

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

May 9, 2022 - 6:30 PM

(or immediately following previously scheduled meeting)

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

OR

Zoom Teleconferencing

Meeting ID: 839 1188 8593 | Passcode: 277661

By Computer:

<https://us02web.zoom.us/j/83911888593?pwd=dzF0Z3p1MFZlMEVtOUVMNkFTenBkdz09>

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 for Out of State Travel for Community Media Manager
3. Amendment to Administrative Policy 3.01(11) Standard Benefits - Uniform / Clothing Allowance
4. Request to start the Assistant Chief of Fire at Step 4 per Administrative Policy 2.06
5. Request for Temporary Assignment Pay for Deputy Comptroller-Treasurer
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.

PERSONNEL COMMITTEE NOTES:

05/09/2022

- 2) Request for Out of State Travel for Community Media Manager. John Quirk requests to attend 3CMA Regional Conference in Johnston, IA on May 11, 2022 – May 12, 2022. Community Media already budgeted for the conference therefore no fiscal impact.
- 3) Request to Amend Administrative Policy 3.01(11) Standard Benefits – Uniform / Clothing Allowance. Department of Parks, Recreation and Forestry requires all lifeguard staff to wear a lifeguard uniform. There is an increased challenge to recruit and retain seasonal staff and the department is requesting for an annual Uniform Allowance for Lifeguards and Pool Staff of \$30.00. Pool budget can withstand impact of increased expense.
- 4) Fire Chief, Jb Moody is requesting to start the new Assistant Chief of Fire at Grade-S, Step 4 per Administrative Policy 2.06. The request was brought to and approved by PFC during May 3, 2022.
- 5) Request for Temporary Assignment Pay for Deputy Comptroller-Treasurer. Due to upcoming senior accountant vacancy and C/T reduced availability, Deputy C/T Freeberg and office is faced with increased workload. Deputy C/T Freeberg has been taking on additional duties for several months. Recommending that Deputy C/T Freeberg be provided temporary assignment pay at the salary level of C/T that is currently \$8,169.92 gross monthly which is an increase of \$1,267.75 per month from her current salary. The increase will be retroactive to March 1, 2022.



Memo

TO: Personnel Committee

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

DATE: April 29, 2022

RE: Uniform Allowance – Lifeguards and Pool Staff

The Stevens Point Parks, Recreation and Forestry Department requires all lifeguards to wear a uniform when working at the Donald Copps Municipal Pool. The uniform requirement is to identify and signal lifeguard personnel from general pool users by wearing red suits that state "Lifeguard" and/or contain a guard symbol on the swimsuit fabric. These swim suits range from \$30 to \$50 or more depending on sizes and vendor.

The City of Stevens Point has not previously provided a uniform allowance for lifeguard staff but this benefit and practice is becoming more common across the state at municipal pools and commercial pool locations.

I am seeking approval for the City to provide a \$30.00 uniform allowance to all lifeguard and pool staff annually. The uniform allowance would require all pool staff to purchase an approved lifeguard uniform in order to receive it. It is my belief this benefit will aid with recruitment and retention and allow the department to continue our commitment to providing the safest environment possible to our pool users and community.

The budget impact is \$600 (20 lifeguards x \$30) and the department can absorb this expense within the existing swimming pool budget.

Thank you for this consideration

*** * 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, 1-19

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.

.....

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 Parks, Recreation and Forestry:

Swimwear: Department of Parks, Recreation and Forestry employees who are required to wear uniform swimwear will receive an annual allowance of thirty dollars (\$30.00).

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.

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 week 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.

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

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.

Coveralls: The City agrees to provide coveralls through an outside firm for the following classified employees: mechanic, welder, park mechanic, building maintenance man and the sewer crew when performing their normal duties, and employees who work on crack filling and/or with oil. The Employer shall pay the entire cost for the coverall service.

Gloves: The City shall issue gloves to sewer crews at such times as deemed necessary by the street superintendent.

Eyeglasses: The Employer will replace prescription eyeglasses and/or frames broken or damaged during an employee's course of duties. The replacement will be of comparable value. The employee shall be reimbursed upon submission of the paid receipt to the supervisor.

Licenses and Certifications: Employees who are required to maintain a Commercial Driver's License (CDL) shall be reimbursed for renewal of their CDL up to \$40.00 once every eight (8) years. Such reimbursement shall require submission of a receipt.

Water/Wastewater hourly employees:

Coveralls: The Employer shall provide coveralls for use when performing normal duties for all employees that normally work outside or who work on equipment and machinery. The employees shall be responsible for laundering the coveralls.

Uniforms: The Employer shall provide uniforms to employees for use when performing normal duties according to the following table:

DEPARTMENT	UNIFORM
Service	Shirt, pants, light jacket, heavy jacket
Construction	Shirt, pants, light jacket, heavy jacket, t-shirts
Inspection Technician	Shirt, pants, light jacket, heavy jacket
Well Field	Shirt, pants, light jacket, heavy jacket
Sewage	Shirt, pants, light jacket, heavy jacket, t-shirts

The Employer shall initially furnish six sets of shirts and pants and three polo shirts, and thereafter shall replace as needed. The employees shall be responsible for laundering the uniforms.

Employees Serving an Orientation Period: Employees serving an orientation period shall be entitled to coveralls only.

Eyeglasses: The Employer will replace prescription eyeglasses and/or frames broken or damaged during an employee's course of duties. The replacement will be of comparable value. The employee shall be reimbursed upon submission of the paid receipt to the department head.

Safety Shoes: The City agrees to reimburse up to one hundred twenty-five dollars (\$125.00) for the purchase and use of safety shoes. It is understood that employees required by State, Federal or local rule (City of Stevens Point Employee Safety Handbook) must wear safety shoes at all times while performing duties requiring foot protection. Reimbursement will be paid upon presentation of a paid receipt to the Department. This shall be limited to one (1) pair of shoes or boots per calendar year.

Gloves: The Employer shall issue gloves at such times as deemed necessary at no cost to the Employees.

Rain Gear: The Employer shall issue rain gear (hip boots, rain suits, etc.) to the Employees when necessary at no cost to the Employees.

.....

STEVENS POINT
1701 FRANKLIN STREET
715-344-1833



FIRE DEPARTMENT
STEVENS POINT, WI 54481
FAX: 715-346-1599

JB MOODY
FIRE CHIEF

May 3, 2022

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

From: Jb D. Moody
Fire Chief
Stevens Point Fire Department

Subject:

I am requesting the salary for the position of Assistant Chief of Fire Department Operations for the Stevens Point Fire Department start at Grade-S, Step-4. This request was approved by the Police and Fire Commission during their meeting on May 3, 2022, for the Assistant Chief of Fire Department Operations scheduled to be sworn in later this month.

This starting step is appropriate and in alignment with policy, 2.06, based on the applicant's current salary 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.

Professionally,

Jb D. Moody
Fire Chief
Stevens Point Fire Department

MEMORANDUM

TO: Finance Committee

FROM: City Attorney, Andrew Beveridge

DATE: 5-5-22

RE: Temporary Assignment Pay – Carrie Freeberg

Alderspersons:

As a result of the upcoming vacancy of the senior accountant position within the Comptroller Treasurer's office and C/T Corey Ladick's current reduced availability, staff in the C/T's office has been facing workload challenges that are only going to increase in the short term. Deputy C/T Carrie Freeberg has been taking on additional duties in response to these challenges for several months, and will soon have a further expansion of those added duties. In recognition of this, staff is recommending that Deputy C/T Freeberg be provided temporary assignment pay at the salary level of the Comptroller/Treasurer that is currently of \$8,169.92 gross monthly, which an increase of \$1,267.75 per month from her current salary. This increase will be retroactive to March 1, 2022.

While the City Administrative Policies contain a provision allowing for temporary assignment pay, its language does not allow it to be applied in this particular situation. That policy is 2.07(4.), which states as follows with the crucial provisions in bold:

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.

Because Deputy C/T Freeberg is taking on duties of the senior accountant (which is not her direct supervisor) and some of the Comptroller/Treasurer (a position that is not codified on the pay plan due to it being elected) the two bolded provisions of the policy do not directly apply in this situation. Consequently, staff are requesting that you recommend that the Common Council take action to approve this request on a special basis independent of the standard policy.

Please contact me via phone or email if you have any questions or comments.