

PERSONNEL COMMITTEE AGENDA  
Monday, March 11, 2013 ~ 7:00 p.m.  
(or immediately following previously scheduled meeting)  
Lincoln Center ~ 1519 Water Street

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

1. Discussion and possible action on request to carry over vacation time in excess of forty hours.
2. Discussion and possible action on request to fill vacancy for Bus Operator.
3. Discussion and possible action on amendment to Administrative Policy 1.08.
4. Discussion and possible action on review of the management pay plan.
5. Discussion and possible action on the City Assessor's Office and re-filling the Assessor position.
6. Adjourn into closed session (approximately 7:20 p.m.) pursuant to Wisconsin Statute 19.85(1)(g) to confer with legal counsel with respect to possible litigation (former employee matter).
7. 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, TDD# 346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

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

March 7, 2013

TO: Mayor Halverson and Personnel Committee  
FROM: Scott Schatschneider, Director of Public Works  
RE: Request to carry over 40+ hours of vacation

Dear Mayor and Personnel Committee;

I am requesting approval for Dennis Laidlaw to carry over more than 40 hours of vacation beyond his hiring anniversary. Per *Administrative Policy No. 3.02 Annual Leave (E) and (F)*, “an employee eligible for three or more weeks of vacation is allowed to carry over 40 hours of vacation into the following year”.

This year has been an anomaly from the standpoint that Dennis has basically been without an assistant since the end of July and with the number of snowfalls this winter, the opportunity to take time off has not been available.

At the time of this memo, Dennis still needed to use 30 hours of vacation by April 1<sup>st</sup> and will attempt to use the 30 hours of vacation in the next three and a half weeks. However, approximately 10 – 20 hours of vacation may still be unused in excess of the base 40 hours.

Dennis has made a good faith effort to take time off when that time did not conflict with the needs of the Streets Department. I appreciate and value Dennis’s strong commitment to his responsibilities and making sure the job is done correctly.

Sincerely,

Scott Schatschneider  
Director of Public Works

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.

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.

3. 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.

E. Bonus Days: If an employee does not utilize sick leave during the first six (6) months of the calendar year (January - June) the employee will be credited with an additional day of sick leave or at the employee’s option, a personal day. If an employee does not utilize sick leave during the second six (6) months of a calendar year (July - December), the employee will be credited with an additional day of sick leave or at the employee’s option a personal day.

Annual Leave -Vacation

A. Vacation is earned and accrues from the day you begin work and is granted yearly on an anniversary basis. Vacation cannot be granted until an employee's original evaluation period has been successfully completed. An original evaluation period is the six-month period served upon appointment to an employee's first regular position. If an employee is terminated for disciplinary reasons with less than one year of service, no vacation time is given.

<u>Years Employed</u>	<u>Vacation</u>
After 1 year	5 days
After 2 years	10 days
After 7 years	15 days
After 13 years	20 days
After 20 years	25 days
After 25 years	26 days
After 26 years	27 days
After 30 years	30 days

Employees hired on or after January 1, 2013 will accrue vacation according to the following schedule:

<u>Years Employed</u>	<u>Vacation</u>
After 1 Year	5 days
After 2 years	10 days
After 5 years	15 days
After 15 years	20 days
After 25 years	25 days

- B. Department heads are eligible for 15 days of vacation after one year of service and have the option of taking up to one week after completing probation. After seven (7) year's service, department heads follow the above schedule.
- C. Managers and supervisors are eligible for ten (10) days vacation after one year of service and have the option of taking up to one week after completing probation. After seven (7) years of service, these employees will also follow the schedule on the preceding page.
- D. Employee's eligible for the benefit will accrue vacation time from his/her anniversary date forward. On the anniversary date, the amount of vacation earned for the previous year will be posted to the employee's payroll record. An employee may use accrued vacation prior to the posting date with his/her supervisor's approval.

- E. Vacation must be requested in advance and will be granted insofar as the needs of the department will permit. If vacation cannot be arranged due to work schedules, the Department head may request permission from the Mayor to carry over vacation to the first six months of the ensuing year, or it is automatically canceled.
- F. An employee eligible for three or more weeks of vacation may carry one week over into the following year. Prior approval should be received from the department head or the Mayor's Office. Approval is given only for unusual circumstances due to work responsibilities.
- G. Except as provided in Section A above, upon termination from City service, the employee will be paid for any unused earned vacation.

City Of Stevens Point  
1515 Strong's Avenue  
Stevens Point, WI 54481-3594



March 4, 2013

To: Mayor Andrew Halverson and Personnel Committee

From: Joel Lemke, Director of Public Utilities and Transportation

Regarding: Request to fill a vacant position

Dear Mayor Halverson and City Personnel Committee;

I am requesting permission to fill a part-time Bus Operator position within the Transit Division. The vacancy is a due to a resignation. The resigning Employee's last day of employment with the City is Friday, March 15th.

Sincerely,

A handwritten signature in black ink that reads "Joel Lemke".

Joel Lemke

Director of Public Utilities and Transportation

Cc: Lisa Jakusz- City Personnel Manager

Susan Lemke- Transit Manager

Approved: \_\_\_\_\_

Mayor Andrew Halverson

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

Policy Title: ~~Business Hours and Flex-Time~~ Hours of Work

Date of Issuance: December 18, 1989

Policy No. 1.08

Revision Date: October 18, 1993

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Description: This policy explains the normal work week for City ~~Hall~~ employees ~~and how flex time may be used.~~

1. Normal Work Week

The normal work week for City ~~Offices Hall~~ employees is 7:30 A.M. to 4:00 P.M., Monday through Friday with a one-half hour **unpaid** lunch break.

~~Flex time may be used, and is discussed in~~ \_\_\_\_\_ ~~Section 2 of this policy.~~

A. Work Hours

Shifts, hours, and days of work may vary **throughout the organization.** ~~in some departments, however, all employees are expected to follow their assigned work schedules.~~ **Scheduled hours of work are set by the Department and Division Heads.** Normal work hours consist of eight (8) hours per day and forty (40) hours per week, except where other schedules are in effect.

Streets/Parks *hourly*~

Normal Hours/Week. The normal work week shall consist of eight (8) consecutive hours a day and forty (40) hours a week, Monday through Friday.

Normal Work Day. The normal work day shall be from 7:00 a.m. to 3:00 p.m., including two (2) fifteen (15) minute breaks at 9:30 a.m. and at noon.

Sweeper Operator. The sweeper operator shall work from 11 p.m. to 7:00 a.m., with two (2) fifteen (15) minute breaks.

Special Needs. When special operational needs exist, the normal schedule may be altered by the City so long as at least eight (8) consecutive hours are scheduled.

Solid Waste/Recycling Collection Crews. The solid waste/recycling crews shall work as follows; Monday through Friday 7:00 a.m. to 3:00 p.m.

Fleet Maintenance Crews. The fleet maintenance crew shall work as follows:

1. Two shifts will be established 4:00 a.m. to 12:00 p.m. and 7:00 a.m. to 3:00 p.m.
2. Core hours for the Fabricator/Welder shall be 7:00 a.m. to 3:00 p.m.

3. Core hours for the Stock Clerk shall be 7:00 a.m. to 3:00 p.m.

**Overtime.** All employees shall be paid at time and one-half (1-1/2) the regular pay for all work in excess of eight (8) hours per day and forty (40) hours per week.

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**Call Pay:** An employee who responds to call time shall receive two (2) hours call pay at the straight time rate in addition to pay at the rate of time and one half for all time worked **in excess of forty (40) hours per week with a minimum of forty (40) minutes pay at the rate of time and one half (1-1/2) one (1) hour's pay.** **Employees notified of a change of hours in their work shift prior to the end of the work day will not be eligible for Call Pay.**

Clerical and Related *hourly*~

**Normal Work Day/Work Week:** The normal work week for City Hall office employees is 7:30 a.m. to 4:00 p.m. and a noon half hour lunch break, Monday through Friday. Shifts, hours, and days of work may vary; however, all employees are expected to adhere strictly to their assigned work schedules.

The normal work hours consist of eight (8) hours per day and forty (40) hours per week Monday through Friday, except where other schedules are now in effect. Time for lunch break shall be arranged within each department.

Some departments observe different hours as dictated by their needs, such as Streets, and the Production Specialist in Parks.

**Break:** Employees shall normally be allowed one (1) fifteen (15) minute break prior to 11:00 a.m. on each morning work shift and one (1) fifteen (15) minute break prior to 3:30 p.m. of each afternoon work shift.

**Minimum Meeting Pay:** Employees who are required by the City to return to work to attend a meeting for the purpose of taking meeting minutes, which begins one-half (1/2) hour or more after the end of the employee's normal work day will be guaranteed a minimum of two (2) hours pay.

**Call Pay:** An employee who responds to call time shall receive two (2) hours call pay at the straight time rate in addition to pay at the rate of time and one half for all time worked in excess of **eight (8) hours per day with a minimum of forty (40) minutes pay at the rate of time and one half (1-1/2) one (1) hour's pay.**

**Overtime:** Employees working in excess of eight (8) hours per day and forty (40) hour per week shall be paid at the rate of time and one half (1 1/2) or receive compensatory time off at the rate of time and one half (1 1/2) for all excess hours worked. The compensatory time off or pay shall be by mutual consent.

**Dispatchers:** Dispatchers will be paid overtime at the rate of time and one half (1 1/2) for any work in excess of their regularly scheduled forty (40) hours per week or receive compensatory time off at the rate of time and one half (1 1/2) for all excess hours worked. The compensatory time off or pay shall be by mutual consent. Dispatchers will receive overtime pay or compensatory time off at the rate of time and one half (1 1/2) if they are held over beyond the end of a shift.

Dispatchers will be paid call time (two hours of straight time pay) if they are called in or assigned to work with less than 72 hours notice.

When assigned to training in lieu of a work shift, class time and travel must equal the length of the shift. If it does not, the dispatcher must augment the training and travel time with holiday, vacation, or earned time or work the necessary hours to accumulate hours equivalent to the shift or forty (40) hours for the week.

Water/Wastewater *hourly*~

Normal Work Week: The normal work week for all Employees shall be eight (8) hours or ten (10) hours per day and forty (40) hours per week whenever possible. Work schedules shall be established by the

department head.

Break Periods: All Employees may receive a fifteen (15) minute break approximately midway during each four (4) hour work period. Breaks shall be taken at the work site unless otherwise approved by the department head. The exact time of the breaks will be at the discretion of the foreman or supervisor as governed by the nature of the ongoing work. Abuse of these break periods may subject the Employee involved to disciplinary action.

Overtime: Any Employee ~~that~~ is required to ~~perform~~ work in excess of his normal work day or work day or work week shall be paid at the rate of time and one-half (1-1/2) for all excess hours worked. Employees may receive compensatory time off at the above rates for such excess hours worked, but such compensatory time off shall be limited to five (5) working days for employees of record as of December 31, 1994. Employees hired after December 31, 1994 shall not be eligible for compensatory time off. The compensatory time off shall be scheduled by mutual consent. Any hours worked on a holiday shall be paid in accordance with Article 13.

Employees are eligible for double time pay after working ten (10) consecutive hours in a twenty-four (24) hour period at the rate of time and one-half (1-1/2).

Emergencies: Employees are subject to call twenty-four (24) hours a day in case of emergency. Emergencies shall be determined by the department head, Mayor or Common Council. Pagers or other means of communication shall be used for emergency notification. Failure to report to work when called in may result in disciplinary action.

Call-In Pay: ~~Subject to the provisions of Article 20(C) — Standby Duty Pay,~~ an Employee(s) called to return to work at any time after or before his/her regularly scheduled hours shall receive two (2) hours pay or compensatory time at the straight time rate. In addition, all hours actually worked shall be compensated for as provided in ~~Section B of this article~~ **under “overtime” above**. Any Employee called in shall be subject to recall any time before his/her next regularly scheduled shift and shall not receive additional call-in pay for additional call-ins on the same project within twenty-four (24) hours of the initial call-in.

## B. ~~Absences~~ Attendance

**The City of Stevens Point places great emphasis good attendance. Absence or tardiness places additional burden on co-workers and undermines the efficient operations of the City. Regular predictable attendance is expected of every employee. It is each employee’s responsibility to be on the job, on time each day, and fully able and ready to work. Employees are expected to arrive at work on time and return from scheduled rest breaks and lunch breaks on time.**

**An employee who anticipates being tardy must call in to report the absence or tardiness as possible before his/her shift. An employee who is unable to report to work due to illness, shall notify the *department designee* no later than the first 30 minutes after they were scheduled to begin work. Absenteeism or tardiness may lead to discipline, including discharge, and may also be taken into consideration when the employer reviews each employee for wage changes or promotion. Two or**

**more unexcused tardiness incidents constitute habitual tardiness, or a pattern of tardiness, and will be considered excessive.**

~~If an employee is unable to report for work during their regularly scheduled hours due to illness, the employee shall notify the department head or supervisor no later than the first 30 minutes after they were scheduled to begin work. For additional information check Leave Policy No. 3.02.~~

### C. Rest Periods Breaks

~~Rest periods or "coffee breaks" Breaks are a privilege extended by most departments and by union contract to their members employees. These breaks are limited to two 15-minute periods in each full work day, unless the department mandates a different schedule based on their operational need. Rest periods cannot be used to make up lost time due to absences or tardiness, nor can they be "saved up" and used as vacation or as a reason to start late or leave early.~~

### 2. Flex time

~~A. Flex time is composed of core time and flexible time. Flexible time replaces fixed times of arrival and departure.~~

Policy No. 1.08

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~~(1) Core time is the time designated during which all employees must be present. Core time for City Offices is 9:00 A.M. to 3:00 P.M., with an appropriate lunch period allowed.~~

~~(2) Flexible time is all the time designated (other than core time) as part of the schedule of work hours, within which the employee may choose his time of arrival and departure from the office. Flex time requires prior supervisory approval and is allowed only if it does not disrupt the work schedule within a department.~~

~~B. Employees on a flex time schedule must account for the total number of required hours each day.~~

### C. Inclement Weather

**The City is always open for business, regardless of weather conditions, unless otherwise determined by the Mayor or his/her designee. Weather conditions may prevent employees from getting to work or cause them to arrive late. Employees are expected to make every reasonable effort to report to work during inclement weather. When severe weather conditions exist, it will be the responsibility of each employee to contact their supervisor his/her shift if he/she is unable to report to work on time. Work time missed due to inclement weather is unpaid time, however, employees may request to use accrued benefits such as vacation time. In the event**

**of severe weather or exigent circumstances, as determined by the employer, the City's need for the employee's attendance to perform his/her duties will prevail.**

To: Personnel Committee

From: Mayor Andrew J. Halverson

RE: Management Pay and Grade review

Members:

As you recall we adopted a new and greatly improved grade and salary plan for our management employees several years ago. We have not changed or modified that plan in the five plus years since adoption, which was authorized in mid 2007, but implemented in 2008.

It has come to our attention that some of our positions have changed in terms of duties, and that pay, vis a vis our comparables, is driving the need for the analysis and updating.

I am asking for your approval to send out an RFP to several firms in order to hire either in April or May, a firm to conduct a full review of our grades, and salaries for our management employees. This will in essence not be a complete rework of the plan, but rather re-analysis for validity and continuity based on comparables.

The cost for this review will more than likely range from \$15,000-\$30,000.

Your consideration of this request is greatly appreciated.

March 1, 2013

MEMORANDUM

TO: Personnel Committee Members

FROM: Lisa Jakusz, City Personnel

RE: City Assessor Recruitment

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Enclosed in the packet is an update job description. We expanded on some areas for the position (those are **bolded**) and eliminated other items that we reworded, etc. Those items are ~~stricken~~.

When we last recruited for this position in 2007, we began advertising in March and the position was filled in August. Please note however, that the deadline for the print version of "The Municipality" is March 10 for the April, 2013 edition; as such our print ad in this publication would not run until the May edition.

We also advertised on the WAAO (Wisconsin Association of Assessing Officers) website, local newspapers and the City's website.

## POSITION DESCRIPTION

### CITY OF STEVENS POINT

TITLE: City Assessor  
WORK UNIT: Assessor's Office  
SUPERVISOR: Mayor, Finance Committee, Common Council  
SALARY GRADE: L

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#### SECTION A DISTINGUISHING FEATURES OF THE CLASS

This position is responsible for professional property assessment work in the city of Stevens Point. Persons in this position work at the full performance level in all aspects of assessment administration with supervision being exercised over the work of subordinate assessment staff. The property assessment functions and duties are carried out in accordance with state statutes governing local assessment administration. This position is responsible for the establishment of city real and personal property assessments annually and reports to the city's Finance Committee and Common Council. This position is elected by the Common Council for two year terms. City residency is required.

#### SECTION B ESSENTIAL KNOWLEDGE AND SKILLS

Knowledge of and skill in budget preparation and monitoring.

Knowledge of and skill in the application of real and personal property appraisal principles and practices.

Knowledge of and skill in the application of the cost, comparable sale and income approaches to value in establishing assessed values.

Knowledge of **Chapter 70 of the** Wisconsin Statutes governing local property assessment.

Skill in applying valuation procedures as contained in the Wisconsin Property Assessment manuals.

Knowledge of and skill in the administration of mass appraisal techniques with emphasis on computer assisted mass appraisal.

Ability to plan and supervise the work of real and personal property valuation.

Knowledge of and skill in presenting expert testimony before the Board of Review and other appeal ~~settings~~ **processes**.

Ability to analyze sales data for use in the development of assessed values.

Knowledge of the ad valorem tax structure.

Skill in the operation of a personal computer and applicable software, calculator, building measuring equipment and a camera.

Ability to perform mathematical computations.

Excellent written and oral communication skills.

### SECTION C SPECIAL QUALIFICATIONS AND EXPERIENCE

Graduation from high school or its equivalent; possession of a four-year degree with formal coursework in assessment/appraisal of property is preferred.

Currently possess the Assessor II level certification from the Wisconsin Department of Revenue.

Possess a minimum of five years of progressively more responsible experience in an assessment office at the municipal level. This experience is to include supervisory duties.

Possess a valid Wisconsin Motor Vehicle Operator's license and an insured vehicle for use on the job.

### SECTION D TASKS ROUTINELY PERFORMED

Establishes office operating procedures and evaluates effectiveness.

Responds to taxpayer assistance requests through personal or telephone contact or written communication.

Confers with state and local officials regarding assessment matters.

Is responsible for hiring, suspension, layoff, recall, promotion, discharge, assignments, evaluation, discipline and grievance processing of subordinate employees.

Develops and administers annual departmental budget.

Plans, assigns work to and supervises assessment staff.

Conducts research as needed regarding construction costs and the value of various types of personal property.

Reads and interprets building plans for use in the assessment process.

~~Keeps current on appraisal procedures and market trends.~~

**Establishes and maintains liaison with the Department of Revenue to maintain current knowledge of changes in statutes, Attorney General's opinion, and court cases.**

Appraises taxable real and personal property for the purpose of establishing assessed values.

Supervises the maintenance of the property record card system by the technical and clerical staff. ~~as well as the maintenance of property identification numbers and base maps.~~

~~Appears before the annual Board of Review to present testimony regarding assessment appeals.~~

**Attends and participates in Board of Review sessions. Researches and prepares defense of assessments. Attends, testifies, and defends appeals to the Wisconsin Department of Revenue or courts. Prepares and submits statute-required reports and support documentation. Discusses assessment with property owner prior to appearance before the Board of Review.**

Makes the determination as to the taxable or exempt status of property in the city.

Analyzes sales data used as the foundation of assessed values.

Responsible for the annual establishment of assessed values **for properties in the City of Stevens Point** ~~and filing of require reports.~~

Interviews bankers, real estate brokers, buyers and sellers of property to gain an understanding of the terms of the sale and the market environment.

Conducts regular statistical studies of assessment/sale ratio dispersion.

**Maintains annual valuation records for each TID project that has a developer's agreement and submits those reports to the Comptroller annually. Report will include base value and current value for Real Estate and Personal Property assessments.**

**Submits required TID documentation to the Wisconsin Department of Revenue in a timely manner.**

**Assists City Attorney and City Treasurer with documentation related to personal property assessments for small claims court.**

**Provides monthly operational report to the Finance Committee.**

**Assists other departments in gathering information from GVS system.**

**In instances of emergency, acts as team leader for damage assessment to property in the City.**

SECTION E  
PHYSICAL DEMANDS

Frequent repetitive movement of the hands, arm and neck while speaking on the telephone, keyboarding, using a calculator, etc.

Frequent standing or walking.

Frequent sitting at desk while using personal computer, telephone, etc.

Infrequent bending crouching, stooping or kneeling.

Infrequent lift of 25+/-pounds.

Must be able to use a seat belt.

NOTE: This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities of this position. The incumbent may be required to perform job related responsibilities and tasks other than those stated in this description.

01/2007

**02/2013**