

PERSONNEL COMMITTEE AGENDA  
Monday, July 11, 2016 – 7:00 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. Election of Vice Chair for the Personnel Committee.
2. Implementation of Change from Floating Holiday to additional Vacation Day.
3. Exception to updated Sick Leave Conversion / Post Employment Health Plan Benefit.
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.

July 5, 2016

Memorandum

TO: Personnel Committee Members

FROM: Lisa Jakusz, City Personnel

RE: Implementation of Changeover of Floating Holiday to Vacation

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In June the Personnel Committee and City Council voted to approve eliminating the floating holiday and instead, adding an additional vacation day for employees.

In the past, floating holidays were added to employee's time off accrual on or about January 1; vacation is added on an employee's anniversary date. Anniversary dates are spread throughout the year.

For 2016, eligible employees did receive their floating holiday. So the question now is to clarify how to best implement the policy change. Staff has thought of two options.

Based on the July 1 effective date, those employees with an anniversary in 2016 could receive the additional vacation day in lieu of a floating holiday in 2016. The drawback to this option, however, is that this group of employees would receive an "extra" day off in 2016.

One other option would be to provide all eligible employees an extra day of vacation in lieu of the floating holiday in January 2017 and advise them that in upcoming years, the additional day of vacation would be added to their vacation balance on their anniversary date.

The drawback to this option is that for employees with an anniversary date late in the year, they would have a longer wait to receive the additional day off.



July 6<sup>th</sup>, 2016

MEMORANDUM

TO: Personnel Committee  
FROM: Mayor Wiza  
RE: Request for Sick Leave Conversion consideration

As you recall, on June 20<sup>th</sup> 2016 the Common Council approved an Administrative Policy change to allow employees to convert accrued sick time in excess of 1040 hours at a rate of 8:1.

There were also several other policy changes regarding vacation, floating holiday and bonus day time off. Knowing that these changes and the timing of these changes can have effects on the employees, the Council accepted the recommendation for a tiered vacation accrual schedule depending on the dated hired. We are also looking at the timing for accrual of the floating holiday (now a vacation day) as they have been previously allocated on January 1<sup>st</sup>.

We have had 3 retirements since January 1<sup>st</sup> of 2016 all three were long term employees.

One had been with us for 31 years, one had 42 years of service and another had 43 years.

Of those three only one had more than the 1040 hours of sick time accrued. That retirement took place on June 6<sup>th</sup>, just two weeks before the policy changed.

My request is that we provide a stipulation to allow the conversion of sick time for that employee under the newly approved policy. The estimated dollar amount would be less than \$1800.

We have likely already saved that amount through the open position that is left from the advancement of others to fill the retiree's position.

I have discussed this internally at our staff meeting, also and only had one person raise concern.