

Our intention is to have in-person meetings going forward. For the time being, we will hold the City Committee Meetings, Plan Commission, Council and most others at the Community Room at 933 Michigan Avenue. This in-person location will meet the legal requirement for our open meetings.

We will have a virtual option available, but the technology for the hybrid style meeting may not be reliable all of the time.

PERSONNEL COMMITTEE

August 9, 2021 - 6:05 PM

(or immediately following previously scheduled meeting)

**Community Room
933 Michigan Avenue, Stevens Point, WI**

OR

Zoom Teleconferencing

Meeting ID: 852 5404 2711| Passcode: 725284

By Computer: <https://us02web.zoom.us/j/85254042711>

By Phone: +1-312-626-6799 (US Chicago)

(A quorum of the City Council may attend this meeting)

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Requests for known 2022 out of state travel.
3. Grievance: Central Transportation fill-in driver call in procedure.
4. Reclassification of:
Operations Supervisor
Assessment Technician

Stipend for additional certifications - Inspection
5. Reorganization at Central Transportation
6. Adjournment.

Meeting Rider

Any person who has special needs while attending this meeting or needing 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, TDD # 346-1556 or by mail at 1515 Strongs Ave., 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 4:00p.m.

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

Policy Title: Out of State Travel for Work Related Training
Policy No. 3.05

Date of Issuance: December 18, 1989

Revision Date: October 15, 1990

Description: The purpose of this policy is to explain the City's policy regarding employee travel for out of state work related training.

1. Out-of-State

- A. Attendance at out-of-state seminars, conferences or classes must be approved in advance by the Mayor and the Personnel Committee. (This does not include those held in Chicago or Minneapolis which only require supervisory approval).
- B. Known out-of-state conference requests for the upcoming budget year are to be submitted to the Personnel Committee for evaluation at their August meeting.

Section Policy No. 3.01 "Standard Benefits" for policy information relating to Continuing Education.



Memo

TO: Personnel Committee

FROM: Dan Kremer, Director of Parks, Recreation and Forestry

DATE: July 6, 2021

RE: Out of State Travel - 2022

Please consider the following request for out of state travel for the Parks, Recreation and Forestry Department for 2022.

Each year during the budget process the Parks, Recreation and Forestry Department (PRF) includes budget dollars within the operational budget for Continuing Education Units (CEU's) required for licensures, safety related courses, professional organization and association conferences and other professional development trainings. The Wisconsin Parks and Recreation Association, Wisconsin Arborists Association, Wisconsin Turf Managers Association and National Park and Recreation Association conferences are examples of those attended by staff.

Many dates and locations for various conferences and training have not been announced yet but could potentially require out of state travel when details are announced at a later date. I respectfully request permission to allow out of state travel for purposes related to education, safety and professional development which can be accomplished within the PRF operational budget as approved by the Director.



MEMORANDUM

To: Personnel Committee

From: Ryan Kernosky, Director of Community Development 

Date: August 9, 2021

RE: 2022 Out of State Travel

Please consider the following request for out of state travel in 2022 for the Department of Community Development.

Annually we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional annual conferences. Wisconsin and Midwest conferences occur yearly, and most staff chooses to attend those, however, there may be educational courses or conferences out of state that provide opportunities not available at the State or Regional level. These opportunities include the American Planning Association's annual conference (San Diego, CA April 30 – May 3, 2022), International Economic Development Council's annual conference (Oklahoma City, OK Sept. 18-21, 2022), International Association of Assessing Officers annual conference, among others. Conferences like these are important to the continuing education of your dedicated Community Development Staff.

Out of state travel will be reviewed by the Department Director on a case-by-case basis, ensuring that there is adequate staff coverage and budgeting to allow the employee to attend.

Thank you for your consideration.

www.stevenspoint.com

Open Records Information: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481



Public Works

Engineering Department:
Phone: 715-346-1561
Fax: 715-346-1650

Streets Department:
Phone: 715-346-1537
Fax: 715-346-1687

July 30, 2021

To: Personnel Committee

From: Scott Beduhn, Director of Public Works *SAB*

Re: 2022 Out of State Travel Request

Please consider the following request for out of state travel for the Department of Public Works.

Annually we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional annual conferences. While we preferentially look for educational courses and conferences within the state, there may be educational courses or conferences out of state that provide opportunities not available at the local level. These courses and conferences are not all known at this time but may include offerings from American Public Work Association (APWA), Institute of Public Works Engineering Australia (IPWEA), American Water Works Association (AWWA), International Municipal Signal Association (IMSA), Water Environment Federation (WEF), National Society of Professional Surveyors (NSPS), Geospatial Information and Technology Association (GITA), Esri, as well as accredited colleges and universities.

I respectfully request permission to allow out of state travel for the purposes related to education, professional organization and safety that can be accomplished within the Department's budget and as approved by the Director.

If there are any questions, please don't hesitate to contact me.

Thank you.

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



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

August 3, 2021

MEMO

RE: 2022 out of state travel

Personnel Committee:

Please consider the following request for out of state travel for Water, Wastewater, Stormwater, Transit, and Airport.

Annually, we budget for training and travel related to continuing education, software educational activities, safety related courses, and professional organization annual conferences. The American Water Works Association (AWWA) annual conference as well as the Water Environment Federation (WEF) annual conference are typically attended by utility staff.

Travel for Transit and Airport staff could be needed for courses and conferences that have not been announced yet. We are anticipating some conference attendance in areas that don't require approval, but not all conference details are known yet.

We respectfully request permission to allow out of state travel for purposes related to education, professional organizations, and safety that can be accommodated within Department budgets and as approved by the Director.

Thank you for your consideration,

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

Joel Lemke
Director



AFSCME WISCONSIN COUNCIL #32

LOCAL UNION NAME: Stevens Point Municipal Workers No. 309

Employer: City of Stevens Point Central Transportation

Complaint and Grievance No. 2021-002 Date 27 May 2021

Employee's Supervisor Tom Carroll Work Location Transit

Employee's Name Patrick Draper Hiring Date 7 May 2018

Employee's Phone 715-335-8094 Grade Level _____

Date of the alleged infraction 12 May 2021

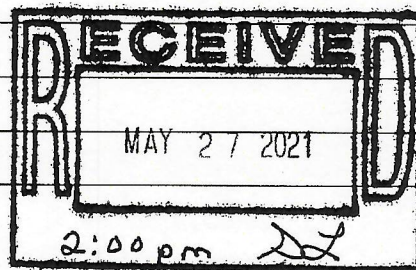
Statement of Grievance:

(Circumstances of Facts): (Briefly, what happened) Another driver was offered and accepted a shift that they were unable to work completely and the above employee was never offered to work.

(The contention— what did management do wrong?) (Article or Section of contract which was violated if any) _____

Violation of Article 9 Section J.1. - Failed to offer the most senior driver who could assume the entire piece of work without subjecting the city to overtime liability.

(The Request for Settlement or corrective action desired): Pay the 7.75 hrs that should have been offered if the contract was followed properly by management



(Signed) _____

shall retain the employee's bidding rights and, upon return from leave, shall be returned to the employee's bid.

- H. Under sub-sections 2 and 3 above, re-bids shall include all Operators. All Operators by seniority, will have an opportunity to re-bid. (Each Operator will have a choice to either remain in their current bid route or choose the open bid.)
- I. Emergency bookings (less than one (1) hours' notice): When no substitute operator is available within 45 minutes, it may be handled in one of two ways.

CDL Operators

- 1. Any available Operator may accept the piece of work for no more than two (2) hours at time and one half (1 1/2) by which time the normal booking process will have secured an Operator. A maximum of two (2) hours pay at time and one half (1 1/2) will provide this emergency fill in assignment, unless this causes the employee to work more than forty (40) hours, then employees shall be paid in line with Article 11.
- 2. Management personnel may take the piece of work only until such time an Operator is assigned to work via the normal scheduling process.

Non-CDL Operators

- 1. When no substitute Operator is available for the work, the Supervisor shall take the piece of work until such time a substitute operator is secured to take the work.

- J. Substitute or Extra Hours: Substitute or extra driving hours shall be distributed as follows:

CDL Operators

- 1. The most senior part-time operator whose work schedule allows them to assume the entire piece of substitute or extra hours without subjecting the City to overtime liability. This process shall continue through the seniority list of employees.
- 2. If no one is available for the entire piece of substitute or extra hours, then the piece of substitute or extra hours may be split, and offered by seniority first and Operator availability second.

3. If Operators are not found available for the substitute or extra driving, said available hours shall be assigned to the Operators by reverse seniority.
4. An Operator will have twenty-four (24) hours following the weekly Thursday posting of the driving schedule to turn down substitute and extra hours. The weekly schedule will not be considered final until 12:00 pm on Friday.
5. Administration of this Article will not subject the City to overtime liability, in the event there are Operators remaining who are available to cover the shift without subjecting the City to overtime. In the event that the shift cannot be covered without subjecting the City to overtime, the City agrees to pay overtime in accordance with Article 10.

Non-CDL Operators

1. The most senior part-time operator whose work schedule allows them to assume the entire piece of substitute or extra hours without subjecting the City to overtime liability. This process shall continue through the seniority list of employees.

If there are no part-time Operators available, a substitute Operator shall be offered the work.

2. Point Plus Paratransit hours shall be offered to Non-CDL Operators when no CDL Operator is available.

Non-CDL Operators shall receive CDL Operator rate of pay based on Appendix "A" wage rates when covering Point Plus Paratransit hours.

Article 10 - Overtime

A. Bus Operators:

All bus operators shall be paid at time and one half (1½) the regular pay for all work over forty (40) hours. Funeral leave, vacation and holiday time shall be considered time worked for computing overtime.

Overtime shall be offered by seniority when all Operators who are available to work the entire shift are at or above forty (40) hours in the week. Operators who are scheduled to work wash hours on an overtime basis may donate wash hours to other bargaining unit employees. Such donation shall normally occur within 24 hours of posting the schedule on a form provided by the City.

5/12/21

At 5:30am, Charlene Zagrzebski called in sick for her 6:30am-2:30pm shift the morning of 5/12/21. Rural Supervisor, Dave Adams took the call and called in a replacement driver. Dave contacted Mike Gross to cover the shift. Mike accepted the shift. Mike is senior to Pat.

At 7:30 am, AM Supervisor, Talin Scheuermann noticed Mike's regular route overlapped his regular shift by 15 minutes. Based on contract language, Patrick should have been called first since he was able to cover the entire shift.

At 8:04am, Dave Adams called Patrick to offer him the hours. Patrick did not answer the phone so Dave left a message saying "Charlene called off, give me a ring for that."

5/20/21

Eight days later, Patrick Draper stopped by the AM Supervisor's office to ask about the situation. He stated that he should have been called first and said that he should have been called around 5:45am.

5/27/21

Patrick Draper turned in a grievance form to Susan Lemke.

6/1/21

Patrick stopped by the AM Supervisor's office and was asked if he could meet on 6/3/21 to discuss the grievance. Patrick told the AM Supervisor that he was never offered the hours and played the voicemail. The voicemail said "Charlene called off, give me a ring for that."

6/3/21 - Step 1 Grievance

Patrick met with supervisors, Neil Peterson, Dave Adams and Talin Scheuermann to discuss the grievance. Patrick was explained that past practice is to contact the right person and offer them the shift. If the right person accepts the shift, they must report to work in order to get paid for the entire shift. Patrick was informed he was offered the shift but did not accept it. Grievance was denied.

6/9/21

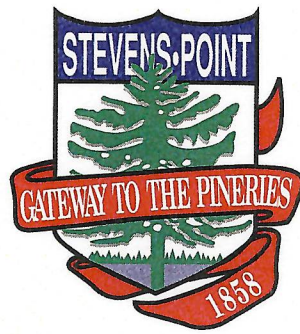
Patrick handed Talin Scheuermann his appeal in writing to proceed to Step 2 Grievance procedure.

6/16/21 - Step 2 Grievance

Patrick met with Joel Lemke, Tom Carroll and Talin Scheuermann.

Patrick indicated he reviewed the message at 9:00am, but had already planned his day out. Patrick stated he should have received the call between 5:30-5:45am, not 8:04am. Patrick was explained that past practice is to contact the right person and offer them the shift. If the right person accepts the shift, they must report to work in order to get paid for the entire shift.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594
Fax: 715-346-1530



Department of
Administrative Services
715-346-1594

August 2, 2021

MEMORANDUM

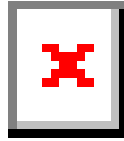
TO: Personnel Committee
FROM: Lisa Jakusz, HR Manager
RE: Reclassification Approval

Ann Antonsen of Baker Tilly has recommended reclassification of the following positions:

Operations Supervisor at Central Transportation be reclassified to Operations Superintendent. The position will move from Grade O6 which has an annual salary of \$72,051 to Grade S2 which has an annual salary of \$81,640.00. The annualized cost for wages and associated fringes for this reclass is \$10,982.

Assessment Technician be reclassified to Property Appraiser. The position will move from Grade I8 which has an hourly rate of \$26.18 to Grade K5 which has an hourly rate of \$26.85. The annualized cost for wages and associated fringes for this reclass is \$1,596.

A reclassification request was also submitted for the Plumbing Inspector who attained the UDC Electrical Inspector certification which is outside of his required job description. Ann Antonsen felt a stipend would be more appropriate as it is highly unlikely that we would be able to recruit for a Plumbing Inspector and require that candidates have the UDC Electrical Inspector Certification. A stipend of \$.50 per hour will be added for this certification. The annualized cost for wages and associated fringes for this stipend is \$973.



August 3, 2021

TO: Personnel Committee, Mayor Wiza

RE: Department Reorganization – Central Transportation

Personnel Committee,

At the June Personnel meeting, there was a discussion only item related to a small reorganization of the Transit operation. That item along with a reclassification following the retirement of Susan Lemke were briefly discussed. The reclassification request is covered under a different agenda item at this meeting (August, 2021). Here is a recap of the previous item and an official request for reorganization.

- In June (following the retirement of Susan Lemke) there was a request for reclassification of the Operations Supervisor position. That request was recommended for approval (by B/T) and is now proposed to be the Operations Superintendent.
- Since many job responsibilities have been added to that of the Operations Superintendent, the structure of the Department is best served by having the two peer positions (Operations Sup't and Transit Sup't) organized as such.
- Upon approval of this request, the interim assignment to the Transit Superintendent will be made permanent.

We respectfully request that a reorganization of the Transit operation be approved to make the two Superintendent positions hold their respective responsibilities as represented in their current job descriptions. These two Superintendent positions are, due to their approved grading in the City pay plan to be peers in the Department as shown and represented on the attached org chart that has been modified to represent the requested changes.

Thank you for your consideration, we look forward to discussion at the Personnel meeting.

Sincerely,

Joel Lemke
Director

Transportation Superintendent:

Oversees transportation personnel, program development, community transportation planning, public relations, interagency coordination, fiscal reporting and data monitoring, contract management, operating and capital budgets, preparation of state and federal grant applications.

Operations Superintendent:

Oversees transportation personnel, county and city transportation systems, manages all account activities including payroll. Manages vehicle, building and grounds maintenance, vendor relations and contracts, internal relations, and formulates and implements policies.

