

AMENDED

PERSONNEL COMMITTEE AGENDA

Monday, January 9, 2017 – 6:10 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 3.01 Standard Benefits – Life Insurance for those on the Teamster / Central States Health Plan.
2. Request to hire Assistant Fire Chief above Step 3 on the Pay Matrix.
- * 3. Request from Director Lemke to create a Foreman position.
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.

Administrative Policy 3.01 – Standard Benefits

Group Life Insurance

- A. The City pays for a \$5,000 term policy for each regular employee, with the exception of those on the Teamster Health Plan. The City has the right to select a company of its choice (currently Standard Life). This policy is effective the first of the month following the date of hire and terminates the end of the month in which you cease city employment. If you continue to work past 65 the policy value reduces to 65% at age 65; 50% at age 70 and 35% at age 75.

~~Hourly~~ Employees of the Water/Wastewater Department are eligible for life insurance coverage through the Teamster Health Plan.

~~Water/Wastewater Management employees are provided with a \$5,000 term life insurance policy as well as a \$10,000 term life insurance policy.~~

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

Policy Title: Promotions and Transfers

Policy No. 2.06

Date of Issuance: December 18, 1989

Revision Date: Feb.19, 1990, March 18, 1996, Nov. 16, 2015

Description: The policy of the City is to fill position vacancies by promotion or transfer whenever practical and in the best interests of the City. This explains the City's policy on promotions and transfers for employees whose position is on the City's Pay Plan.

1. When a vacancy exists for management level positions, candidates seeking promotion and/or transfer must have satisfactorily completed their evaluation period and possess the qualifications and skills needed in the vacant position.
2. Requests for promotion for management level positions (except Police and Fire) must be submitted by the applicant's supervisor to the Mayor and Personnel Committee for approval. The request for promotion should include information relative to the employee's qualifications to fill the vacancy. Promotions for hourly employees will be approved by the Department Head. Requests for promotion of Police and Fire Personnel to management level positions shall go to the Police and Fire Commission
3. Promotions or transfers are considered final after a six month evaluation period has been satisfactorily completed in the new position.

A promoted employee who does not successfully complete the required evaluation period may be given the opportunity to return to his/her former position, or a comparable one. If a position is not available, the employee must wait for a vacancy or may see employment elsewhere.

4. The starting salary upon promotion shall be the first step in the grade the position resides that provides the employee an increase of a minimum of 5%. If there is not a step in the grade that provides the employee an increase of at least 5%, then the increase will be 2% above the employee's current pay rate.

Assistant Chief's in the Police and Fire Departments shall start at a minimum of Step 3. The Police and Fire Commission may also request a higher starting step. Such request shall go to the Personnel Committee.

In the case of a transfer to a position in the same grade as the employee's current position, the salary shall remain the same, and the progression in the pay plan (time until next step)

shall also remain the same.

Memorandum

To: Lisa Jakusz
From: Gary Wescott
President
Police and Fire Commission
Date: January 3, 2017
RE: Assistant Chief Baganz Starting Salary



Please start Assistant Chief Jodi Baganz' salary at Grade S, Step 5. By starting at this grade and step, this will bring him in line with City Policy 2.06, Item 4. If you have any questions, please feel free to contact me.

**City of Stevens Point
Department of
Public Utilities**



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

January 4, 2017

TO: Mayor Wiza and the Personnel Committee

RE: Recreation of Service Department Foreman Position

Personnel Committee:

The Water Department is currently in a time of transition due to several factors. Among the recent changes is the retirement and rehire of our Water Department Superintendent. Other upcoming changes revolve around other potential retirements and needed changes to the configuration of different work groups.

To facilitate these changes, I am requesting that one of the positions in our Service Department (consists of five employees) be made a foreman. This is the largest individual work group in the Utilities and is the only one that does not have a foreman or chief position. Management and effectiveness of this group would be improved with the reinstatement of this position that existed many years ago.

I would propose an internal promotion to this position, not a new hire. It would be appropriate to place it with the other foreman in the Department which is grade N on the pay plan created by Springsted (pending review).

Thank you for your consideration, please feel free to contact me with any questions regarding the request.

Sincerely,

A handwritten signature in black ink that reads "Joel Lemke". The signature is written in a cursive, flowing style.

Joel Lemke
Director