

CITY OF STEVENS POINT

PERSONNEL COMMITTEE AGENDA

Monday, November 10, 2014 – 6:00 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 action on:

1. Amendment to Administrative Policy 3.01.
2. Request to create eligibility list for Bus Operator.
3. Adjourn into closed session (approximately 6:03 p.m.) pursuant to Wisconsin State Statute 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 two requests for a leave of absence without pay.
4. Reconvene into open session (approximately 10 minutes after adjourning into closed session) for action on the requests 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.

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

Policy Title: Standard Benefits

Policy No. 3.01

Date of Issuance: December 18, 1989

Revision Date: 2-90, 5-90, 10-93, 8-03, 3-07, 9-08, 3-10, 6-13, 11-13, 2-14, 7-14

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8. Temporary and Part-Time Employees

- A. Temporary Employees - Limited fringe benefits are provided except for Social Security and retirement (provided they work 1,200 hours in the year and have a reasonable expectation of working the following year). Those employees eligible for Wisconsin Retirement Fund will also be offered Income Continuation and Minnesota Mutual Life Insurance. Health insurance ~~may be purchased entirely at the employee's expense.~~ **will be offered in compliance with the applicable state and federal law, including but not limited to the Patient Protection and Affordable Care Act.**
- B. Part-Time Employees - All benefits will be prorated based on the number of hours worked in the previous year as a percentage of 2080 hours.

**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

November 4, 2014

MEMORANDUM

TO: Personnel Committee

FROM: Joel Lemke, Director

RE: Eligibility List for Transit Operator Positions

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Committee Members:

The Transit operation has at times experienced vacancies in their Bus Operator position that make it challenging to fill vacancies quick enough to avoid operational difficulties. We would like to request the ability to create and maintain an eligibility list for these positions so that we can advertise for positions, interview candidates, and create the eligibility list prior to vacancies happening. This ability would give us better stability in the Bus Operator position and allow better control on overtime budgets.

Thank you for your consideration.

Respectfully,

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

Joel Lemke  
Director of Public Utilities and Transportation

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.