

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

April 11, 2022 - 7:10 PM

(or immediately following previously scheduled meeting)

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

OR

Zoom Teleconferencing

Meeting ID: 892 9756 5798| Passcode: 602701

By Computer:

<https://us02web.zoom.us/j/89297565798?pwd=OCtBeWFrRDNxeHIZVkhTSG01b2RuUT09>

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. Request to start the Assistant Chief of Police at Step S4 per Administrative Policy 2.06
3. Request for Temporary Assignment Pay for interim HR Manager
4. Adjourn into closed session pursuant to Wis. Stats. 19.85(1)(f) (considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations) for purposes of considering a request for a medical leave of absence without pay under City Administrative Policy 3.02.
5. Reconvene into open session (approximately 5 minutes after adjourning into closed session) for action on the request for a medical leave of absence without pay.
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: Promotions and Transfers

Policy No. 2.06

Date of Issuance: December 18, 1989

Revision Date: Feb.19, 1990, March 18, 1996, Nov. 16, 2015, Feb.21,2022

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 seek 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.

In situations where recruitment difficulties exist or in the instance an internal candidate is identified that possesses exceptional qualifications directly related to the requirements of the position the department head can request for review by the internal subcommittee. Approval for placement up to Step 3 would require approval of an internal subcommittee comprised of the Mayor, Comptroller/Treasurer, affected Department Head, Personnel Committee Chairperson and Human Resource Manager.

Recruitment difficulties shall be evidenced by the absence of qualified candidates for a specific recruitment. Exceptional qualifications must include prior actual work experience with job duties equivalent to those of the position at the City of Stevens Point.

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.



Stevens Point Police Department

933 Michigan Avenue

Stevens Point, WI 54481

Phone: 715-346-1500 / Fax: 715-346-1684

*"Innovative Policing through
Partnerships with the Community"*



Thomas J. Zenner, Chief of Police

I am requesting the salary for the position of Assistant Chief of Police for the Stevens Point Police Department start at Step S4. This request was approved by the Police and Fire Commission during their meeting on April 6, 2022 for the Assistant Chief of Police scheduled to be sworn in on May 3, 2022.

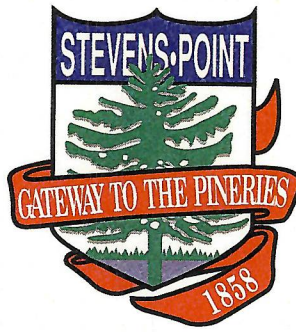
This starting step is appropriate and in alignment with policy, 2.06, based on the applicant's current salary, kelly time and overtime average. City of Stevens Point Administrative Policy Promotions and Transfers, 2.06(4) states, "The starting salary upon promotion shall be the first step in the grade the position resides that provides the employee an increase of a minimum of 5%."

This request would cause no hardships on the overall budget.

Thank you,

Assistant Chief of Police
Robert Kussow

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

April 5, 2022

MEMORANDUM

TO: Personnel Committee
FROM: Mayor Wiza
RE: Temporary Assignment pay for interim HR Manager

As you know, after 37 years of service to our community, Human Resources Manager, Lisa Jakusz, retired April 1st, 2022. This department is instrumental in assisting our current and past employees as well as the hiring process, bargaining and administration of our CVMIC training and insurances. The Administrative Assistant to the Mayor position has been the backup person for the HR Manager for decades. With Lisa's retirement, Sandy will be filling in until we can get a new person on board and settled. This should be completed by late May.

City Administrative Policy 2.07 (4) states:

Temporary Assignment – FLSA Exempt

Employees who are called on to assume the additional work duties and responsibilities as a result of a resignation, extended medical leave of absence, or other approved leave of absence of a direct supervisor anticipated to be at least six (6) weeks in duration will be temporarily reclassified to the salary grade of the supervisor. The employee on temporary assignment will be compensated at the rate of pay corresponding to the first step in the grade of the position they have been assigned that provides the employee an increase of a minimum of 5%. At the time the temporary assignment ceases, the employee will revert to their prior salary grade and step. Upon return to their grade / step, the employee would be eligible for a step progression, if that occurred during their temporary assignment.

This would allow, by policy, Temporary Assignment pay at Grade S if the HR Manager was the Administrative Assistant's direct supervisor. Since both positions report to the Mayor's office rather than a supervisor/subordinate, I am seeking approval for Temporary Assignment compensation for the Administrative Assistant position. I believe this is in-line with the intent of the policy.

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

Mayor Mike Wiza