and
- G. All other components of the City's human resource system

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and provide contact information for the various government agencies that may be contacted in the event any person believes he/she has been discriminated against.

The City strives to employ people who are committed to the success of our City; people who care about providing the highest quality public service and the interests of the public; people who perform their work with a high degree of skill and ability and are positive members of the City team.

- A. It is the responsibility of the Human Resource Manager and Affirmative Action Officer of the City to administer this policy under the direction of the Personnel Committee and Mayor.
- B. It is the responsibility of all management staff and governing committees to ensure that recruitment and selection policies are consistently and impartially applied within their respective departments.

2. Recruitment

- A. A recruitment will be advertised in the most appropriate places likely to serve qualified candidates for the position. The City may post available positions internally with its current employees prior to advertising a position externally in the labor market. The City may fill position vacancies with existing employees whenever practical and in the best interests of the City. Candidates must possess the qualifications as set forth in the job description. **Completion of the probationary period is criteria that should be considered when using the internal selection process.** Competition will be open to all qualified candidates. The best qualified candidate will be selected for the vacancy.
- B. Job announcements shall include the job title or classification, pay rate or range, sample of duties, minimum qualifications, where to apply, and the application deadline.
- C. An eligibility list may be kept for two years following recruitment for certain positions. If another opening becomes available during the two year period, the person next in line on the eligibility list may be contacted.

3. Applications

All applications for employment shall be submitted to the Personnel Office using the City Application Form. Additional information may be requested for some positions. Candidates may access the City Application on the City's website. The City Stevens Point

accepts applications for current openings only.

4. Rejection of Applications

An applicant may be rejected from further consideration for reasons including, but not limited to, the following. The applicant:

- A. Does not possess the minimum qualifications for the position.
- B. Has an unsatisfactory employment record as evidenced by his/her completed application and/or reference checks.
- C. Has made a false statement of a material fact on the application.
- D. Does not reply to mail inquiry within ten (10) calendar days or does not return a telephone inquiry within two (2) working days.
- E. Fails to accept an offer within two (2) working days, or fails to report for duty within the time mutually agreed upon in the offer.
- F. Does not submit a properly completed application.

When considering internal candidates for vacant positions, the City will consider job-related standards such as work experience, the employee's past job performance, demonstrated attitude and skill, education, training, overall ability, length of continuous service and other job relevant considerations.

5. Applicant Screening and Ranking

The Human Resource Manager shall coordinate all appropriate screening and ranking (testing) procedures based on job analysis and professional personnel management principles to determine the candidates most qualified for the position.

Screening and ranking procedures may include, but are not limited to the following.

- A. Review of applications to determine compliance with minimum qualifications.
- B. Review of prior education, training and/or experience.
- C. Personal interview.
- D. Performance tests.
- E. Reference check of current or past employers, and/or personal references.

- F. The Stevens Point Police Department will run all State of Wisconsin criminal/driver's license checks for employment purposes.
- G. Work simulations.
- H. Physical examinations and drug screening. Physical examinations and drug screening may be required of a candidate after the candidate has been offered a position. Such examinations shall measure the individual's physical capabilities in terms of the job to be performed. Candidates undergoing a physical examination must be certified by the health care professional chosen by the City as being able to perform the functions of the position being offered in order to be employed by the City. When medical examinations are required, they shall be conducted by a licensed physician at the City's expense.
- I. Residency in the City of Stevens Point is encouraged for all City of Stevens Point employees.