

CITY OF STEVENS POINT

PERSONNEL COMMITTEE AGENDA

Monday, October 13, 2014 – 6:00 p.m.

Lincoln Center – 1519 Water Street

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

Discussion and action on:

1. Request to raffle Floating Holidays for the 2014 United Way Campaign.
2. Request to carry over vacation time, Assistant Fire Chief.
3. Adjourn into closed session (approximately 6:05 p.m.) pursuant to Wisconsin State Statue 19.85(1)(f)[considering medical histories of specific persons which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories] to consider a request for leave of absence without pay.
4. Reconvene into open session (approximately 5 minutes after adjourning into closed session) for action on the request for leave of absence without pay.
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, 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.

October 1, 2014

MEMORANDUM

TO: Personnel Committee Members

FROM: Mayor Halverson

RE: United Way Incentive for Employees

In an effort to encourage City employees to participate in the United Way drive, I would request that the Personnel Committee authorize raffling off up to five additional bonus days for City employees that donate \$10.00 or more per paycheck to the United Way during the 2014 campaign.

Your consideration of this request is greatly appreciated.

STEVENS POINT
1701 FRANKLIN STREET
715-344-1833



FIRE DEPARTMENT
STEVENS POINT, WI 54481
FAX: 715-346-1599

ROBERT J. FINN
FIRE CHIEF

TO: Mayor Halverson
Personnel Committee
Common Council

FROM: Robert J. Finn
Fire Chief

DATE: October 8, 2014

RE: City Administrative Policy 3.02

On October 14, 2014, the Police and Fire Commission is expected to approve the appointment of Captain Jeff Davis to the rank of Assistant Chief.

According to City Administrative Policy 3.02, Vacation, Section F, Assistant Chief Davis is allowed to carry over one week of vacation into 2015. Due to his promotion and conversion of vacation hours, I am requesting Assistant Chief Davis be allowed to carry over an additional week of vacation, for a total of two weeks. Allowing this request will avoid adverse operations of the fire department.

This request is predicated on the approval of Captain Davis' promotion to Assistant Chief by the Police and Fire Commission.

Thank you for your consideration.

Employees falling into this category will be eligible for continuation of health, life and disability insurance coverage by continuing to pay their portion of the premiums. This provision is only for those employees who have been given written order to report and will continue only for the duration of their orders. As it relates to these benefits not withstanding any union agreement to the contrary, this provision will cease on December 31, 2009.

Calculation of time in City Service

The time a City employee is on short term or long term Military Leave without pay is included in the calculation of his/her total length of time in City service.

Leave of Absence

Upon the recommendation of the department head, the Mayor and City Personnel Committee may grant a regular employee a leave of absence subject to the conditions set forth below.

1. Leave without pay shall be granted only when it is in the best interests of the City to return the employee to service at a future date. Requests for leave of absence shall be approved prior to the taking of such leave. If the leave is requested as an extension of sick leave, it must be accompanied by a physician's statement indicating the need for such leave.
2. At the end of a leave of absence, the employee shall be reinstated in the position he/she vacated, or in an equivalent vacant position, if the employee meets the stated qualifications. If there is not a suitable vacancy available, the employee's name shall be placed on a waiting list.
3. Credit toward vacation and sick leave shall not be earned while an employee is on leave of absence, but insurance benefits may be retained if the premium is paid in full by the employee.
4. If an employee is on leave of absence for more than ten (10) consecutive work days during a calendar year, it shall change the employee's anniversary date correspondingly.
5. A return to work earlier than the scheduled date may be arranged between the department head and the employee.
6. Employees on leave of absence will be subject to termination if actively employed elsewhere during the term of their leave.

7. If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend a leave of absence, to the Personnel Committee. If, on the date following the expiration of the leave of absence, an extension has not been requested and granted and the employee has not returned to his/her position, the employee shall be considered to have resigned from City employment.

An employee must exhaust all accrued vacation benefits before requesting a leave of absence.

Unauthorized Absence

An employee who is absent from duty without prior approval shall receive no pay for the duration of the absence, and shall be subject to disciplinary action which may include dismissal. It is recognized there may be extenuating circumstances for an unauthorized absence.