

PERSONNEL COMMITTEE AGENDA  
Monday, May 14, 2018 – 6:00 p.m.  
Police Department – 933 Michigan Avenue  
[A quorum of the City Council may attend this meeting]

Discussion and possible action on:

1. Presentation from Ascension Staff relating to the City's Wellness Program.
2. Request to promote employee at the Central Transportation (Transit) Division, per City Administrative Policy 2.06.
3. Amendment to Administrative Policy 2.04 – Authorization for new Positions.
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.



May 9, 2018

MEMORANDUM

TO: Personnel Committee

FROM: Lisa Jakusz, City Personnel

RE: May, 2018 Agenda

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1. Traci Tauferner from Ascension will be giving a presentation on the City's Wellness Program. Traci has been working with the FD for 8 years and City-wide for 6 years.
2. Attached is a request from Director Lemke for a promotion of an employee, per Administrative Policy 2.06 (a copy of the policy is included in the packet as well).
3. Included in the packet is a draft amendment to Administrative Policy 2.04 – Authorization for new Positions.

Please feel free to contact me with any questions relating to the agenda or the packet materials.



May 4, 2018

TO: Mayor and Personnel Committee  
RE: Promotion of Marlene Pohl

**MEMO**

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Mayor and Personnel Committee:

Permission has been granted to the Department to fill the recently vacated position of Mobility Coordinator in our Department. We are proposing to fill that vacancy with a current employee as outlined below.

Marlene Pohl is currently serving as the Travel Trainer for Central Transit and is doing an excellent job. Marlene's current work consists of tasks and duties that are also performed by the Mobility Manager. Because of her favorable track record in her current role and the clear qualifications to perform the role of Mobility Manager, we are proposing to promote Marlene into this new position.

The promotion will result in a movement from J4 (\$22.91) to L2 (\$24.39) which is the first step in the higher position which provides at least a 5% increase per the City Administrative Policies on such promotions.

Thank you for your consideration on this promotion please let me know if I can provide any other information.

Best Regards,

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

Joel Lemke  
Director

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**\*\* 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

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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.



**workload data and trends, etc. Attach relevant supporting data.**

**\*What benefit will the addition provide the City? In what manner will this improve or enhance customer service and/or address community needs?**

**\*Identify any alternatives to this addition that have been considered or attempted.**

**\*Identify the impact if the new position or additional hours aren't created.**

**\*Identify criteria to monitor the effectiveness and impact of the addition. (e.g. increased revenues, improved customer services, decreasing costs, etc.)**

**\*Is the work currently being accomplished in another fashion (contract basis, temporary employee, current employee)? If so, why is this arrangement no longer acceptable?**

**\*Identify the budgetary impact (wages, fringes, furniture/equipment, travel, etc.)**

**\*Identify all funding mechanisms. If grant funds are available, what is the likelihood of renewal?**

**\*Will the proposed additional hours or new position provide a preventive service that will result in a cost avoidance or improved service in the future? Can the position or addition of hours to an existing position be justified as providing greater benefit than cost to the City in the future? If yes, how?**

- D. ~~Recommendation of salary and grade.~~ For positions which do not currently exist in the City, the ~~Personnel Manager~~ **Human Resource Manager will forward the materials for evaluation to the salary plan consultant and will report the recommend a salary and grade.**
- E. An expense and equipment budget for the new position which segregates one-time expenses from ongoing expenses.

The City Personnel Office will assist departments with preparation of the information upon request.