

PERSONNEL COMMITTEE AGENDA
Monday, January 14, 2019 – 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. Notice of Employee(s) Seeking Public Office.
2. Amendment to Administrative Policy 3.01(11).
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.

January 9, 2019

MEMORANDUM

TO: Personnel Committee Members

FROM: Lisa Jakusz, City Personnel

RE: January, 2019 Agenda

1. Per City Administrative Policy 1.10, City employees who seek election to a non-partisan office must notify the City in advance of their participation in a campaign. A copy of the policy is included in the packet. The applicable section is highlighted. I have correspondence from three (3) City employees who plan to participate in a campaign.
2. Community Development Director Ostrowski, is requesting an amendment to Administrative Policy 3.01 #11. Specifically, he is requesting permission to provide logoed shirts for his inspection and neighborhood improvement staff. A memo from the Director as well as the amended policy is included in the packet.

Please feel free to contact me with any questions regarding the agenda items.

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

Policy Title: Employee Participation in Political Activity Policy No. 1.10

Date of Issuance: December 18, 1989

Revision Date: April 18, 1994, June 16, 1997, January 21, 2013

Description: It is desirable that citizens participate in government. To this extent, the City will attempt to facilitate an employee's participation. This policy provides guidance to regular employees of the City who wish to participate, either directly or indirectly, in political activity. However, City employees are expected to recognize the unique position they hold as a public employee. The City services all constituents without regard to political affiliations.

1. Partisan Activity

- A. An employee seeking election to a partisan political office, must take leave without pay during the period of the campaign. The campaign period covers the time from the first public announcement of intent to seek office through the time the election is conducted or the employee withdraws from the campaign.
- B. The provisions contained in paragraph A. shall not apply to any employee whose principal employment is not in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a Federal agency as provided in the Federal Hatch Act, 5 U.S.C. sec. 1501, et seq.
- C. If elected, the employee must separate from City service upon assuming the duties and responsibilities of office, except in cases in which the elected position is part-time.
- D. A City employee may be granted a leave of absence to participate in a partisan political campaign. A request for a leave of absence for this purpose must be submitted to the Personnel Committee for review and approval.

2. Non-partisan Activity

- A. An employee may seek election to a non-partisan public office provided it does not conflict with his/her duties and responsibilities as a City employee. In order for this determination to be made, the employee must disclose his/her intent in writing to the City Personnel Committee prior to active participation in a campaign.

B. The Personnel Committee, in consultation with the City Attorney, will make a determination as to whether an office is in conflict with an employee's duties. In making this determination, consideration will be given to the following items:

(1) The responsibilities of the office as they relate to those of the employee.

(2) The times when, and the amount of time needed to properly exercise the responsibilities of the office.

(3) The relationship with individuals or governmental units as a public official, in comparison to the relationship or possible relationship to the same individuals or governmental units as a City employee.

C. Should it be determined that an office is in conflict with an employee's duties and responsibilities, the employee will be required to take leave without pay during the period of the campaign or while holding office.

3. Political Activity During Working Hours

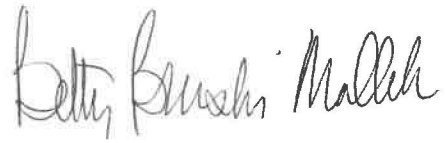
Employees should not engage in political activity during working hours or while acting in the capacity of an employee of the City. This shall include, but is not limited to the distribution or wearing of political badges, buttons or printed matter or their placement on City property.

In addition, employees on leave of absence to run in or participate in a campaign may not solicit assistance or support from any City employee during working hours or on City property.

January 2, 2019

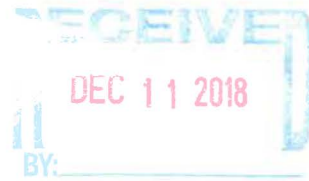
TO: City of Stevens Point

I have circulated papers to run for municipal clerk in the Village of Junction City.

A handwritten signature in black ink that reads "Betty Bruski Mallek". The signature is written in a cursive style with a distinct loop at the end of the last name.

Betty Bruski Mallek

DEC. 8, 2018



I, ROGER M. SKRZECZKOSKI SR.
FORWARD MY INTENT TO RUN FOR RE-ELECTION
FOR THE POSITION OF BOARD SUPERVISOR FOR THE
TOWN OF EAU PLEINE.

SPRING ELECTION TO BE HELD 4-2-19

ROGER M. SKRZECZKOSKI SR.
Roger M. Skrzeczko Sr.

Kari Yenter
9041 County Road OO
Rosholt, WI 54473

January 3, 2019

City of Stevens Point
Personnel Committee
1515 Strong's Avenue
Stevens Point, WI 54481

Dear Personnel Committee members:

Per administrative policy, I am notifying you of my intent to run for the non-partisan position of Town of New Hope Clerk for the April 2, 2019 election.

Sincerely,


Kari Yenter



Memo

Michael Ostrowski, Director
Community Development
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481
Ph: (715) 346-1568 • Fax: (715) 346-1498

City of Stevens Point – Department of Community Development

To: Personnel Committee
From: Michael Ostrowski
CC: Lisa Jakusz and DJ Schneider
Date: 1/2/2019
Re: Community Development Department Uniforms

In an effort to create consistency in terms of identification and image for our department with the public, as well as continuing to increase professionalism and promotion of the City, I am recommending that inspectors and individuals who are out in the field on a frequent basis to wear shirts with the City's logo.

Therefore, the following amendment to policy 3.01(11) would be needed relating to the Community Development Department:

The City shall furnish building inspector and neighborhood improvement positions with City logoed shirts. Full-time employees shall be furnished with five shirts, while part-time employees shall be furnished the number of shirts based on the percentage of hours worked. For example, an employee who works 24 hours per week would be furnished three shirts. Thereafter, shirts shall be replaced as needed, but not more than the initial amount annually. The employees shall be required to wear such shirts during work hours and shall be responsible for laundering and maintaining them.

Since the number of individuals receiving this benefit is fairly minimal, funds for the shirts will be taken from the current department budget.

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

Policy Title: Standard Benefits

Policy No. 3.01

Date of Issuance: December 18, 1989

Revision Date: 2-90, 5-90, 10-93, 8-03, 3-07, 9-08, 3-10, 6-13, 11-13, 2-14, 7-14, 11-14,
12-14, 1-15, 2-15, 9-15, 10-15, 12-16, 1-17, 7-

17

Description: This policy covers all benefits in which employees are eligible to participate. Benefits include State Retirement, Federal Social Security, Health Insurance, Life Insurance, Worker's Compensation and Deferred Compensation. Benefits are administered by the City Personnel Office.

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11. Uniform/Clothing Allowance

If the Administrative Assistant(s) in the Police and Fire Department(s) are required to wear uniforms, the City will provide uniforms at the discretion of the Chief(s).

Clerical and Related hourly employees:

The City shall continue to provide the Community Service Officers with their uniforms, including footwear, and replacements thereof in accordance with the existing practice.

Department of Public Works, Parks employees and Inspectors:

Safety-toed Shoe/Clothing Allowance: Department of Public Works and Parks employees who are required to wear safety-toed shoes will receive an annual safety-toed shoe/clothing/prescription safety eyewear allowance of two-hundred dollars (\$200.00) total, payable on the second payday of January of each year. Employees will only receive one (1) allowance of two-hundred dollars (\$200.00) for all three purposes (safety-toed-shoes, work related clothing, and prescription safety eyewear). Employees are required to wear safety-toed shoes, unless they submit certification from a physician indicating a medically related reason why they cannot wear them.

City Inspectors will be eligible for the annual \$200 safety toed shoe allowance as well.

The City shall furnish building inspector and neighborhood improvement positions with City logoed shirts. Full-time employees shall be furnished with five (5) shirts, while part-time employees shall be furnished with the number of shirts based on the

percentage of hours worked. For example, an employee who works 24 (twenty-four) hours per would be furnished with three shirts. Thereafter, shirts shall be replaced as needed, but not more than the initial amount annually. The employees shall be required to wear such shirts during work hours and shall be responsible for laundering and maintaining them.

The City will provide a new employee with a safety-toed shoe/clothing/prescription safety eyewear allowance of two-hundred dollars (\$200.00), payable upon satisfactory completion of the probationary period. If the probationary period begins in one (1) calendar year and ends the following calendar year, the employee shall be eligible for an allowance of two-hundred dollars (\$200.00) for each year upon satisfactory completion of probation.

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