

PERSONNEL COMMITTEE AGENDA
Monday, September 9, 2013 – 6:15 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. Request to fill vacancy in the Parks Department.
2. Amendment to Administrative Policy 3.03 – Travel Reimbursement.
3. Request to fill Police Officer Vacancy as of October 1, 2013.
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.

August 19, 2013

Mayor Andrew Halverson
Personnel Committee
City of Stevens Point
Stevens Point, WI


Re; Filling vacancy

The Parks, Recreation & Forestry Department beginning October 26, 2013, will have a vacancy in our full time staff, due to the retirement of a staff member. An employee in this position performs an important role as it relates to the day to day housekeeping duties and maintenance at indoor and outdoor recreational facilities and parks, located throughout our parks system. This position left open, will make it difficult to provide the services our residents and guest to our community have been accustom to. Therefore, I would like your permission to fill this vacant position.

Sincerely,

Tom Schrader
Dir. of Parks & Recreational Services

Request approved



Mayor Andrew Halverson

Date

9/3/13

cc: Lisa Jakusz

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594
Fax: 715-346-1693



Corey D. Ladick
City Comptroller-Treasurer
715-346-1573

To: Personnel Committee/City Council

From: Comptroller-Treasurer Corey Ladick

Re: Adjustments to Meals and Mileage Policy

Need for Adjustments: The reimbursement rate for meals has not been reviewed since 2008, and we are lower than our comparable local government units (see next sheet, "Meal Reimbursement Policies From Others"). When reviewing these rates, it is also important to note that they include tax and tip.

What Will Change: The reimbursement rate for breakfast would increase from \$7.00 to \$8.00, and the reimbursement rate for lunch would increase from \$9.00 to \$10.00. This is a rather modest increase, and would still leave us either below or equal to all of our comparables (Wisconsin Rapids, Wausau, Marshfield, and Portage County). If you assume 15% tip and 5% tax, the actual menu cost would have to be \$6.65 for breakfast and \$8.33 for lunch.

There are also several clarifying changes to the language of the meals and mileage policy, some of which make the policy more restrictive.

Budgetary Implications: There are not any line items that will be adjusted as a direct result of this change. However, this would cause certain line items, such as those for General Seminar/Education Expense, to be used slightly more rapidly. Overall, especially considering that many conferences include lunch, the financial impact will be minimal.

MEAL REIMBURSEMENT POLICIES FROM OTHERS

Wisconsin Rapids –

\$40/day for overnight travel.

\$25/day for no overnight.

Have to fill out a Travel Expense Claim form and must have receipts.

Wausau –

Breakfast \$10 – Employee is required to leave home prior to 6:00 a.m.

Lunch \$12 – Employee is required to leave work area prior to 10:30 a.m. and return after 1:30 p.m.

Dinner \$18 – Employee is required to leave work area prior to 4:00 p.m. and return after 7:00 p.m.

Receipts are not required due to per diem given as max allowed.

Hour and date of departure and return information must be disclosed on the expense reimbursement form.

Per diem may not be claimed for meals included as part of a conference.

Portage County –

Must remit copies of conference brochure, when appropriate.

All requests for reimbursement require the submission of receipts, with the exception for meals and mileage.

No person shall receive any compensation or reimbursement under this section for performing any duties for which compensation or reimbursement is made by any other party.

They have two separate meal compensation plans, one for in-state and one for out-of-state (of which, Milwaukee is considered out-of-state). Out-of-state is \$1 more for breakfast and lunch and \$3 more for dinner.

Breakfast \$9 – Employee leaves home before 7:00 a.m.

Lunch \$9 – Employee leaves before 10:30 a.m. and returns after 2:30 p.m.

Dinner \$17 – Employee returns from travel status after 7:00 p.m. or departs his/her headquarters for overnight travel before 6:00 p.m.

No daily allowance if conference includes meal in the conference cost.

Marshfield –

Breakfast \$8 – leave home prior to 6:30 a.m.

Lunch \$10 – no times given

Dinner - \$22.00 – must arrive back after 7:00 p.m., time taken to eat the meal may not be included in 7:00 p.m. time limit.

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

Policy Title: Travel Reimbursements

Date of Issuance: December 18, 1989

Policy No. 3.03

Revision Date: 01-20-92, 9-18-95, 03-16-98, 10-17-00, 12-17-01
09-19-05, 08-14-06, 6-16-08

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Description: The purpose of the policy is to explain which expenses incurred by employees in the course of their employment are reimbursable. This policy also identifies the appropriate reimbursement rates.

1. Mileage

Employees required to use their personal automobile for City business will be reimbursed at the rate of .375 cents per mile effective 01-01-2007. Car pooling is advised whenever possible. City vehicles should be used when available.

~~The City of Stevens Point Round Trip Mileage chart on page 3 will be used in determining out of town mileage.~~ **The employee will be reimbursed for either the number of miles between their normal workplace and their destination, or the number of miles between their residence and their destination, whichever is less. A printout from a web mapping service, such as "Mapquest", showing beginning and ending destination or actual vehicle mileage needs to be attached to the reimbursement request for out-of-town travel.**

All reimbursement requests need to include the reason for travel, dates of travel, destination and total mileage.

GUIDELINES

- A. No mileage reimbursement for travel between your residence and work, including:
- no mileage reimbursement for coming back to attend committee or common council meetings;
 - no mileage reimbursement for going home to pick up items employee forgot when they came to work;
 - no mileage for personal errands done during working hours, and no personal errands during working hours without permission of your supervisor;
 - no mileage for trips to pick up supplies that would be delivered free of charge, except in supervisor approved emergencies;

- B. Employees who take side trips for personal business or recreation while out-of-town on City business are considered to be acting within the scope of their employment and are covered by workers' compensation. **Mileage will not be paid for side trips; only for distance traveled to and from event.**

2. Meals

- A. Employees required to be away from the City on official business during normal meal times, or are required to attend certain job related functions at which a meal is served and charged to the employee, shall be reimbursed according to the following rates.

Breakfast:	\$7.00	\$ 8.00	(leaves before 7 a.m.)
Lunch:	\$9.00	\$10.00	(leaves before 10:30 a.m. and returns after 2:30 p.m.)
Dinner:	\$17.00	\$17.00	(returns after 7 p.m. or leaves before 5 p.m.)
Total per day:	\$33.00	\$35.00	(includes tax and tip)

Per IRS guidelines, meals for non-overnight stay are considered taxable income and will be reimbursed through the payroll system after the expense was incurred. If an original receipt is submitted then the reimbursement will be made on a non-taxable basis and the employee will be reimbursed through the normal claims process.

- ~~B. If the employee's "reasonable" meal costs exceed the above schedule, you may submit your receipts to the Comptroller Treasurer for consideration of additional reimbursement.~~
- C. If attending a seminar where meals are included in the registration fee, the employee will not receive **reimbursement or per diem in addition for the meals that are included. A copy of the brochure or conference schedule needs to be attached to the request.**

3. Lodging

- A. Hotel accommodations should be made with a City ~~VISA~~ **Credit Card**. (Check with your department head or the Comptroller Treasurer to obtain the use of a card). By making the reservation with a ~~Visa~~ **Credit Card**, the reservation is guaranteed.
- B. Inform the reservation clerk the reservation is for the City of Stevens Point (the City is exempt from state tax and room tax). Give a copy of the City's tax exempt letter to the hotel clerk when you check in. If a special rate is offered for the seminar, be sure to request it. If not, request a government rate.

September 4, 2013

Personnel Committee
1515 Strongs Avenue
Stevens Point WI 54481

Dear Committee Members,

The City was notified of a pending retirement of Officer David Kratzke effective November 12, 2013, after 30 years of service. The Department would like to hire one officer from the current eligibility list to begin employment on or about October 1, 2013 to minimize the impacts of personnel assigned to train recruit officers in January, 2014. Funds are available through salary accounts that are unexpended due to worker's comp claims and a two week unpaid suspension.

Thank you for your consideration.

Sincerely,

Kevin K. Ruder
Chief of Police