

PERSONNEL COMMITTEE MEETING
Monday, February 9, 2015 – 6:14 p.m.
Lincoln Center ~ 1519 Water Street

PRESENT: Chairman Phillips; Alderpersons Moore, Wiza, Patton, Walther

OTHERS

PRESENT: Mayor Wescott; C/T Ladick; Attorney Beveridge; Clerk Moe; Alderperson(s) M. Stroik, Doxtator, R. Stroik, Trzebiatowski, Slowinski, O'Meara; Director(s) Lemke, Ostrowski, Schrader, Schatschneider; Chief Finn; Superintendent of Streets Laidlaw; Barb Jacob; Lloyd Graff; Bob Fisch; Neil Pendergast; Mar McComb; Matt Pacyna; Mike Kretschmer; Jeff Stewart; Tricia Church; Sari Lesk ~ SPJ; Nate Enwald ~ PC Gazette; Mykayla Hilgart ~ The Pointer; Brandi Makuski ~ SPCT; Human Resource Manager Jakusz

Chairman Phillips called the meeting to order.

1. Notice of Employee seeking public office
Motion by Alderman Moore, second by Alderman Walther to accept the notice and place it on file. Ayes all, nays none. Motion carried.
2. Amendment to Administrative Policy 3.01 – Standard Benefits (Uniform Allowance)
Human Resource Manager Jakusz stated that this amendment was simply to update the title from "Parking Attendant" to "Community Service Officer".
Motion by Alderman Wiza, second by Alderman Patton to approve the amendment to Administrative Policy 3.01 – Standard Benefits. Ayes all, nays none. Motion carried.
3. Amendment to Administrative Policy 3.02 (Sick Leave Conversion and Sick Leave – Bonus Days)
Human Resource Manager Jakusz stated that prior labor agreements afforded an employee's surviving spouse access to the Sick Leave Conversion Benefit. In the past 17 years, there has been one occasion where an active employee passed away and a spouse was able to access the benefit.

In order to be compliant with current tax regulations associated with the post employment health plan, the amendment would read as follows:

Should an employee die while still employed by the City, the above benefit would apply to the employee's spouse. If the employee does not have a spouse, the above benefit will apply to the employee's qualified dependent(s), as defined in the IRS code.

This is slightly different than the draft provided in the packet, and was developed following further conversations with Nationwide Retirement Solutions (the post employment health plan vendor) and the City Comptroller/Treasurer.

The second amendment that falls under Admin Policy 3.02 is to clarify what has been practice since the implementation of bonus sick days some time ago. The additional language will help avoid questions in the future due to ambiguity in the policy language.

Motion by Alderman Wiza to approve the amendments to Administrative Policy 3.02 Sick Leave Conversion and Sick Leave – Bonus Days, Alderman Patton seconded. Ayes all, nays none. Motion carried.

4. Amendment to Administrative Policy 3.06 (Floating Holiday)

Human Resource Manager Jakusz stated that this amendment will codify the past practice of administering the floating holiday benefit and will clarify ambiguity that exists in the policy language.

Motion by Alderman Moore, second by Alderman Wiza to approve the amendment to Administrative Policy 3.06 - Floating Holidays. Ayes all, nays none. Motion Carried.

5. Request to modify pay rates for Summer Engineering Aide position

Director Schatschneider referenced his memo that was included in the packet. He indicated that the pay rates for the summer engineering students was last modified in 2001. In the recent past, there has been an issue with recruiting and retaining people for these positions. He indicated that his budget includes funding for two students, but will hire one if this request is approved.

Motion by Alderman Wiza, second by Alderman Moore to approve the update pay rates for the summer engineering students. Ayes all, nays none. Motion carried.

6. Request to fill vacancy ~ Streets Division

Human Resource Manager Jakusz stated that the request is to fill a vacancy in a position that is included in the 2015 budget.

Motion by Alderman Patton, second by Alderman Walther to approve refilling the vacancy. Ayes all, nays none. Motion carried.

7. Request to fill vacancy ~ Water Department

Human Resource Manager Jakusz stated that this vacancy is due to a retirement. This position is included in the 2015 budget. Director Lemke stated that there may be some internal movement among employees from position to position as a result of the vacancy.

Motion by Alderman Walther, second by Alderman Moore to approve filling whichever position becomes available. Ayes all, nays none. Motion carried.

8. Request to fill vacancy ~ Transit Division

Human Resource Manager Jakusz stated that the request is to fill a vacancy in a position that is included in the 2015 budget. She added that due to language in the labor agreement, the vacancy may require a re-bid of positions.

Motion by Alderman Patton, second by Alderman Wiza to approve refilling the vacancy. Ayes all, nays none. Motion carried.

9. Request to fill Building Inspector / Zoning Administrator ~ Community Development

Director Ostrowski referenced his memo that was included in the packet. The Committee extended congratulations and a thank you for his service to Mr. Curless.

Alderman Wiza moved to approve refilling the vacancy, Alderman Patton seconded. Ayes all, nays none. Motion carried.

10. Request to promote employee ~ Community Development and set salary for promoted employee

Per the memo from Director Ostrowski which was included in the packet, he is requesting permission per Administrative Policy 2.06 to promote Jim Zepp who has worked as a building inspector for the City of Stevens Point since 2001, to the position of building inspector/zoning administrator.

Mr. Zepp's current position is in Grade K (Step 7 \$64,550 annual salary). The building inspector/zoning administrator position is in Grade L. Step 4 of Grade L (\$64,762) would afford a modest pay increase. The salary at Step 5 of Grade L is \$66,466. The current incumbent's step in Grade L is 6 (\$68,170).

Motion by Alderman Moore to approve the promotion for Mr. Zepp and set the salary at Grade L Step 5 (\$66,466), Alderman Wiza seconded. Ayes all, nays none. Motion carried.

11. Adjournment – 6:33 p.m.