

PERSONNEL COMMITTEE MEETING
Monday, March 14, 2016 – 6:37 p.m.
Lincoln Center ~ 1519 Water Street

PRESENT: Chairman Phillips; Alderpersons Mrozek, Slowinski, Patton,

EXCUSED: Alderperson Oberstadt

OTHERS

PRESENT: Mayor Wiza; C/T Ladick; Attorney Beveridge; Clerk Moe;
Alderpersons Kneebone, Doxtator, McComb, Ryan, Morrow,
Johnson; Directors Lemke, Ostrowski, Schrader, Schatschneider;
Chief Finn; Chief Skibba; Cathy Dugan; Street Superintendent
Dennis Laidlaw; David Shorr; Steven Plaski; Dave Worzalla; Dale
Schulfer; Ernest Quesada; Clifford Bembeneck; Neil Prendergast;
Nate Enwald ~ PC Gazette; Human Resource Manager Jakusz

Chairman Phillips called the meeting to order.

1. Amendments to City Administrative Policy, 2.05 Position Reclassifications.
Human Resource Manager Jakusz stated that this is one of the last administrative policies to be updated. She noted that the policy hadn't been updated since its inception in 1989.

She explained that prior to Act 10 being passed, the Clerical and Related AFSCME 348 labor agreement had language that worked in conjunction with the City's policy. Now that this labor agreement is no longer in effect and all employees (except Transit, Police and Fire union employees) are covered under the City's pay plan, it makes sense to amend the policy so that all employees whose pay structure is under the pay plan are treated in a like manner.

She stated that this process is not for situations where a department head feels they have a "star employee" and wants to reward them, nor is it intended for a situation where an employee or department head feel the "pay plan got it wrong". This process is intended for situations where a job goes through a major change increasing the level of responsibility in the majority of the duties the employee performs.

Alderman Slowinski asked whether this process allows for appeals similar to how appeals were handled for the pay study. She indicated that historically, the process has not included an appeal process. The department heads have a difficult job that is very much respected, however they see only a small piece of the process. She gave an example of a position that exists in several departments across the City and the impact that can occur if a change is made to one of them during a reclassification process. She described the process she has followed, reviewing the materials submitted by the department, meeting with the employee and the department head and reviewing comparables both internally and externally. An audit report is then drafted and presented to the Mayor.

Mayor Wiza suggested one amendment to the "Classification Review Request Form"; Alderman Phillips asked that this be included in the City Council Packet.

Alderman Mrozek moved to approve the amendment to Administrative Policy 2.05 Position Reclassifications, Alderman Slowinski seconded. Ayes all, nays none. Motion carried.

2. Request flexibility in filling the Night CSO position – possible job share.

Chief Skibba stated that the night time 20 hour per week CSO position has been difficult to keep filled. He's requesting permission to consider filling the position with more than one employee in order to allow more flexibility in candidates, and hopefully keeping the position filled. Alderman Phillips questioned whether such an arrangement would cost the City additional funds. Human Resource Manager Jakusz stated that as long as the number of budgeted hours weren't exceeded, it should be an issue. She pointed out that if multiple employees are hired, the supervisor will need to conduct performance evaluations on all of them to comply with the pay plan.

Alderman Slowinski moved to approve the request for flexibility in filling the Night CSO position with a possible job share, Alderman Patton seconded. Ayes all, nays none. Motion carried.

3. Side letter relating to uniform allowance payment request for IAFF Local 484 2016 – 2018 labor agreement.

Human Resource Manager Jakusz explained that IAFF Local 484 is requesting that the requirement of submitting a written request for payroll to initiate the payment for clothing allowance be eliminated. The Senior Accountant is aware of the contract language allowing for the payment and implements that payment as part of her payroll process in January each year. The Fire Chief had spoken with the Comptroller Treasurer regarding this request; he and his staff are fine with the elimination of the written request.

Motion by Alderman Slowinski, second by Alderperson Mrozek to approve the request for the side letter relating to uniform allowance payment from IAFF Local 484. Ayes all, nays none. Motion carried.

4. Motion by Alderman Slowinski, second by Alderperson Mrozek to adjourn into closed session (6:49 p.m.) pursuant to Wisconsin State Statute 19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session for:

Update on bargaining with AFSCME Local 309 – Transit.

Roll Call: Phillips, Patton, Mrozek, Slowinski

5. Motion by Alderman Patton, second by Alderman Slowinski to reconvene into open session (6:59 p.m.).

Roll Call: Phillips, Patton, Mrozek, Slowinski

6. Motion by Alderperson Mrozek, second by Alderman Patton to recommend ratification of the 2015 – 2017 AFSCME Local 309 Tentative Agreement. Ayes all, nays none. Motion carried.

7. Adjournment – 7:03 p.m.

March 16, 2016

MEMORANDUM

TO: Personnel Committee Members

FROM: Lisa Jakusz, City Personnel

RE: Administrative Police 2.05 – Classification Review Request Form

Attached you will find the form Mayor Wiza mentioned at the Personnel Committee Meeting that works in conjunction with Administrative Policy 2.05 Position Reclassifications.

Per Mayor Wiza's request, I lined through portion under "Department Head or Designee Comments" that he felt was unnecessary for the department head to because the policy states, "A request for reclassification may be initiated by (1) the employee, with department head approval; (2) the supervisor or department head; or (3) the Personnel Committee in the following manner...."

Please feel free to contact me with any questions, 346-1594.

Thank you!

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

Policy Title: Position Reclassifications

Policy No. 2.05

Date of Issuance: December 18, 1989

Revision Date:

Description: The purpose of this policy is to explain the procedure for submission and review of job reclassification requests for ~~both union and management positions~~ positions covered under the City's pay plan.

1. Union Personnel

A request for reclassification may be initiated by (1) the employee, with department head ~~concurrence~~ **approval**; (2) the supervisor or department head; or (3) the Personnel Committee in the following manner.

A. Requests are to be submitted to the City ~~Personnel~~ **Human Resource** Manager by May 15.

B. ~~All requests for reclassification of union personnel should include a current job description, organizational chart for the appropriate work unit, a recommended classification, reason for the reclassification request, and an indication of other positions performing comparable work.~~

All requests for reclassification should include a current must be supported with a substantial change in job duties and responsibility since the last position review of the position. Requests will include: an updated job description, organizational chart for the appropriate work unit, a recommended pay grade, reasons for the reclassification request, and an indication of other positions performing comparable work, and a completed Classification Review Request Form. The immediate supervisor and Department Head must complete and sign the "review" page of the form.

C. ~~Job audits~~ **Reclassification review and recommendation** will be completed by the City ~~Personnel~~ **Human Resource** Manager by September 1.

D. Final recommendations, including fiscal impact, will be presented to the **Mayor for consideration. Those approved by the Mayor will be presented to the Personnel Committee** for consideration at their regular September meeting.

- E. ~~As stated in union contracts, any reclassification and/or pay increase approved will be effective July 1 of the year initiated. **Approved reclassifications will be effective January 1 of the upcoming year.**~~

2. Management Personnel

~~A request for reclassification of management personnel may be initiated by the Mayor, department head or Personnel Committee in the following way.~~

~~A. Requests are to be submitted to the City Personnel Manager by July 1.~~

~~B. All requests for reclassification should include a current job description, organizational chart for the appropriate work unit, a recommended pay grade, reasons for the reclassification request, and an indication of other positions performing comparable work.~~

~~C. All requests will be reviewed by the Mayor for initial approval.~~

~~D. Job audits will be completed by the City Personnel Manager by August 1.~~

~~E. Final recommendations, including fiscal impact will be presented to the Personnel Committee for consideration at their regular September meeting.~~

Note: "More of the same level of work" is not a basis for reclassification, but rather new work of a higher level shall be demonstrated before the Human Resource Manager, Mayor and Personnel Committee will consider a reclassification request.

Classification Review Request Form

Your Name: _____

Your Supervisor's Name: _____

Your Division: _____

Your Department: _____

Your Current Classification: _____

My job has changed since the Pay Plan Study

Requested Classification: _____

Please specify why you believe the requested classification is more appropriate for your position than the current classification. Relate duties you perform to the essential duties and class concept listed for the requested classification:

Use additional sheets if necessary

_____	_____
Employee Signature / Typed Name	Date

Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Personnel Department no later than **May 15th**.
Reclassification Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

- I agree with the employee's review request.
- I disagree with the employee's review request.

Reason/comment:

Immediate Supervisor Signature / Typed Name

Date

Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head no later than May 15th.

Department Head or Designee Comments

- I agree with the employee's review request.
- ~~I disagree with the employee's review request.~~

Reason/comment:

Department Head Signature / Typed Name

Date

Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Employee Resources Department no later than May 15th.