

PERSONNEL COMMITTEE AGENDA
Monday, September 12, 2016 – 6:00 p.m.
Lincoln Center – 1519 Water Street
[A quorum of the City Council may attend this meeting]

Discussion and possible action on:

1. Method for pay increases to pay rates for Crossing Guards and Seasonal employees.
2. Request from Chief Skibba to hire Police Officers in advance of retirements.
3. Administrative Policy 3.02 – Leave of Absence (Page(s) 16 and 17 of Administrative Policy).
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) 346-1569, 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.



August 30, 2016

MEMORANDUM

TO: Personnel Committee Members

FROM: C/T Ladick, HR Manager Jakusz

RE: Method for Establishing Annual Pay Increases for Crossing Guards and Seasonal Employees

Over the years, Department Heads have come forward with requests for modifications to pay schedules in their departments for such positions as Crossing Guards and Seasonal employees on an individual basis.

In an effort to make the process and the pay increases granted more consistent, we propose that the City Council approve affording these employees the same across-the-board increase that is afforded to the pay plan matrix.

This will allow for an increase annually rather than foregoing an increase for a period of time and then increasing a pay rate more dramatically. This would also allow for continuity with the budget process.

Please feel free to contact either of us if you have any questions regarding the request. Your support of this request is greatly appreciated.



Stevens Point Police Department

1515 Strong's 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

TO: Common Council

FROM: Chief of Police Martin E. Skibba

DATE: September 12, 2016

RE: Hiring Police Officers in advance of retirements

Alderspersons:

I am asking that you approve the hiring of up to two police officers in advance of expected retirements within the Stevens Point Police Department. At this time, four police officers are projecting a retirement date of on or about January 2017. The immediate shortage of personnel will have the greatest impact on Patrol. The need to maintain other, specialized positions results in the staffing shortage on Patrol. Moreover, the Field Training Program takes place on Patrol, utilizing trained field instructors that otherwise would be responding to calls for service.

The Field Training process takes 14 weeks, using a minimum of three field instructors. By hiring police officers several months in advance the burden to the field training program is reduced, the manpower shortage to patrol is mitigated and the ability to offer employment to the most qualified candidates is ensured.

After assessing the Stevens Point Police Department's operating budget for 2016, I believe the budget can absorb the salary of two new officers for the months of November and December. Additionally, the hires would be contingent on receiving letters of resignation by two of the officers expecting to retire on or about January of 2017.

Your consideration to address this staffing need is greatly appreciated. If you have specific questions, please contact me and I will be happy to discuss them with you.

Thank you,

Martin E. Skibba
Chief of Police

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

Policy Title: Leave Policies

Policy No. 3.02

Date of Issuance: December 18, 1989

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Leave of Absence

Upon the recommendation of the department head, the Mayor and City Personnel Committee may grant a regular employee a leave of absence subject to the conditions set forth below.

1. Leave without pay shall be granted only when it is in the best interests of the City to return the employee to service at a future date. Requests for leave of absence shall be approved prior to the taking of such leave. If the leave is requested as an extension of sick leave, it must be accompanied by a physician's statement indicating the need for such leave.
2. At the end of a leave of absence, the employee shall be reinstated in the position he/she vacated, or in an equivalent vacant position, if the employee meets the stated qualifications. If there is not a suitable vacancy available, the employee's name shall be placed on a waiting list.
3. Credit toward vacation and sick leave shall not be earned while an employee is on leave of absence, but insurance benefits may be retained if the premium is paid in full by the employee.
4. If an employee is on leave of absence for more than ten (10) consecutive work days during a calendar year, it shall change the employee's anniversary date correspondingly.
5. A return to work earlier than the scheduled date may be arranged between the department head and the employee.
6. Employees on leave of absence will be subject to termination if actively employed elsewhere during the term of their leave.
7. If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend a leave of absence, to the Personnel Committee. If, on the date following the expiration of the leave of absence, an extension has not been requested and granted and the employee has not returned to his/her position, the employee shall be considered to have resigned from City employment.

An employee must exhaust all accrued vacation benefits before requesting a leave of absence.