

PERSONNEL COMMITTEE AGENDA

Monday, November 12, 2018 – 6:10 p.m.

Or immediately following the previously scheduled meeting

Police Department - 933 Michigan Avenue

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

Discussion and possible action on:

1. Approval of Reclassification Request – Transportation Superintendent.
2. Approval of position review as part of Public Works Reorganization.
3. Request for exception to Administrative Policy 3.03 – Travel Reimbursements – Community Development.
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 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.

October 10, 2018

MEMORANDUM

TO: Personnel Committee Members

FROM: Lisa Jakusz, City Personnel

RE: Reclassification Request – Central Transportation

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At the September, 2018 Personnel Committee Meeting, I notified you of a reclassification requests submitted for the Operations Supervisor and the Transit Manager. Per City policy, the documentation was submitted to Ann Antonsen at Springsted for review.

We have received notification that the Operations Supervisor position is properly graded; no further action is warranted by the Personnel Committee.

However, for the Transit Manager, the recommendation was to move this position to Grade S (it is currently in Grade R) and modify the title to Transportation Superintendent. Based on this recommendation, this position would move from Grade R Step 6 to Grade S Step 4. I support approval of this reclassification.

Fiscal Impact: the difference between the current annual salary and the proposed annual salary is \$333 in 2018. The movement to a lower step in the higher grade will allow eligibility for annual steps versus steps every two years in the current grade.

Per City Policy, “Approved reclassification will be effective the first pay period after council approval unless otherwise stipulated by the City Council.” In the present case, I would ask that the effective date be backdated to the first pay period after October City Council as we didn’t receive the results in time to include on the October Personnel Committee agenda.

Please feel free to contact me with any questions.

October 10, 2018

MEMORANDUM

TO: Personnel Committee Members

FROM: Lisa Jakusz, City Personnel

RE: DPW Reorganization – Position Review

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At the September, 2018 Personnel Committee Meeting, a reorganization of Public Works division was approved. This reorganization prompted the re-write of job description for the Superintendent of Streets, Assistant Superintendent of Streets and one of the Engineering Technicians. Per City policy, the documentation was submitted to Ann Antonsen at Springsted for review.

The recommendation from Ann Antonsen at Springsted is as follows:

\*Superintendent of Construction and Maintenance (former Assistant Superintendent of Streets) be placed in Grade S; Superintendent of Fleet and Fixed Operations maintain placement in Grade S. Both of these positions are FLSA exempt.

\*Project Manager (former Engineering Technician) be placed in Grade O. This position will maintain non-exempt status for FLSA.

Per the Director of Public works, these positions will move to the newly designated grades on 1/1/2019. Fiscal impact is covered within the 2019 budget.

Please feel free to contact me with any questions.



# Memo

**Michael Ostrowski, Director**

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

Ph: (715) 346-1568 • Fax: (715) 346-1498

## City of Stevens Point – Department of Community Development

To: Personnel Committee  
From: Michael Ostrowski  
CC:  
Date: 11/5/2018  
Re: Mileage for Plumbing Inspector

Recently, our part-time plumbing inspector took a full-time position with the City of Wausau. However, he has stayed on as an employee with the City of Stevens Point with very limited hours to continue to inspect plumbing related projects. Since the City of Stevens Point is a third class city, we are required to have a master or journeyman plumber on staff to perform plan review and inspections. Without him staying on, the City would be in a very difficult position.

He typically performs inspections after his normal working ours with the City of Wausau. He typically drives directly from Wausau to Stevens Point. Under our current administrative policies (3.03), mileage is to start from the normal workplace and end at the destination. Since he is driving from Wausau or his place of residence on a very limited basis and for only a very short period of time, the drive from Wausau to Stevens Point is not really worth the cost if mileage is not covered. With this being the case, I would recommend that we pay him mileage starting from either his place of employment (Wausau) or his residence, whichever he starts from. Given the situation, his willingness to stay on with the City for a limited term is a real benefit for us.

As of right now, his mileage is just over 340 miles and will continue until we have a new plumbing inspector up to speed, hopefully in early December. The additional mileage costs can be absorbed within our current department budget as the hours for the inspector have been decreased.

If you should have any questions, please do not hesitate to contact me.



-no mileage for trips to pick up supplies that would be delivered free of charge, except in supervisor approved emergencies;

- B. Employees who take side trips for personal business or recreation while out-of-town on City business are considered to be acting within the scope of their employment and are covered by workers' compensation. Mileage will not be paid for side trips; only for distance traveled to and from event.

2. Meals

- A. Employees required to be away from the City on official business during normal meal times, or are required to attend certain job related functions at which a meal is served and charged to the employee, shall be reimbursed according to the following rates.

Breakfast:	\$8.00 (leaves before 7 a.m.)
Lunch:	\$10.00 (leaves before 10:30 a.m. and returns after 2:30 p.m.)
Dinner:	\$17.00 (returns after 7 p.m. or leaves before 5 p.m.)
Total per day:	\$35.00 (includes tax and tip)

Per IRS guidelines, meals for non-overnight stay are considered taxable income and will be reimbursed through the payroll system after the expense was incurred. If an original receipt is submitted then the reimbursement will be made on a non-taxable basis and the employee will be reimbursed through the normal claims process.

- B. If attending a seminar where meals are included in the registration fee, the employee will not receive reimbursement or per diem for the meals that are included. A copy of the brochure or conference schedule needs to be attached to the request.

3. Lodging

- A. Hotel accommodations should be made with a City Credit Card. (Check with your department head or the Comptroller Treasurer to obtain the use of a card). By making the reservation with a Credit Card, the reservation is guaranteed.
- B. Inform the reservation clerk the reservation is for the City of Stevens Point (the City is exempt from state tax and room tax). Give a copy of the City's tax exempt letter to the hotel clerk when you check in. If a special rate is offered for the seminar, be sure to request it. If not, request a government rate.