

CITY OF STEVENS POINT

PERSONNEL COMMITTEE AGENDA

Monday, April 14, 2014 –7:35 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 Bus Operator Vacancies.
2. Request to fill vacancy in Streets Division.
3. Request for donation of time for employee.
4. Notice of Employee Participation in Political Activity.
5. Pay lift for wing and tri-axle drivers, when operating those vehicles.
6. Amendment to Administrative Policy 3.01(11) (per Chief Kujawa).
7. Discussion regarding the appointment of Directors.
8. Approximately 7:55 p.m. adjourn into closed session pursuant to Wisconsin State Statutes 19.85(1)(e)[conducting other specified public business, whenever competitive or bargaining reasons require a closed session] for an update on bargaining with Fire and Transit Units.
9. Return to open session (approximately 15 minutes after adjourning into closed session).
10. Recommendation of ratification of 2013 – 2015 IAFF Local 484 Tentative Labor Agreement.
11. 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.

April 8, 2014

MEMORANDUM

TO: Personnel Committee Members

FROM: Lisa Jakusz, City Personnel

RE: April, 2014 City of Stevens Point Personnel Committee Agenda

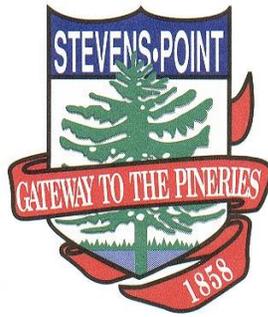
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1. Enclosed in the packet is a request from Director Lemke to fill two vacant Bus Operator positions. One vacancy is due to a retirement, the other is due to a resignation.
2. Enclosed in the packet is a request from Director Schatschneider to fill a vacancy in the Streets Division. The vacancy is due to an upcoming retirement.
3. Enclosed in your packet is a request from Director Schrader to permit the donation of time to an employee. I've also enclosed a brief history of prior Personnel Committee/City Council action where donation of time has been discussed. In the past the Personnel Committee has requested that such requests be reviewed on a case-by-case basis.
4. Enclosed in the packet is written notice from an employee who recently participated in the School Board Race along with the copy of the related City Policy.
5. This item was put on the agenda at the request of Alderman Wiza; no documentation was submitted to accompany the agenda item.
6. This item was requested to be placed on the agenda by Chief Kujawa. Enclosed is a memo from the Chief along information from the Comptroller/Treasurer's Office.

7. This item was put on the agenda at the request of Alderman R. Stroik. The information in the packet was compiled by the City Clerk and put into its current format by Kelley Pazdernik and me.
8. A separate packet for the closed session items will be provided.

As always, please feel free to contact me with any questions or comments relating to the agenda or its attachments prior to the meeting.

**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

March 18, 2014

To: Mayor Andrew Halverson and Personnel Committee  
From: Joel Lemke, Director of Public Utilities and Transportation  
Regarding: Request to fill two (2) vacant positions

I would like to request permission to fill two (2) part-time Bus Operator positions within the Transit Division. The initial vacancy occurred when a part-time Bus Operator applied for and was awarded the LNT Supervisor position. The second vacancy is the result of a recent retirement. The retiring employee's last day of employment with the City is March 28, 2014.

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

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

April 2, 2014

TO: Mayor Halverson and Personnel Committee  
FROM: Scott Schatschneider, Director of Public Works  
RE: Request to fill vacant position

Dear Mayor and Personnel Committee;

I am requesting approval to fill a DPW Level III (Garbage and Recycling position) vacancy in the Streets Division of the Public Works Department. The result of the vacancy is due the employee retiring.

Sincerely,

A handwritten signature in blue ink that reads "Scott Schatschneider".

Scott Schatschneider

Director of Public Works

Cc: Lisa Jakusz-City Personnel Manager

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

A handwritten signature in black ink, appearing to read "Andrew Halverson", written over a horizontal line.

Mayor Andrew Halverson

Director of Parks & Recreational Services  
Tom Schrader  
2442 Sims Ave.  
Stevens Point, WI 54481  
715-346-1531  
tschrader@stevenspoint.com

Stevens  
Point Parks,  
Recreation  
and Forestry

# Memo

To: Lisa Jakusz  
From: Tom Schrader  
CC:  
Date: April 9, 2014  
Re: Donation of vacation/floating holiday time

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We currently have an employee who had a recent accident, and because of it, has use up all of their vacation and sick time. With the need of follow up visits to the doctor, therapy sessions, personnel time off, etc., the only option they have is to take leave without pay. On several occasion in the past the city has allowed employees that currently have a balance in sick leave themselves, an opportunity to donate some of their vacation/floating holiday time to a fellow employee in this type of situation.

I would like to request that once again the city allow employees that have sick time, be able to donate vacation/floating holiday time to a fellow employee that currently has no sick or vacation time available.

In 2008, I received a request from AFSCME 309 to allow donation of time to a fellow employee who was injured away from work and is anticipated to be off for an extended period of time. Based on prior practice, the Personnel Committee and City Council approved the donation of vacation, compensatory and holidays to the employee to bridge the gap between their accrued benefits (employee had to exhaust all accrued benefits) and their elimination period under their income continuation benefit.

Side letters were sent to other bargaining units that would allow them to participate in the donation of time as well. I received the request from AFSCME Local 309 to allow the donation of sick and vacation time to a fellow Local 309 employee.

Prior to that time, approvals by the Personnel Committee/City Council have permitted that initially only vacation time be donated and also included a maximum number of days that can be donated. In 1998 after two employees from Local 309 had been on medical leave for an extended period, sick leave donation was permitted, but had to fall within specific criteria.

Based on prior practice my recommendation would be for the Committee to approve the donation of vacation, compensatory or holiday time after the employee has exhausted all of their accrued benefits and to direct me to approach the Police and Fire bargaining units to see if they would be interested in participating as well.

Alex Kochanowski  
2417 Helen Street  
Stevens Point, WI 54481

MAR 28 2014

March 28, 2014

To: Lisa Jakusz

Re: Employee Participation in Political Activity

Lisa,

This is in response to a letter I received dated, March 27, 2014. I have been informed that I need to disclose my intent to run for school board to the City Personnel Committee. Let it be known that when I decided to run for this office I informed Transit Management of my intent and asked if there would be any conflict in doing so, or if I needed to file any particular paperwork with the City of Stevens Point. I was told that they would check and get back to me. I later inquired and at that point was informed that I did not have to file any paperwork. Before February, 2014, I stated to Transit Management that I did file papers with the Bliss Center with intent to run and again asked if there was anything I needed to do as far as informing or filing any papers at City Hall; the response I received was no. No further responses were presented to me by the City until I received the letter previously mentioned dated, March 27, 2014 in my mail slot at the Transit facility this morning.

Since this is the first indication that I need to take additional steps besides verbally informing my superiors of my intent to run for school board, I am now formally disclosing in writing my intent to run for a seat on the Stevens Point Area District School Board. Please present this to the City Personnel Committee and any other entities that require this information.

Thank You,

A handwritten signature in black ink, appearing to read 'Alex Kochanowski', with a stylized flourish at the end.

Alex Kochanowski

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

Policy Title: Employee Participation in Political Activity Policy No. 1.10

Date of Issuance: December 18, 1989

Revision Date: April 18, 1994, June 16, 1997, January 21, 2013

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Description: It is desirable that citizens participate in government. To this extent, the City will attempt to facilitate an employee's participation. This policy provides guidance to regular employees of the City who wish to participate, either directly or indirectly, in political activity. However, City employees are expected to recognize the unique position they hold as a public employee. The City services all constituents without regard to political affiliations.

1. Partisan Activity

- A. An employee seeking election to a partisan political office, must take leave without pay during the period of the campaign. The campaign period covers the time from the first public announcement of intent to seek office through the time the election is conducted or the employee withdraws from the campaign.
- B. The provisions contained in paragraph A. shall not apply to any employee whose principal employment is not in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a Federal agency as provided in the Federal Hatch Act, 5 U.S.C. sec. 1501, et seq.
- C. If elected, the employee must separate from City service upon assuming the duties and responsibilities of office, except in cases in which the elected position is part-time.
- D. A City employee may be granted a leave of absence to participate in a partisan political campaign. A request for a leave of absence for this purpose must be submitted to the Personnel Committee for review and approval.

2. Non-partisan Activity

- A. An employee may seek election to a non-partisan public office provided it does not conflict with his/her duties and responsibilities as a City employee. In order for this determination to be made, the employee must disclose his/her intent in writing to the City Personnel Committee prior to active participation in a campaign.

- B. The Personnel Committee, in consultation with the City Attorney, will make a determination as to whether an office is in conflict with an employee's duties. In making this determination, consideration will be given to the following items:
  - (1) The responsibilities of the office as they relate to those of the employee.
  - (2) The times when, and the amount of time needed to properly exercise the responsibilities of the office.
  - (3) The relationship with individuals or governmental units as a public official, in comparison to the relationship or possible relationship to the same individuals or governmental units as a City employee.
- C. Should it be determined that an office is in conflict with an employee's duties and responsibilities, the employee will be required to take leave without pay during the period of the campaign or while holding office.

3. Political Activity During Working Hours

Employees should not engage in political activity during working hours or while acting in the capacity of an employee of the City. This shall include, but is not limited to the distribution or wearing of political badges, buttons or printed matter or their placement on City property.

In addition, employees on leave of absence to run in or participate in a campaign may not solicit assistance or support from any City employee during working hours or on City property.

# Memorandum

**Date:** March 31, 2014  
**To:** All Alderpersons  
**From:** Tracey Kujawa, Fire Chief  
**Cc:** Mayor Andrew Halverson, Lisa Jakusz  
**RE:** Request to change City Administration Policy 3.01(11)

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Dear Alderpersons,

This memorandum is simply to provide you with information specific to a request I am making to amend language to the City Administrative Policies. This request will be going to the Personnel Committee on April 7, 2014, with the agenda item reading “Amendment to City Policy 3.01(11).” The part of the policy I would like to see amended in this section has to do with uniforms worn by the Administrative Assistants within the Police and Fire Departments. The following is the current language:

**If the Administrative Assistant(s) in the Police and Fire Department(s) are required to wear uniforms, the City will provide uniform shirt and badge.**

I actually presented the circumstances of this request to the Police and Fire Commission at the March 18, 2014, meeting. The following was the language that they proposed:

“To support the Fire Chief’s recommendation that the Personnel Committee be petitioned to modify Administrative Policy 3.01(11) to allow the chiefs, at their discretion, to place civilians in uniform.”

**If the chiefs decide to place civilians in uniform, they will be permitted to purchase two (2) shirts, two (2) pairs of pants, one (1) belt and one (1) pair of black shoes annually.**

There are several reasons for this request of a full uniform provision specific to the Administrative Assistant for the fire department:

- It has always been the expectation of the Fire Chief that the Administrative Assistant abide by the uniform policy and report to work in full uniform; and therefore, it should be the Department’s responsibility to budget accordingly to provide for the purchase of this uniform.
- A uniformed individual exhibits authority and professionalism. The current location of our Administrative Assistant is the office adjacent to the front door; and therefore, is the first person the public will encounter.
- There are occasions when all personnel need to leave abruptly from the fire station for an emergency when the public is in the building, and the Administrative Assistant is tasked with completing the tour, or explaining the situation and then assisting people out of the building. It is helpful that this position is in uniform because she is immediately recognized as a person of authority that can be of assistance to them.

- City Administrative Policy has never addressed uniforms specific to the Administrative Assistants for Public Safety.
- The Administrative Assistant within the Fire Department has always been provided a uniform allowance.
- The Administrative Assistant has always been considered part of the “team” at the Department and being provided a similar uniform is important.

Research has also revealed other positive impacts realized by organizations who uniform their personnel; all of which I believe are an asset to our profession:

- Those wearing a uniform are more aware of the responsibility toward the sponsoring organization and understand they are authorized agents and are more likely to behave in a manner that best represents the organization.
- The public is more respectful and compliant in their demands when encountering individuals in uniform.
- Society has come to expect certain behaviors from those wearing a uniform; and therefore, those wearing a uniform tend to be more accountable.
- A uniform can affect employee performance. If an employee is satisfied with the required job attire, they are more likely to perform at a higher level.

I appreciate your consideration in amending this City Administrative Policy. There are many significant reasons listed to support the request for this amendment. The Department benefits from the position of Administrative Assistant being in full uniform; and therefore, I believe it is the responsibility of the Department to budget appropriately and provide the items being requested.

In addition, if the Committee does approve the requested amendment, I would make an appeal to approve the payment of Invoice 156671 in the amount of \$114.85 which is related to a uniform reimbursement from 2013. This invoice was denied payment last year in December and it was a uniform purchase by the Fire Department’s Administrative Assistant, which was denied because of the change in policy just a month earlier. The language change to policy 3.01(11) took place late in the year and did not allow the Administrative Assistant reimbursement for two pairs of pants and a belt at the end of the year. The funds to pay this invoice would come from monies already budgeted by the Fire Department for uniform allowances.

The following is the recommendation from the Police and Fire Commission at the March 18, 2014 meeting specific to the request for invoice payment:

“The Commission will support payment of uniform costs incurred by Lorna Whalen in 2013 reference invoice 156671 in the amount of \$114.85 out of an account at the discretion of the City Treasurer.”

Thank you so much for your consideration in these two matters; if you have any questions please feel free to contact me.

Tracey Kujawa, Fire Chief

City of Stevens Point  
1515 Strongs Avenue  
Stevens Point, WI 54481-3594



**Corey D. Ladick**  
**Comptroller-Treasurer**

Phone: 715-346-1574  
Fax: 715-346-1683

April 9, 2014

To: Personnel Committee, Stevens Point Common Council

From: Corey Ladick, Comptroller-Treasurer  
Lisa Jakusz, Human Resource Manager

Re: Uniform/Clothing Allowance for Administrative Assistants

There has been a continual concern relating to clothing reimbursements for the administrative assistant at the Fire Department. The expenses were frequently questioned because until recently there was no provision for these reimbursements in City administrative policy. In addition, some of the items submitted for reimbursement were highly questionable, including socks, sweatpants, athletic shoes, T-shirts, casual sweaters, and polo shirts. According to documentation in the Treasurer's office, the fire department has been told since at least 2010 to discontinue these expenses.

In November of 2013, a provision was added to the administrative policy to allow for a uniform shirt and badge for administrative assistant(s) within the Fire and Police Department(s). The administrative assistant in the Police Department hasn't received the uniform benefit in a number of years, and the City has eliminated the practice of providing uniforms to other City employees in administrative positions. In our opinion, this was a fair compromise, and sufficient to identify this individual as a person of authority. In addition, this was significantly more generous than the other municipalities we surveyed. Marshfield, Wisconsin Rapids, and Wausau were surveyed, and although they all have similar positions, none of them provide any uniform or clothing allowance for administrative assistants in their fire departments.

However, the Fire Chief and the Police and Fire Commission would like to expand the policy to also include 2 pairs of pants, 1 belt, and 1 pair of black shoes per year. We feel that these expenditures are unnecessary, and would also set a troubling precedent for providing office attire to other City employees, many of whom are required to dress appropriately and professionally, yet still pay for their own clothing.

DATE	Vendor	DESCRIPTION	AMOUNT PAID	AMOUNT DENIED
04/23/09	5515 - LARK UNIFORM	UNIFORM PANTS AND SKIRT	73.90	
04/23/09	EMPLOYEE	UNIFORM REIMB - SOCKS	35.76	
07/21/09	EMPLOYEE	UNIFORM REIMB - SOCKS	76.66	
08/31/09	5515 - LARK UNIFORM	ID HOLDER AND NAVY SWEATER L	108.90	TOTAL PAID
10/22/09	5515 - LARK UNIFORM	UNIFORM PANTS	86.90	\$382.12
01/11/10	4485 - IAFF LOCAL 484	UNIFORM REIMB - T-SHIRTS L (4)	54.00	
09/17/10	EMPLOYEE	BLACK SHOES & SOCKS	106.45	
11/15/10	EMPLOYEE	KOHL'S - 3 SWEATERS, 2 WOEVENS, 1 SPORTSWEAR, 1 KNIT TOP	125.48	TOTAL PAID
12/01/10	4485 - IAFF LOCAL 484	UNIFORM REIMB - 6 T-SHIRTS, 6 SS POLOS, 3 LS POLOS	326.70	\$612.63
03/02/11	EMPLOYEE	UNIFORM REIMB - BLACK SOCKS	72.30	
05/06/11	5515 - LARK UNIFORM	SHIRT, SHORTS AND PANTS (1 EACH)	87.35	
06/26/11	EMPLOYEE	UNIFORM REIMB - SHOES	68.58	
12/12/11	4485 - IAFF LOCAL 484	UNIFORM REIMB - 3 POLO SHIRTS	82.50	TOTAL PAID
12/19/11	5515 - LARK UNIFORM	UNIFORM PANTS - 2 PAIR	96.90	\$407.63
07/24/12	4485 - IAFF LOCAL 484	3 T-SHIRTS, 1 WINDSHIRT, 2 SWEATPANTS, 3 SS POLOS	189.00	
07/24/12	EMPLOYEE	BLACK SOCKS, SHOES & 1 T-SHIRT	90.92	TOTAL PAID
12/12/12	EMPLOYEE	BLACK SHOES, ATHLETIC SHOES & SOCKS	184.44	464.36
02/25/13	4485 - IAFF LOCAL 484	T-SHIRTS (3)	33.00	
11/15/13	EMPLOYEE	DENIED - SOCKS, SHOES FOR EXCEL PROGRAM		122.59 TOTAL PAID
12/07/13	5515 - LARK UNIFORM	DENIED - BELT, UNIFORM PANTS (2)		116.85 33.00

### **City of Wisconsin Rapids**

All department heads are Mayor appointed and confirmed by the Common Council in Wisconsin Rapids. They are not for a fixed term and the usual just cause for removal. Performance evaluations are done by the Mayor.

### **Wausau**

The City has Community Development and DPW only. These two positions are hired and have an annual performance evaluation that is completed by the Mayor.

### **Marshfield**

The following titles are all appointed and all our employees receive annual performance reviews:

Director of Planning and Economic Development

Parks and Recreation Director

Public Works Director

Wastewater Superintendent

Water falls under our Utility and the City owns the Utility but it is run by a commission.

### **Superior and Neenah**

All of these positions, along with all other Department Heads and Supervisors are appointed by the Mayor and confirmed by the council. No term is attached. I would think it may be hard to find highly qualified individuals to accept a position for a two year term. Generally our employees are long term and stay until retirement or accept a position somewhere else. We do not have a large turnover. Most of us have been here for 20+ years. We have, on occasion though, dismissed such employees for just cause by recommendation of the mayor and confirmation of council.

### **Manitowoc**

Director of Planning

Director of Public Infrastructure (covers Engineering, Parks & Rec, Public Works)

WWTP Supervisor

Appointed by Council indefinitely.

Performance reviews are performed by the Mayor.

### **Fond du Lac**

We have a City Manager. The following positions receive performance evaluations annually and are completed by those they report to, and are as follows:

Director of Community Development – City Manager

Director of Parks & Recreational Services - no one assigned to this job specifically, it is covered under the Director of Public Works who supervises the Parks & Forestry Superintendent

Director of Public Works – City Manager

Director of Water and Sewage Treatment - no one assigned to this job specifically, it is covered under the Director of Public Works who supervises the WCTS Operations Manager and the Water Operations Manager

<b>City</b>	<b>Mayor Appointed/ Council Confirmed Department Heads</b>	<b>Term</b>	<b>Mayor Performance Evaluation</b>
<b>Wisconsin Rapids</b>	All	No	Yes
<b>Wausau</b>	Dir. Planning and Economic Dev. and Director of Public Works	Hired	Yes
<b>Marshfield</b>	Director(s) Planning & Economic Dev, Park & Rec, Public Works, Wastewater (falls under Utility owned by City but run by commission)		Yes
<b>Superior/Neenah</b>	Same as Stevens Point, along with Dept. Heads and Supervisors	No	
<b>Manitowoc</b>	Dir. Planning, Dir. Public Infrastructure (covers Engineering, Parks & Rec, Public Works), WWTP Supervisor	No	Yes

**Fond du Lac**

Has a City Manager. The following positions receive performance evaluations annually and are completed by those they report to, and are as follows:

Director of Community Development – City Manager

Director of Parks & Recreational Services - no one assigned to this job specifically, it is covered under the Director of Public Works who supervises the Parks & Forestry Superintendent

Director of Public Works – City Manager

Director of Water and Sewage Treatment - no one assigned to this job specifically, it is covered under the Director of Public Works who supervises the WCTS Operations Manager and the Water Operations Manager