

PERSONNEL COMMITTEE AGENDA
Monday, February 10, 2014 – 7:30 p.m.
(or immediately following previously scheduled meeting)
Lincoln Center – 1519 Water Street
[A quorum of the City Council may attend this meeting]

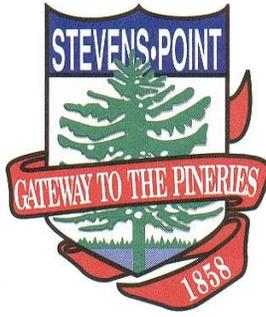
Discussion and possible action on:

1. Request to fill vacancy at the Water Department.
2. Request to fill vacancy in the Transit Division.
3. Enter closed session (approximately 7:35 p.m.) pursuant to Wisconsin State Statute 19.85(1)(c) [considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility] for:
 - a. Grievance T-2-13 ~ Employee Discipline
 - b. Grievance T-3-13 ~ Employee Discipline/Termination
4. Reconvene into open session (approximately 25 minutes after adjourning into closed session) for action on:
 - a. Grievance T-2-13 ~ Employee Discipline
 - b. Grievance T-3-13 ~ Employee Discipline/Termination
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 Strong's 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.

City of Stevens Point
Departments of Public
Utilities and Transportation
300 Bliss Avenue
Stevens Point, WI 54481-0243



Joel C. Lemke
Director
Phone: 715-345-5260
Fax: 715-345-5369

February 5, 2014

TO: Mayor Halverson & Personnel Committee
FROM: Joel Lemke, Director of Public Utilities and Transportation
RE: Request to fill vacancy – Equipment Operator (Water Department)

I am requesting approval to fill a vacancy in the Water Department. During the structuring of the staff for the Stormwater Department, one of our Water Department employees was hired as the operator for the Stormwater Department. This leaves the position of Operator open in the Water Department.

I respectfully request permission to fill this position.

Sincerely,

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

Joel Lemke
Director of Public Utilities and Transportation

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February 5, 2014

MEMORANDUM

TO: Personnel Committee, Mayor Halverson
FROM: Joel Lemke, Director of Public Utilities and Transportation
RE: Request to reallocate staff hours and hire a new LNT Manager

Personnel Committee:

I would like to propose the following re-distribution of staff in the Transit Division to better facilitate the oversight and management of the operation.

Currently, we have a full-time management position (LNT Supervisor) whose work hours consist of a regular day shift of 8:30AM – 4:00PM Monday through Wednesday as well as night shift hours of 10:00PM – 4:00AM Thursday through Sunday morning. Until recently, there has been a “LNT Relief Bus Operator” position that has been on duty during the LNT shift to cover potential needs that would arise during the LNT operation relating to bus change-outs, extra bus needs, etc. Recently, we have made some changes in the LNT operations which have resulted in less demand on the “Relief Bus Operator” position. As a result of those changes, we feel that all of the relief type needs during the LNT operation could now be handled by the LNT Supervisor alone, giving us the ability to reallocate some staff hours to day-time activities.

We would propose the reallocation of funds currently designated for the “LNT Relief Bus Operator” position, now be utilized to fund a LNT Supervisor who would work only the LNT shift, and allow the current full time LNT Supervisor to move into a Monday through Friday day shift supervisory position.

The re-distribution of staff will not increase the 2014 Transit budget as we are not adding hours, we are just moving them between positions.

Respectfully,

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

Joel Lemke
Director of Public Utilities and Transportation