

PERSONNEL COMMITTEE AGENDA  
Monday, January 11, 2016 – 6:00 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. Amendment to Administrative Policy 1.02 Fair Employment.
2. Request to hire a limited term Mechanic – Transit.
3. 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.

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

Policy Title: Equal Employment Opportunity Policy

Policy No. 1.02

Date of Issuance: December 18, 1989

Revision Date: July 21, 1997, January 21, 2012

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Description: The City of Stevens Point is an equal opportunity employer. Employment decisions are based on merit and operational needs. The objective of the City's employment practices is to employ individuals who are qualified for specific work by such job-related standards as work experience, demonstrated attitude and skill, education, training, overall ability and other job relevant considerations.

The City employs people who are concerned with the success of Stevens Point; people who care about the highest quality public service and the interests of the constituents we serve; people who carry on their work with skill and ability and people who work well with the City team.

1. Policy

The City provides equal employment opportunities for all qualified persons without regard to age, race, creed, color, disability, marital status, gender, [gender identity and/or gender expression](#), national origin, ancestry, arrest record, conviction record, military service, or any other basis protected by State or Federal law.

Equal consideration shall be given to all qualified persons without regard to his/her protected status when making employment decision including, but not limited to, the following:

- A. Recruitment for employment
- B. Hiring, placement, promotion, transfer or demotion
- C. Compensation
- D. Conditions of employment
- E. Training and development
- F. Involuntary layoff or separation from employment, and
- G. All other components of the City's human resources system

Posted Notices: Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event any person believes he/she has

been discriminated against.

2. Policy Administration

The City Clerk, as the designated Affirmative Action Officer for the City, is responsible for administering and regularly reviewing the City's Affirmative Action Plan, in addition to responding to any complaints related to employment practices received from employees, applicants, or the Equal Employment Opportunity Commission.

City of Stevens Point  
Department of  
Public Utilities and  
Transportation



Joel C Lemke  
Director  
Phone: 715-345-5266  
jlemke@stevenspoint.com

January 6, 2016

Personnel committee:

In late March of this year, we will have our part-time Transit Mechanic off on a non-work related medical procedure that will leave a gap in staff for approximately 12 weeks.

This part of our operation in Transit is already very light on staff (1.5 FTE). The absence of this position for three months would have a significant impact on our operation and the ability to keep up with work.

We are respectfully requesting the ability to hire a limited time employee to fill this vacancy. We would like to have the position filled to allow one week of overlap with the employee prior to the leave occurring. While the length of time is estimated to be 12 weeks, we are requesting to have the position run until the current employee is able to return to work. The Transit Division has the funds needed to accommodate this request.

Thank you for your consideration. If you have any questions or concerns, please feel free to contact me prior to the Personnel meeting to discuss them.

Best Regards,

A handwritten signature in black ink that reads "Joel Lemke".

Joel Lemke  
Director