

PERSONNEL COMMITTEE AGENDA  
Monday, January 13, 2014 – 7:10 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. Update on records request related to wage study.
2. Update on wage study appeals.
3. Amendment to City Administrative Policy 3.02
4. Amendment to City Administrative Policy 3.03
5. 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.

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 7, 2014

MEMORANDUM

TO: Personnel Committee Members

FROM: Lisa Jakusz, City Personnel

RE: January 13, 2014 Agenda

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1. City Attorney Beveridge will give a verbal update.
2. Mayor Halverson will give a verbal update.
3. This amendment more clearly depicts the current practice and incorporates the language found in prior labor agreements, which had been the intent.
4. Because the IRS rate actually decreased for 2014, we felt it cleanest to modify the policy to refer to "IRS rate" rather than having the policy identify a specific amount and monitoring the IRS rate to ensure our policy is accurate.

Please feel free to contact me with any questions.

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.~~ **If an employee then does not utilize sick leave during the following (6) months of the calendar year (July - December), 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 through December 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 six (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.**

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

Policy Title: Travel Reimbursements

Policy No. 3.03

Date of Issuance: December 18, 1989

Revision Date: 01-20-92, 9-18-95, 03-16-98, 10-17-00, 12-17-01  
09-19-05, 08-14-06, 6-16-08, 9-16-13, 10-21-13

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Description: The purpose of the policy is to explain which expenses incurred by employees in the course of their employment are reimbursable. This policy also identifies the appropriate reimbursement rates.

I. Mileage

**Effective 1/1/2014**, employees required to use their personal automobile for City business will be reimbursed at the **IRS** rate of ~~.565 cents per mile effective 01-01-2014~~. Car pooling is advised whenever possible. City vehicles should be used when available.

The employee will be reimbursed for either the number of miles between their normal workplace and their destination, or the number of miles between their residence and their destination, whichever is less. A printout from a web mapping service, such as “MapQuest”, showing beginning and ending destination or actual vehicle mileage needs to be attached to the reimbursement request for out-of-town travel.

All reimbursement requests need to include the reason for travel, dates of travel, destination and total mileage.

GUIDELINES

- A. No mileage reimbursement for travel between your residence and work, including:
- no mileage reimbursement for coming back to attend committee or common council meetings;
  - no mileage reimbursement for going home to pick up items employee forgot when they came to work;
  - no mileage for personal errands done during working hours, and no personal errands during working hours without permission of your supervisor;

-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.