

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

December 13, 2021 - 6:15 PM

(or immediately following previously scheduled meeting)

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

OR

Zoom Teleconferencing

Meeting ID: 810 9140 2029 | Passcode: 461727

By Computer:

<https://us02web.zoom.us/j/81091402029?pwd=WVhYNkxKUWJSbW9xRFJVTjVVCdKxiQT09>

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. Amendment to Administrative Policy 3.02 - Vacation Carry over.
3. Market Survey Results
4. Ordinance Amendment – Compensation for Election Officials (poll workers and appointed Canvass Board members) (Sections 3.40(2) and 3.46(4) of the RMC).
5. 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: Leave Policies

Policy No. 3.02

Date of Issuance: December 18, 1989

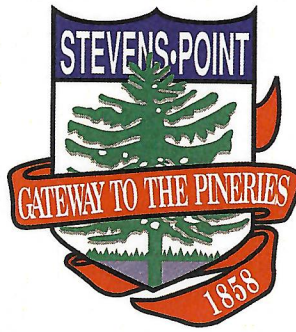
Revision Date: 7-90, 5-91, 9-91, 8-93, 2-98, 4-99, 7-02, 12-02, 8-04, 9-05, 5-06, 3-07, 7-09, 9-09, 9-11, 1-13, 8-13, 1-14, 2-15, 6-16, 5-19, 3-20, 11-20

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Vacation

- F. An employee may carry over a total of one week of vacation into the following year. The one week limitation includes sick leave that was converted to vacation time. Due to Covid-19, employees will be permitted to carry over up to two weeks of vacation with supervisory/department head approval throughout 2021 **March 31, 2022**. As of ~~January 1, 2022~~ **April 1, 2022**, this policy will revert to allowing one week of vacation carry over. For purposes of this section “week” shall be defined as the number of hours worked in a normal work week by an employee.

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



Mike Wiza
Mayor
mwiza@stevenspoint.com
715-346-1570

December 8, 2021

MEMORANDUM

TO: Personnel Committee Members
FROM: Mayor Wiza
RE: 2021 Market Survey

Included in the packet you will find a memo from Ann Antonsen of Baker Tilly regarding the result of the market survey conducted on the City pay plan this year.

The last review of our pay plan was conducted in 2016. Since that time, we've utilized the services of Baker Tilly for the review of newly created position descriptions as well as position descriptions submitted as part of reclassification requests. We feel it is important to review our pay periodically to ensure we offer competitive wages.

Ann Antonsen memo regarding our market survey is very detailed. You will note that she is recommending grade changes for two classifications: Public Works Operator and Community Service Officer. I respectfully request that you approve these grade changes with an effective date of 1/1/2022.

Thank you for your cooperation.

A handwritten signature in blue ink, appearing to read "Mike Wiza".

October 26, 2021

Mayor Mike Wiza
City Clerk/Administrator
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

Re: Compensation Study Final Report

Dear Mayor Wiza:

Baker Tilly is pleased to provide the City Stevens Point with the completed compensation study. The City retained Baker Tilly to conduct a Compensation Study in the spring of 2021. The Study represents a thorough market analysis of equivalent positions in comparable organizations.

A compensation system provides the framework for determining how employees will be paid. As a general rule, most organizations conduct comprehensive classification and compensation studies approximately every five to seven years ensuring their ability to hire and retain qualified employees and that internal relationships are equitable. The external market comparison is important because it ensures that the compensation plan is adequate to attract new employees and retain existing employees. Conducting periodic reviews of internal and external comparability of an organizations compensation program will assist in maintaining a long-term compensation program and in recruiting and retaining qualified, experienced employees.

Market Survey. A comprehensive salary survey was conducted as part of this study with the City reviewing and approving the proposed jurisdictions to be surveyed. Survey recipients were selected based on demographics, comparable levels of services provided by the entity surveyed, geographic proximity to the City of Stevens Point and competition for employees. Sixteen (16) communities listed below, were invited to participate in the survey. It was difficult to collect the information and Baker Tilly staff as well as City staff made multiple contacts to obtain survey information. We were able to collect information from all of the selected benchmarks:

- City of Appleton
- City of De Pere
- City of Eau Claire
- City of Fond du Lac
- City of La Crosse
- City of Manitowoc
- City of Marshfield
- City of Neenah
- City of Oshkosh
- City of Sheboygan
- City of Superior
- City of Watertown
- City of Wausau
- City of West Bend
- City of Wisconsin Rapids
- Village of Plover

Survey respondents were asked to provide information only on those City of Stevens Point positions which they considered to be comparable to positions in their organizations. Therefore, survey respondents did not provide data for every position surveyed.

Survey Results. Forty-six City positions were included in the survey, the information for 42 of the positions was included in the overall analysis. Four positions were not included in the analysis as the information collected was either incomplete (not enough information received) or inconsistent (responses not consistent with the position in the City of Stevens Point). On average the salary ranges of City positions are consistent with the market average. Minimum salaries are 0.64% below the average minimum salaries, midpoint wages of the surveyed positions are, on average, 3.4% below the market and the maximum salaries on average are 1.68% below the market. For comparison purposes, wages which are within 5% above or below the market average, dependent on the organizations pay philosophy regarding market relationship, are considered to be competitive. As a part of the survey, step 2 of the City's wage scale was used as the minimum salary as that is the salary the City currently uses as the starting salary for newly hired employees. The midpoint utilized in the comparison is the midpoint from the pay scale and not the true midpoint calculated between step 2 and the maximum wage. Survey Results are attached in Appendix I.

Compensation Philosophy. A pay philosophy guides the design of a compensation system and answers key questions regarding pay strategy. It generally takes a comprehensive, long term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the organization's overall goals.

Market competitiveness and internal equity are among the most important areas addressed in a pay philosophy. An organization's desired market position involves defining the market and identifying where the organization wants to be positioned within that market. Market position should balance what it takes to attract new employees and retain skilled employees (in other words, eliminate higher pay as the reason employees leave the organization) with the organization's financial resources. Internal equity expresses an organization's desire to provide comparable pay to positions with comparable duties and responsibilities.

A pay philosophy should be developed that establishes a compensation program based on individual employee performance as a key feature of the pay philosophy. Therefore, we emphasize references to performance in the pay philosophy discussion. As part of the study, it is recommended that the City consider these concepts in the adoption of a formal pay philosophy:

- Providing fair and equitable rates of pay to employees
- Defining the City's market area
- Developing a system that establishes a "market rate" for each position and states the minimum wage and maximum rates that the City will pay individuals within a position
- Establishing rates of pay that allow the City to compete successfully for new employees within its market area
- Establishing a market position that is fiscally responsible with public resources
- Ensuring that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Developing a compensation system that allows employees to progress through the pay range as long as their performance consistently meets expectations
- Developing pay administration policies and procedures that ensure their consistent application between departments

- Ensuring that the compensation program is understandable to employees, supervisors, managers, the City Council and the public

Internal Equity. As a part of the study process the City identified positions that may need a review for internal equity and additional positions were identified during the review of the market survey data for review of internal equity. During the original study conducted in 2016 the City implemented the Systematic Analysis and Factor Evaluation (SAFE®) job evaluation system which evaluates, rates and ranks each position in the City's workforce. The factors included in the SAFE job evaluation system are:

- | | |
|---------------------------|------------------------------|
| • Training and Ability | • Experience Required |
| • Level of Work | • Human Relations Skills |
| • Physical Demands | • Working Conditions/Hazards |
| • Independence of Actions | • Impact on End Results |
| • Supervision Exercised | |

Two positions were recommended for grade adjustment based on the job evaluation:

- Public Works Operator: move from grade H to I
- Community Service Officer: move grade B to D

Summary. The City's current compensation plan, on average is consistent with the market. A review of the internal relationships of positions within the City indicates that there are no inequities amongst comparable positions. The study results indicate that the City does not need to make market adjustments to the pay plan, however, the City should continue to make annual cost of living adjustments to the compensation structure as well as the wages for individual employees

Respectfully submitted,

Ann S. Antonsen

Ann S. Antonsen
Director

City of Stevens Point
1515 Strong's Avenue
Stevens Point, WI 54481-3594

FAX 715-346-1498



Kari Yenter
City Clerk
715-346-1569

To: Personnel Committee, Common Council
From: Kari Yenter, City Clerk
Date: December 2, 2021
RE: Election Workers Compensation

Before you is an ordinance amendment to adjust the compensation for the Election Officials and Canvass Board members. During the budget process, an increase in compensation was approved. The ordinance amendment is simply reflecting that increase in compensation for Election Officials and Canvass Board members.

Thank you, this is greatly appreciated. It demonstrates our commitment and respect for the work that is performed by these individuals.

**ORDINANCE AMENDING THE REVISED MUNICIPAL CODE
OF THE CITY OF STEVENS POINT, WISCONSIN**

The Common Council of the City of Stevens Point do ordain as follows:

SECTION I: That Subsection (2) of Section 3.40 of the Revised Municipal Code of the City of Stevens Point is hereby amended to read as follows:

(2) Compensation. Election officials shall receive ~~\$11.00~~ \$14.50 per hour. The official chosen as Chief Election Inspector in each District shall receive ~~\$13.50~~ \$17.00 per hour. Election officials serving at nursing home facilities for voting by such residents prior to Election Day shall receive ~~\$11.00~~ \$14.50 per hour. Any election official attending a school of instruction prior to an election shall receive compensation based on their position as outlined above.

SECTION II: That Subsection (4) of Section 3.46 of the Revised Municipal Code of the City of Stevens Point is hereby amended to read as follows:

(4) Canvassing Board. The Canvassing Board examines the Election Day records for completeness and accuracy and makes an official determination and certification of the outcome of the election. It shall be composed of the municipal clerk and two (2) other qualified electors of the municipality appointed by the clerk. The members of the board of canvassers shall serve 2-year terms commencing on January 1 of each odd-numbered year, except that any member who is appointed to fill a permanent vacancy shall serve for the unexpired term of the original appointee. The two (2) appointed members shall receive ~~\$12.00~~ \$14.50 per hour.

SECTION III: This ordinance shall take effect on January 1, 2022.

APPROVED: _____
Mike Wiza, Mayor

ATTEST: _____
Kari Yenter, City Clerk

Dated: December 2, 2021
Adopted: December 20, 2021
Published: December 24, 2021