

PERSONNEL COMMITTEE AGENDA
Monday, April 9, 2012 ~ 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]

1. Request for out of State Travel ~ City Assessor.
2. Discussion and possible action on an amendment to the City Transit Random Testing Policy.
3. Request to hire Assistant Police Chief above the minimum salary.
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, TDD # 346-1556, 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 AM to 4:00 PM.

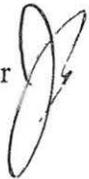
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594
www.stevenspoint.com



City Assessor's Office
Phone: 715-346-1553
Fax: 715-343-6234

Memorandum

TO: Personnel Committee
City of Stevens Point

FROM: James R. Siebers, City Assessor 

DATE: March 29, 2011

RE: Assessor's Out of State Travel Requests

This memo is a request to approve out of state travel for James R. Siebers, City Assessor to attend the annual North Central Regional Association of Assessing Officers (NCRAAO) conference from June, 11 – 14 2012 in Kansas City, Kansas. I would be attending this meeting for educational purposes and due to my involvement as a director for this organization. I am expecting to become the president of this organization, which will be bringing the conference to the State of Wisconsin in 2015. If I am able to attend, I would be willing to pay for the hotel and the automobile expenses for this trip by myself. I am simply asking for the conference registration (\$260) and the time allowed to attend. The expenses for the conference registration was included in the 2012 budget under the general seminar and education expense.

I am also requesting approval to attend the NCRAAO Board of Directors meeting in August, 2012, which is expected to be in Fargo, North Dakota. As a representative from Wisconsin, all of my expenses would be paid for by Wisconsin Association of Assessing Officers (WAAO).

**DRUG AND ALCOHOL TESTING POLICY
CITY OF STEVENS POINT
Adopted _____, 2012**

A. PURPOSE

The City of Stevens Point provides both public fixed route transit and para-transit services for the residents of the City of Stevens Point, and the Villages of Whiting, Park Ridge and Crossroad Commons in Plover. Part of our mission is to ensure that this service is delivered safely, efficiently, and effectively by establishing a drug and alcohol-free work environment, and to ensure that the workplace remains free from the effects of drugs and alcohol in order to promote the health and safety of employees and the general public. In keeping with this mission, the City of Stevens Point declares that the unlawful manufacture, distribution, dispense, possession, or use of controlled substances or misuse of alcohol is prohibited for all employees.

Additionally, the purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988, and the Omnibus Transportation Employee Testing Act of 1991. This policy is intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandate urine drug testing and breath alcohol testing for safety-sensitive positions, and prohibit performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (USDOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

Any provisions set forth in this policy that are included under the sole authority of the City of Stevens Point and are not provided under the authority of the above named Federal regulations are underlined.

B. APPLICABILITY

This Drug and Alcohol Testing Policy applies to all safety-sensitive employees (full- or part-time) when performing any transit-related business. A safety-sensitive function is any duty related to the safe operation of mass transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, dispatchers or person controlling the movement of revenue service vehicles and any other transit employee who is required to hold a



Stevens Point Police Department

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***“Innovative Policing
through Partnerships
with the Community”***



Kevin K. Ruder, Chief of Police

March 25, 2012

Personnel Committee
City of Stevens Point

Personnel Committee Members:

The police department requests the approval from the Personnel Committee to set the salary of the newly appointed assistant police chief at Grade K, Step 6 within the management pay matrix.

The placement within the pay plan is consistent with the recent promotion of Assistant Chief Gemza on the fire department.. There will be no negative impact on the 2012 budget.

Thank you for your attention on this matter.

Respectfully submitted:

Kevin K. Ruder
Chief of Police