

AMENDED

PERSONNEL COMMITTEE AGENDA

Monday, August 10, 2015 – 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 possible action on:

1. Out of state travel requests for 2015 per Administrative Policy 3.05.
- *2. Amendment to Administrative Policy 2.07 related to step up pay for temporary job duty assignments.
3. Crossing Guard Pay Rate.
4. 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) 346-1560, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of the 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
Department of
Public Utilities**



**Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com**

July 31, 2015

MEMO

RE: 2016 out of state travel

Personnel Committee:

Please consider the following request for out of state travel for Water, Wastewater, Stormwater, Transit, and Airport.

Annually, we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional organization annual conferences. The American Water Works Association (AWWA) annual conference as well as the Water Environment Federation (WEF) annual conference are typically attended by utility staff.

Travel for Airport staff could be needed for safety courses that have not been announced yet. We are anticipating Milwaukee as the location, but it could get relocated to Illinois or Indiana.

Travel related to the Transit operation could also get outside of state borders in 2016 as it occasionally does, not all locations are known at this time.

We respectfully request permission to allow out of state travel for purposes related to education, professional organizations, and safety that can be accommodated within Department budgets and as approved by the Director.

Thank you for your consideration,

A handwritten signature in black ink that reads "Joel Lemke". The signature is written in a cursive, flowing style.

Joel Lemke
Director

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

Policy Title: **Salary Pay** and Classification Plan

Policy No. 2.07

Date of Issuance: December 18, 1989

Revision Date: March 18, 1986, September 15, 2008, January 21, 2013

Description: ~~Non-union employees (excluding the elected positions of Mayor, Comptroller/Treasurer, Attorney and Clerk) are covered by a Management A Pay Plan encompassing management and hourly positions which was adopted by the Common Council in November, 2007 13.~~ The **Salary Pay** Plan consists of grades **and steps** which periodically will be adjusted to reflect **market** changes.

1. **Salary Pay Plan**

The **salary pay** plan consists of **seventeen** ~~ten~~ grades with assigned values. Each position ~~(as opposed to person)~~ was assigned a grade based on **the following criteria: Formal Preparation and Experience, Decision Making, Thinking Challenges and Problem Solving, Interactions and Communication, and Work Environment.** ~~responsibility, internal and external comparables, and the emphasis attached to that function by the Mayor and Personnel Committee.~~ **The integrity of the salary structure is maintained by adjusting the ranges according to economic trends. Adjustments to the pay plan matrix are approved by the City Council as part of the budget process.**

~~Each grade has eleven steps through which employees' progress based on performance meeting expectations, and a maximum which is not to be exceeded. New employees will be placed in Step 1 of the grade to which their position is assigned. A salary above the minimum may be granted in situations where recruitment difficulties exist or if a potential employee possesses exceptional qualifications directly related to the requirements of the position. Approval for placement up to Step 3 would require approval of an internal subcommittee comprised of the Mayor, Comptroller/Treasurer, affected Department Head, Personnel Committee Chair Person and Human Resource Manager. Requests for placement above Step 3 would require the approval of the Personnel Committee and City Council.~~

Recruitment difficulties shall be evidenced by the absence of qualified candidates for a specific recruitment. Exceptional qualifications must include prior actual work experience with job duties equivalent to those of the position at the City of Stevens Point.

2. **Management Salary Pay Increases**

~~Management employees are eligible for salary increases based on a current performance evaluation with a rating of satisfactory or higher.~~

Progression is based on attaining a performance rating of “Fully Competent” during the annual evaluation process. Employees are eligible for movement to Steps 2 – 6 on an annual (calendar year) basis. Movement to Steps 7 – 9 occur at two year intervals; movement to Steps 10 – 11 occur at three year intervals.

Employees whose pay rate is above the top step of their grade are eligible to receive the same increase that the matrix is adjusted by as established by the City Council during the budget process if they have achieved a performance rating of “Fully Competent”.

3. Temporary Assignment – Hourly Employees (Streets / Parks)

Employees who are assigned by their supervisor to work in a position that is in a higher grade than their position may be eligible for an additional wage lift.

In order to be eligible for an additional wage lift, the employee must be assigned to the higher grade/classification by a supervisor for at least two (2) consecutive hours.

The wage lift will be the first step in the grade of the position they have been assigned that provides the employee an increase of a minimum of 5%. If there is not a step in the grade that provides an increase of at least 5%, then the wage lift will be 5% above the employee’s current pay rate.

The absence of a specific employee or supervisor does not, on its own, trigger eligibility for an additional wage lift.

Timesheets that include such wage lifts must be initialed by the supervisor in order for the employee to receive the wage lift.

4. Temporary Assignment – FLSA Exempt

Employees who are called on to assume the additional work duties and responsibilities as a result of a resignation, extended medical leave of absence, or other approved leave of absence of a direct supervisor anticipated to be at least six (6) weeks in duration will be temporarily reclassified to the to the salary grade of the supervisor.

The employee on temporary assignment will be compensated at the rate of pay corresponding to the first step in the grade of the position they have been assigned that provides the employee an increase of a minimum of 5%.

At the time the temporary assignment ceases, the employee will revert to their prior salary grade and step. Upon return to their grade / step, the employee would be eligible for a step progression, if that occurred during their temporary assignment.

July 28, 2015

MEMORANDUM

TO: Personnel Committee Members

FROM: City Personnel

RE: Request for Pay Increase School Crossing Guards

Interim Chief Skibba met with the Mayor, Comptroller/Treasurer and I regarding his request to increase the pay rate for the school crossing guards when the fall semester begins.

The School Crossing Guards are currently paid \$9.41 per crossing. Their rate of pay was last increased on January, 2010. The increase at that time was 3% (pay rate went from \$9.14 to \$9.41).

Based on information received from other communities, it is apparent that our pay rate is low. The request from Interim Chief Skibba is to increase the pay rate to \$10.00 per crossing.

Interim Chief Skibba has indicated that there are funds in the 2015 budget to allow for this increase; Comptroller/Treasurer Ladick has confirmed this.

The anticipated cost for this increase for the balance of 2015 is approximately \$864 (annualized cost is \$1,990).

You can contact Interim Chief Skibba in advance of the August 10 meeting; Sgt. Piotrowski will be attending the August meeting to address any questions.