

PERSONNEL COMMITTEE AGENDA
Monday, June 13, 2016 6:20 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. Options for filling the Ordinance Control Officer position.
2. Modification to Administrative Policy 3.02 relating to sick leave accrual, sick leave conversion, bonus sick days and 3.06 relating to floating holiday.
3. Pay plan market update / comprehensive market survey.
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.



Memo

Michael Ostrowski, Director

Community Development

City of Stevens Point

1515 Strongs Avenue

Stevens Point, WI 54481

Ph: (715) 346-1567 • Fax: (715) 346-1498

mostrowski@stevenspoint.com

To: Personnel and Finance Committees
From: Michael Ostrowski
CC:
Date: June 4, 2016
Subject: Code Enforcement Officer / Neighborhood Improvement Coordinator

Late last year the City created a half-time code enforcement officer position that is housed in the community development department. This main purpose of this position is to make sure properties are in compliance with the property maintenance code. Recently, the person in the position took a job with the Stevens Point Police Department as a community service officer, and the position has remained vacant since. The main reason that this position has remained vacant is that we are currently updating our property maintenance code and I would like to have an updated code prior to another individual taking the position. It is my hope that we have an updated property maintenance code within the next month or two.

However, after seeing how this position has operated since its creation, we are missing an important part to the position, mainly the ability to find and develop resources to get after the true crux of some of the property violations within the city, and truly further neighborhood improvement. Given that this position is only half-time, there is not enough time to focus on anything else, other than to inspect properties and issue violation notices. Furthermore, with it only being half-time, it creates a problem of stability. The position's salary is on the lower end of the pay scale, and with it only being half-time, it will likely become a revolving door from a staffing perspective. This can create problems as it relates to consistency and staffing levels within the community development department, as other staff within that department need to train the individual in that position, which takes away from their primary duties. In addition, the increase in the number of violations issued has created additional work for other departments, such as the city attorney's office.

Again, with this position only being half-time, it does not provide enough time to focus on what I would consider one of the most important parts or the goal, neighborhood improvement. For example, if a property owner is in violation because they have a deteriorated roof, and they cannot afford to fix it, issuing service charges or citations may be counterintuitive to the ultimate goal of getting the violation corrected. However, since this position only has enough time to focus on doing the inspections and issuing violation notices, we are not getting after the root of the problem. Therefore, I would suggest that if this position is to remain within the community development department, that it becomes full-time, and allow the extra time to focus on finding and developing resources to truly deal with the reason the violations may exist. For example, if a property owner cannot afford to fix up their property, this position could work with the property owner to find resources such as low interest financing or assistance from community service organizations to help fix the property. Or, if this position sees a certain trend in violations, such as parking on the grass, find solutions to correct the problem, such as proposing on-street overnight parking. The main reason that people park on the grass is that they have no room in their driveways, yet the city does not allow for overnight parking. While this may lead to

other discussions with other departments, such as public works and the police department, this is only an example of finding ways to permanently deal with the problem, as opposed to just temporarily dealing with it.

If there is no desire to make this position full-time, the other avenue that I have been discussing with the police chief is to allow the community service officers to take on dealing with general property violations. Since there are multiple community service officers, they may be able cover more ground, and at different times of the day. For example, one of the community service officers works during the evening hours when violations of parking on the lawn are more likely to occur. Furthermore, since there are multiple community service officers, the revolving door issues becomes less of a concern, as other community service officers are able to train new community service officers.

While transferring property maintenance inspections to the community service officers may be an option, it is not the best approach for a couple of reasons. One, we would likely lose the connection between the code enforcement officer and the building inspector. Meaning, there are often times that a property has yard violations as well as building violations. Having a community service officer handle the yard violations and the building inspector handle the building violations separately, often creates confusion. For example, a property owner may get two separate violation notices from two different departments with two different due dates for compliance. In addition, it can cause confusion for people making a complaint on not knowing which department to call for each violation.

Having several months to assess how this position has worked, there are some adjustments that are needed to truly have systemic change. While both of these options (making full-time in the community development department and transferring yard violations to the community service officers) have their advantages and disadvantages, only one would allow the city to proactively address violations, and that would be to create a full-time neighborhood improvement coordinator in the community development department. While the current situation has increased the level of enforcement, I do believe it is not without its challenges. Therefore, I am putting this item before you for discussion and possible action on how some modifications to the position would be beneficial from a community development perspective.

If you should have any questions, please do not hesitate to contact me.

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

Policy Title: Leave Policies

Policy No. 3.02

Date of Issuance: December 18, 1989

Revision Date: 7-90, 5-91, 9-91, 8-93, 2-98, 4-99, 7-02, 12-02, 8-04
9-05, 5-06, 3-07, 7-09, 9-09, 9-11, 1-13, 8-13, 1-14, 2-15

Description: This policy explains the different types of leaves available to full-time employees.

Sick Leave

A. Accumulation - Full time employees **hired prior to July 1, 2016** receive eight (8) hours of sick leave for each month of employment with unlimited accumulation. **Full time employees hired after July 1, 2016 receive 6 hours of sick leave for each month of employment with unlimited accumulation.**

B. Use – Sick Leave must be accumulated before it can be used. Sick leave shall be allowed to be taken when, due to sickness or temporary disability, the employee is unable to perform the regular duties of employment. The employee shall notify the department of his/her intent to take sick leave no later than 30 minutes after the beginning of the regular work day.

With departmental approval, sick leave may also be used for the employee's medical and dental appointments or to attend to a member of the employee's immediate family. (see Family Leave) The employee's supervisor may require verification of illness and/or the estimated time needed away from work due to an illness or injury.

C. Abuse – Employees who abuse sick leave shall be subject to disciplinary action.

D. Sick Leave Conversion

1. Employees who retire from City service at the retirement age based on their Wisconsin Retirement Fund category (55 for general employees and 50 for protective services), or retire due to disability and apply for a retirement annuity from the Wisconsin Retirement Fund, may have up to a maximum of 130 days (**1040 hours**) of unused sick leave converted to a monetary value. The value will be the number of days of accumulated sick leave multiplied by the normal daily rate of pay received immediately prior to

retirement. This amount shall be available to the employee to pay the full ~~hospital and surgical~~ **medical** insurance premiums ~~costs~~. 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.

2. Post Employment Health Plan

The City agrees to establish a Post Employment Health Plan (**PEHP**) in accordance with applicable sections of the Internal Revenue Service Code. Retiring employees who meet the requirements under Section D (1) will be required to "convert" accrued sick leave of a ~~maximum of 130 days (1040 hours)~~ **plus one (1) hour for each eight (8) hours over 130 days (1040 hours)** and unused vacation into their individual "PEHP" account. **NOTE: 1041 hours is based on a full-time equivalent.**

3. The employee and/or surviving spouse may remain on the group health plan as long as the premium is paid in full by the employee or surviving spouse through deductions from their ~~sick leave credit~~ **PEHP account** or cash payment.

- E. Bonus Days: If an employee does not utilize sick leave during the first six (6) months of the calendar year (January 1- June 30) the employee ~~will be credited with an additional day of sick leave or at the employee's option, a personal day.~~ **may convert one (1) day of sick leave to a vacation day.** If an employee then does not utilize sick leave during the second six (6) months of the calendar year (July 1 – December 31), the employee ~~will be credited with an additional two (2) days of sick leave or at the employee's option, two (2) personal days~~ **may convert two (2) days of sick leave to vacation days.** For each subsequent six (6) month interval without the use of a sick day, the employee ~~will be credited with an~~ **may convert an** additional two (2) days of sick leave ~~or at the employee's option, two (2) personal days.~~ **to vacation days.**

Once a sick day is used, ~~the employee will only receive one (1) additional bonus day for the next six (6) month cycle (e.g., July 1 through December 31) if the sick day is used in the first six (6) months of the year or January through June if the sick day is used in the second (6) months of the year.~~ The employee will be eligible to earn two (2) bonus days each six (6) months as described above if no sick leave is used for the first six (6) month period. **the accrual process will start over.**

If an employee elects to accrue bonus days earned as a personal day, they have one year from the time Bonus days are accrued to use them. ~~Bonus days not used are lost. Bonus days accrued as personal days are not paid out at the end of~~

employment.

Accrued sick days that are converted to vacation will follow the requirements and timelines as other accrued vacation with regard to rollovers, etc.

Annual Leave -Vacation

A. ~~Vacation is earned and accrues from the day you begin work and is granted yearly on an anniversary basis. Vacation cannot be granted until an employee's original evaluation period has been successfully completed. An original evaluation period is the six-month period served upon appointment to an employee's first regular position. If an employee is terminated for disciplinary reasons with less than one year of service, no vacation time is given.~~

Employees hired before January 1, 2013 will accrue vacation according to the following schedule:

<u>Years Employed</u>	<u>Vacation</u>
After 1 year	5 6 days
After 2 years	10 11 days
After 7 years	15 16 days
After 13 years	20 21 days
After 20 years	25 26 days
After 25 years	26 27 days
After 26 years	27 28 days
After 30 years	30 31 days

Employees hired on or after January 1, 2013 **and before July 1, 2016** will accrue vacation according to the following schedule:

<u>Years Employed</u>	<u>Vacation</u>
After 1 Year	5 6 days
After 2 years	10 11 days
After 5 years	15 16 days
After 15 years	20 21 days
After 25 years	25 26 days

Employees hired on or after July 1, 2016 will receive vacation according to the following schedule:

<u>Time in Service</u>	<u>Vacation</u>
After 6 Months	6 days
After 1 Year	11 days
After 5 years	16 days

After 15 years	21 days
After 25 years	26 days

- B. **Department heads hired on or after July 1, 2016 will receive 11 (eleven) days of vacation after completion of their probationary period and after one (1) year of employment they will receive 16 (sixteen) days of vacation.**

~~Department heads are eligible for 15 days of vacation after one year of service and have the option of taking up to one week after completing probation. After seven (7) year's service, department heads follow the above schedule.~~

- C. Managers and supervisors are eligible for ten (10) days vacation after one year of service and have the option of taking up to one week after completing probation. After seven (7) years of service, these employees will also follow the schedule on the preceding page **based on their date of hire. Managers and Supervisors hired on or after July 1, 2016 will receive 11 (eleven) days of vacation after completion of their probationary period. After one (1) year of employment they will follow schedule on preceding page.**

- D. Employees eligible for the benefit **and hired before July 1, 2016**, will accrue vacation time from their anniversary date forward. ~~On the anniversary date, the amount of vacation earned for the previous year will be posted to the employee's payroll record. An employee may use accrued vacation prior to the posting date with his/her supervisor's approval.~~ **For all employees, vacation will be posted to their payroll record on their anniversary date.**

- E. Vacation must be requested in advance and will be granted insofar as the needs of the department will permit. ~~If vacation cannot be arranged due to work schedules, the Department head may request permission from the Mayor to carry over vacation to the first six months of the ensuing year, or it is automatically canceled.~~

- F. ~~An employee eligible for three or more weeks of vacation may carry over a total of one week of vacation over into the following year. Prior approval should be received from the department head or the Mayor's Office. Approval is given only for unusual circumstances due to work responsibilities.~~ **The one week limitation includes sick leave that was converted to vacation time. For purposes of this section "week" shall be defined as the number of hours worked in a normal work week by an employee.**

- G. Except as provided in Section A above, upon termination from City service, the employee will be paid for any unused earned vacation.

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

Policy Title: Holidays

Policy No. 3.06

Date of Issuance: December 18, 1989

Revision Date: 1-13, 2-15

Description: The purpose of the policy is to designate the specific paid holidays for City employees.

1. Employees are entitled to take a holiday with pay on the following occasions:

New Year's Day	Good Friday
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Christmas Eve Day	Day after Thanksgiving
Christmas	*One Floating Holiday

~~* The date of the floating holiday shall be agreed upon between the employee and the supervisor in order not to disrupt the efficiency of the department.~~

~~New employees are eligible for a floating holiday upon completion of their probationary period and must be used by the end of the calendar year.~~

~~Floating holidays must be used in whole day increments and are not paid out at the end of employment.~~

2. If a paid holiday falls on a Saturday, City Offices are closed the preceding Friday. If a holiday falls on a Sunday, City Offices are closed the following Monday.
3. To qualify for holiday pay, an employee must work on his/her last scheduled work day before and the first scheduled work day after the holiday. For purposes of this section, absences due to vacation, sick leave or other authorized paid leave shall be counted as if the employee was present and working.

Streets and Parks hourly:

Holidays: All employees, including probationary employees, shall receive the following holidays with pay:

New Year's Day	Thanksgiving Day
Good Friday	Day After Thanksgiving
Memorial Day	Christmas Eve Day
Fourth of July	Christmas Day
Labor Day	

~~In addition, each employee shall be allowed one (1) floating holiday off with pay annually.~~

~~The date of the floating holiday shall be agreed between the employee and the superintendent so as not to disrupt the efficiency of the department.~~

Requirements: The employee must be in attendance on the workday immediately preceding and immediately following the holiday to be eligible for the holiday pay, except when:

1. On scheduled vacation;
2. On sick leave;
3. On authorized leave approved by the superintendent;
4. On funeral leave.

Scheduling of Holidays: If any of the above holidays falls on a Sunday, the following day will be considered a holiday. If any of the above holidays fall on a Saturday, the employees shall receive a compensatory day off in lieu of the holiday. This compensatory time shall be taken on a Monday or a Friday. The employee and the department head shall mutually agree on the day off so as not to interrupt the efficiency of the department, but all employees shall be granted their day off within sixty (60) days following the holiday.

When a paid holiday falls on a Monday, the Drop-Off Attendant shall receive a floating holiday. This floating holiday shall be scheduled off on a work day in the same pay period as the holiday, as determined by mutual agreement of the supervisor and the employee.

Work Performed On A Holiday: When any employee works on one of the above holidays, the employee shall receive eight (8) hours straight time pay as holiday pay in addition to time and one-half (1-1/2) pay for the number of hours actually worked.

When an employee is called to work on any of the above holidays ~~except the floating holiday~~, the employee shall receive two (2) hours straight time pay as call pay, in addition to the above provided compensation. In order to qualify for call pay, such employee must have actually reported for work and must have been able and available for work when called. The City and the employees agree that all work on holidays shall be kept to a minimum.

Water/Wastewater hourly:

Holiday Schedule: All regular full-time employees except shift workers shall be granted the following holidays off with pay:

New Year's Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	December 24th
Independence Day	Christmas Day
Labor Day	

~~Employees shall be allowed one (1) floating holiday to be scheduled by mutual agreement.~~

If a holiday falls on a Sunday, the following Monday shall be declared the holiday and if the holiday falls on a Saturday, the preceding Friday shall be declared the holiday. The employee must work the day before and the day after each holiday to be eligible for holiday pay with the exception of normal days off or excused absences.

Holiday for Shift Workers: If a holiday falls on an "off" day of a shift worker (for the purposes of this Agreement shift workers shall include those regularly scheduled to work weekends) he/she will receive an additional day off as scheduled by mutual agreement between the employee and his/her department head.

Work on Holidays: Any shift employees within this work unit who is regularly scheduled and actually works on a holiday, will be paid time and one-half (1-1/2) for hours worked during their regularly scheduled shift plus one (1) holiday to be taken in time off. The holiday must be taken in time off on or before the employee's anniversary date or if not taken in time off, it will be paid out at the employee's regular rate of pay.

Shift employees hired after January 1, 2001, shall receive two and one-half (2-1/2) times their regular rate of pay for all regularly scheduled hours worked on a holiday. It is understood by the parties that non-shift employees receive double time pay for all hours worked on a holiday.

Shift employees who work on a holiday in excess of their regular shift on that holiday shall receive double time pay for each hour worked in excess of their regular shift on that holiday.

Holiday Pay Rate: Holiday pay shall be computed at the employee's regularly classified rate at the regularly scheduled number of hours.



Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887

Tel: 651-223-3000
Fax: 651-223-3002
www.springsted.com

May 26, 2016

Ms. Lisa Jakusz
Human Resource Manager
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

Dear Ms. Jakusz:

Following are options for proposed scope of work for conducting either a market survey update or a comprehensive market survey for the City of Stevens Point.

Wage Survey and Analysis

Option 1- Market Survey Update. Springsted will conduct a salary survey to update the market survey information which was collected during the comprehensive classification and compensation study conducted by the City in 2013. Springsted will work with the City on determining the comparable agencies in the area labor market to be included in the update including a review of the organizations which were approved in the 2013 study. Springsted will consult with City management to determine if other sources of data should be included in the market updates.

The market survey update, analysis of the information and preparation of recommendations shall be conducted for a not-to-exceed fee of \$3,500.00. In addition to the professional fee, Springsted would bill the City for out-of-pocket expenses such as travel, copying, etc. This option does not include on-site visits or a meeting with elected officials. A presentation to the elected officials can be added for an additional fee of \$750 plus expenses.

Option 2 – Comprehensive Market Survey

In order to determine appropriate salary levels of positions in the workforce, Springsted will conduct a comprehensive salary and benefits survey to compare City positions with analogous positions in other comparable agencies in the area labor market. External market comparisons for positions will be based on similar organizational structure, population, geographic location, job responsibilities, scope of authority, financial, socio-economic, growth, and other relevant factors. There may be different labor markets for different City positions. Some positions may be recruited from the local area, while others may be recruited regionally and/or nationally. The study team will consult with City management and designated staff in identifying the appropriate sources of survey data. Springsted will develop the salary survey in conjunction with the City.

It is recommended that potential survey data pertain to organizations comparable to the City of Stevens Point, relate to those organizations with which the City is competing for employees and represents the appropriate labor market.

Appropriate benchmark positions will be identified to be included in the survey. It is proposed that the benchmark positions be selected according to the following criteria:

- Encompass the full range of City positions in the study
- Pertain to positions which are experiencing recruitment and/or retention issues
- Relate to a review of requests for reclassifications
- Correspond to information obtained from discussions with department directors

Based on the market survey findings, Springsted will make recommendations for revisions, if necessary, to the City's current compensation program and will propose a plan(s) for implementation of the compensation plan that coincide with the budgetary requirements of the City and the needs of employees. An estimate of the cost(s) of implementation will be provided.

The market survey, analysis of wages in comparison to the City and preparation of recommendations shall be conducted for a not-to-exceed fee of \$7,500.00. In addition to the professional fee, Springsted would bill the City for out-of-pocket expenses such as travel, copying, etc. This option includes telephone conferences with appropriate staff and presentation of findings to elected officials.

Please let me know if you have any questions or require further information.

Respectfully,

Ann Antonsen

Ann Antonsen, Vice President
Consultant