

PERSONNEL COMMITTEE AGENDA
Monday, March 14, 2016 – 6:25 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. Amendments to City Administrative Policy, 2.05 Position Reclassifications.
2. Request flexibility in filling the Night CSO position – possible job share.
3. Side letter relating to uniform allowance payment request for IAFF Local 484 2016 – 2018 labor agreement.
4. Adjourn into closed session (approximately p.m.) pursuant to Wisconsin State Statute 19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session for:

Update on bargaining with AFSCME Local 309 – Transit.

5. Reconvene into open session (approximately 10 minutes after adjourning into closed session).
6. Recommendation of the 2015 – 2017 AFSCME Local 309 Tentative Agreement.
7. 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.

March 10, 2016

MEMORANDUM

TO: Personnel Committee

FROM: Lisa Jakusz, City Personnel

RE: March 14, 2016 Agenda

1. This policy was one of the last policies needing to be updated post-Act 10. Prior to that, only the AFSCME Clerical contract referenced a “reclassification process”. Employees covered under that bargaining unit basically had two opportunities for a position review; one under the labor agreement and one under City Policy. Now that all of these employees are under one pay plan, it seemed to make sense to modify the process and make it the same for all employees as it relates to timeframe, etc. This process is NOT intended to address matters where an employee or department head may feel the pay study “got it wrong” with regard to grade or step assignment or to address a situation where a department head feels their employee is a “star performer” or has more of the same level of work to complete (perhaps an additional position is warranted). This process is to address a situation where an employee is being assigned new duties that require a higher level of responsibility for the majority of their work time.
2. Included in the packet is a request from Chief Skibba outlining his request.
3. IAFF Local 484 (Fire Union) is requesting the City enter into a side agreement to remove a portion of the sentence from their labor agreement. Included in the packet is document illustrating the portion of the sentence they wish to remove.
4. Separate envelopes are included in the packet for the closed session.

Please feel free to contact me with any questions regarding the agenda items or attachments.

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

Policy Title: Position Reclassifications

Policy No. 2.05

Date of Issuance: December 18, 1989

Revision Date:

Description: The purpose of this policy is to explain the procedure for submission and review of job reclassification requests for ~~both union and management positions~~ positions covered under the City's pay plan.

1. Union Personnel

A request for reclassification may be initiated by (1) the employee, with department head ~~concurrence~~ **approval**; (2) the supervisor or department head; or (3) the Personnel Committee in the following manner.

A. Requests are to be submitted to the City ~~Personnel~~ **Human Resource** Manager by May 15.

B. ~~All requests for reclassification of union personnel should include a current job description, organizational chart for the appropriate work unit, a recommended classification, reason for the reclassification request, and an indication of other positions performing comparable work.~~

All requests for reclassification should include a current must be supported with a substantial change in job duties and responsibility since the last position review of the position. Requests will include: an updated job description, organizational chart for the appropriate work unit, a recommended pay grade, reasons for the reclassification request, and an indication of other positions performing comparable work, and a completed Classification Review Request Form. The immediate supervisor and Department Head must complete and sign the "review" page of the form.

C. ~~Job audits~~ **Reclassification review and recommendation** will be completed by the City ~~Personnel~~ **Human Resource** Manager by September 1.

D. Final recommendations, including fiscal impact, will be presented to the **Mayor for consideration. Those approved by the Mayor will be presented to the Personnel Committee** for consideration at their regular September meeting.

- E. ~~As stated in union contracts, any reclassification and/or pay increase approved will be effective July 1 of the year initiated.~~ **Approved reclassifications will be effective January 1 of the upcoming year.**

2. Management Personnel

~~A request for reclassification of management personnel may be initiated by the Mayor, department head or Personnel Committee in the following way.~~

~~A. Requests are to be submitted to the City Personnel Manager by July 1.~~

~~B. All requests for reclassification should include a current job description, organizational chart for the appropriate work unit, a recommended pay grade, reasons for the reclassification request, and an indication of other positions performing comparable work.~~

~~C. All requests will be reviewed by the Mayor for initial approval.~~

~~D. Job audits will be completed by the City Personnel Manager by August 1.~~

~~E. Final recommendations, including fiscal impact will be presented to the Personnel Committee for consideration at their regular September meeting.~~

Note: "More of the same level of work" is not a basis for reclassification, but rather new work of a higher level shall be demonstrated before the Human Resource Manager, Mayor and Personnel Committee will consider a reclassification request.



Stevens Point Police Department

1515 Strongs Avenue
Stevens Point, WI 54481
Phone 715-346-1500
Fax 715-346-1684

*“Innovative Policing
through Partnerships
with the Community”*



Martin E. Skibba Chief of Police

Michael Wiza
Mayor,
City of Stevens Point, WI.

Lisa Jakusz
Human Resource Director
City of Stevens Point, WI.

Hello,

With the recent vacancy of the Community Service Officer assigned to night shift (2a-6a), the Stevens Point Police Department is seeking to fill this position. Due to the work schedule the Police Department is requesting an additional option to fill this vacancy. The current option, which hires one person to work the 20 hour per week schedule will still be considered but an additional, more versatile option is being requested for approval. The additional option, would allow the Police Department to hire multiple, part-time employees to fill the 20 hour per week schedule.

This would allow more flexibility, while providing the coverage needed because of the multiple employees who would be able to fill a vacant night-shift. Currently, when the one employee needs to take time off, there is limited to no parking enforcement provided. This requested option will address this concern moving forward.

Sincerely,

Martin Skibba
Chief of Police
Stevens Point, WI.

ARTICLE 17 - RETIREMENT

Employees of this bargaining unit shall be covered under the State of Wisconsin Retirement Fund (WRS), with the City continuing to pay the employee share of the contribution to WRS until and through April 30, 2014. Effective on and after May 1, 2014 and through December 31, 2014, employees shall contribute 3.5 percent of wages toward the employee-required amount of contributions that apply to protected services employees, such contributions to be made through pre-tax payroll deductions. Effective January 1, 2015, employees shall contribute the full amount of the employee-required amount of contribution to WRS, through pre-tax payroll deductions. The City shall continue to pay the full share of the employer-required contributions to WRS for each employee.

ARTICLE 18 - UNIFORM ALLOWANCE

- A. All turnout gear (helmet, turnout coat, bunker boots and pants, gloves and protective hoods) and any part of the uniform without a size shall be provided for members of the Union by the City.
- B. The City shall provide each member of the Union, ~~upon request by the Union,~~ by January 31st of each year, an allowance of three hundred fifty dollars (\$350) per annum. On January 1, 2003 an additional one hundred dollars (\$100); on January 1, 2004 an additional one hundred seventy five (\$275; effective 1/1/2010) is available on a calendar year basis upon the submission of receipts to the Chief, substantiating the purchase of approved uniform pieces. Reimbursements will be in increments no less than twenty-five dollars (\$25), with the exception of the last payment.

Optional uniform Policy Number 1022.01, Page 2, is modified to allow bargaining unit members to utilize their uniform allowance to purchase firefighting accessories to include, but not limited to, the following: flashlights, ladder belts, escape systems (rope, carabineers, webbing, hardware), radio holsters, tools (knives, pliers, cutters), work gloves (leather or extrication).

- C. New fire fighters shall receive an initial issue as is required for full uniforming of the fire fighter. Employees who do not successfully complete the probationary period shall reimburse the City for the cost of the initial issue uniform. Uniform allowance shall not be received until after one full calendar year of service, except for employees hired prior to July 1st, who will receive their uniform allowance the following January.
- D. A fire fighter's uniform damaged beyond repair in the line of duty shall be replaced with the City paying the full cost of such replacement. Such cost shall not be charged against the annual maintenance allowance. The City shall reimburse the employee the full cost for the replacement of prescription eyeglasses if lost or damaged in the line of duty. The City shall also reimburse the employee up to thirty-five dollars (\$35) for the replacement of watches lost or damaged in the line of duty and up to fifteen dollars (\$15) for sunglasses lost or damaged in the line of duty.