

CITY OF STEVENS POINT

PERSONNEL COMMITTEE AGENDA

Monday, June 9, 2014 – 6:10 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. Modification to Administrative Policy 3.01 (11) regarding uniform allowance for Administrative Assistant's in the Police and Fire Departments.
2. Notice of Employee Participation in Political Activities.
3. Request to fill Water Operator Vacancy.
4. Request to hire for a Water Operator/Well Operator Position.
5. Request to fill Wastewater Superintendent Vacancy through internal promotion and subsequent filling of Wastewater Chief Operator Vacancy.
6. 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.

June 4, 2014

MEMORANDUM

TO: Personnel Committee Members

FROM: Lisa Jakusz, City Personnel

RE: June 9, 2014 Personnel Committee Agenda Packet

1. Per discussion at the May Personnel Committee, this item is on the agenda with more specificity as it relates to the number of uniform shirts that will be provided and the frequency as well as a badge being provided as needed.

As has been discussed at prior Personnel Committee Meetings, this allowance is what Director McGinty suggested last fall:

Lisa,

As we discussed, addressing the uniforms for the Public Safety Administrative Assistants doesn't really fall into the PFC Admin Procedures. Here's proposed language for the City Policy that governs uniforms:

If the Administrative Assistants in the Police and Fire Departments are required to wear uniforms, the City will provide shirts and badges. The Administrative Assistants will provide their own pants, belts, socks, shoes, undergarments, and outerwear.

Let me know what you think.

Thanks.

Sally

Sally E. McGinty
Director of Emergency Management
City of Stevens Point

1515 Strongs Avenue
Stevens Point, WI 54481
715-346-1517

2. Chief Ruder has advised of his intent to apply for the current vacancy on the Stevens Point School Board. Attached is a copy of his notice, per City Administrative Policy 1.10.
3. Attached is correspondence from Director Lemke requesting to fill a vacancy. This position is included in the 2014 budget.
4. Attached is correspondence from Director Lemke requesting to hire a position related to Well 11. Funding for this position is included in the current fee structure.
5. Attached is correspondence from Director Lemke requesting permission to promote an internal candidate to fill the Wastewater Superintendent vacancy and to fill the vacancy created by this promotion.

Please feel free to contact me with any questions relating to the agenda and/or the attachments.

- A. Benefits: The City agrees that it shall pay longevity pay for employees who have completed continuous, uninterrupted service as additional compensation as follows:

	<u>Full Time</u>	<u>Part Time</u>
After five (5) years	\$15.00 per month	\$7.50 per month
After ten (10) years	25.00 per month	12.50 per month
After fifteen (15) years	35.00 per month	17.50 per month
After twenty (20) years	45.00 per month	22.50 per month
After twenty five (25) years	55.00 per month	27.50 per month

- B. Payment: All increases in longevity shall go into effect on the anniversary date of employment of the respective employee. This shall apply to employees entering the longevity plan after completion of five (5) years of service.
- C. Break In Service: Authorized unpaid leave of absence or layoff in excess of ninety (90) calendar days shall be deemed to be a break in continuous uninterrupted service under this section.

11. Uniform/Clothing Allowance

If the Administrative Assistant(s) in the Police and Fire Department(s) are required to wear uniforms, the City will provide **two (2) uniform shirts per calendar year** and badge **as needed**.

Clerical and Related hourly employees:

The City shall continue to provide the parking attendants with their uniforms, including footwear, and replacements thereof in accordance with the existing practice.

Safety-toed Shoe Allowance: The City will reimburse up to one-hundred-fifty dollars (\$150) cumulatively per calendar year upon submission of receipts for the purchase of safety-toed shoes for the Engineering Technicians. Employees are required to wear safety-toed shoes unless they submit certification from a physician indicating a medically related reason why they cannot wear safety-toed shoes. Those employees obtaining a medical exclusion are not eligible for the safety-toed shoe reimbursement. In order to be reimbursed, the employee must submit the original customer receipt.

Streets and Parks hourly employees:

Safety-toed Shoe Allowance: The City will reimburse up to one-hundred fifty dollars (\$150) cumulatively per calendar year upon submission of receipts for the purchase of safety-toed shoes, work clothes and prescription safety eye wear, not including

June 2, 2014

Michael Phillips, Chairman
Personnel Committee
City Hall
Stevens Point WI 54481

Dear Michael,

Per City Administrative Policy 1.10, I am informing you of my intent to run for the open school board position.

Thank you.

Sincerely,

Kevin K. Ruder

**** 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

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.

I. 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.

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

June 3, 2014

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

I am requesting approval to fill a vacancy in the Water Department. An employee of the Water Department has filled an opening in the Engineering office of Public Works. I respectfully request the ability to fill this vacancy and any resulting vacancy should the position be filled from within the Department.

Sincerely,

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

Joel Lemke
Director of Public Utilities and Transportation

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

June 4, 2014

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

Following the construction of Well #11, the Department identified that there would be a long term staff need created in the well operator position. Currently we only one individual (Chief Well Operator) tasked with the operation and maintenance of eight municipal wells and two treatment facilities. In the short term, we filled the need for help with the presence of an intern position to evaluate weather full time was needed. The new well has been in operation now for more than two years and we are proposing to hire an additional operator and place the individual within our existing pool of Service Department Water Operators. That group (consisting of five) would rotate week by week to assist the Chief Operator in the operation and maintenance of the wells and treatment facilities.

Sincerely,

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

Joel Lemke
Director of Public Utilities and Transportation

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

June 4, 2014

TO: Mayor Halverson & Personnel Committee
FROM: Joel Lemke, Director of Public Utilities and Transportation
RE: Request to fill vacancy with promotion and hire – Superintendent and Chief Operator
(Wastewater Department)

The current Superintendent of the Wastewater Department (Jeremy Cramer) has taken a position with another community and will no longer be with the City as of 6/6/14. Mr. Cramer served the Department for 11 years and has been a great asset to the Department and the City in that time. I am proposing to fill the vacancy created by Mr. Cramer through the promotion of the Wastewater Chief Operator – Chris Lefebvre per City Administrative Policy 2.06 (copy enclosed). Mr. Lefebvre has been with the Department for nearly six years. For a little more than two years, he has been serving as the Chief Operator, prior to that, as an Operator. I feel that the position of Superintendent would be best filled by Mr. Lefebvre and would request permission to make that promotion and fill the vacancy of Chief Operator created by that promotion.

Sincerely,

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

Joel Lemke
Director of Public Utilities and Transportation

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

Policy Title: Promotions and Transfers Policy No. 2.06

Date of Issuance: December 18, 1989

Revision Date: Feb.19, 1990, March 18, 1996

Description: The policy of the City is to fill position vacancies by promotion or transfer whenever practical and in the best interests of the City as determined by the Mayor and Personnel Committee. This explains the City's policy on promotions and transfers for management-level employees. Union employees should refer to their respective union contracts.

1. When a vacancy exists, candidates seeking promotion and/or transfer must have satisfactorily completed their evaluation period and possess the qualifications and skills needed in the vacant position.
2. Requests for promotion must be submitted by the applicant's supervisor to the Mayor and Personnel Committee for approval.
3. Applicants for promotion will be evaluated based upon a formal written performance Evaluation with consideration given to such factors as demonstrated ability, training, attitude and longevity.
4. Promotions or transfers are considered final after a six month evaluation period has been satisfactorily completed in the new position. The evaluation period may be waived for City employees who are transferred or promoted from one graded position to another. The decision to waive an evaluation period will be made by the Mayor and Personnel Committee with input from appropriate supervisory staff.

A promoted employee who does not successfully complete the required evaluation period shall be given the opportunity to return to his/her former position, or a comparable one. If a position is not available, the employee must wait for a vacancy or may seek employment elsewhere.

5. The starting salary upon promotion or transfer shall be determined by the Personnel Committee, with recommendations from the Mayor and/or department head. Employees who have had the evaluation period waived as outlined in #3 above, will receive a minimum starting salary equivalent to the bottom of the position hiring range.