

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

September 12, 2022 - 6:10 PM

(or immediately following previously scheduled meeting)

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

OR

Zoom Teleconferencing

Meeting ID: 844 3960 9003 | Passcode: 197265

By

Computer: <https://us02web.zoom.us/j/84439609003?pwd=UU9zVXVJSzFnK0NwM1lsckQ4ZlphQT09>

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. Consideration to eliminate Grade D from Pay Plan
3. Request from Chief Kussow for full-time Community Service Officer
4. Amendment to Administrative Policy 3.02 Leave Policies - Sick Leave, Annual Leave-Vacation, Bereavement Leave
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
1515 Strongs Avenue
Stevens Point, WI 54481-3594



September 06, 2022

MEMORANDUM

TO: Personnel Committee Members

FROM: Sandy Frasc, HR Manager

RE: Pay Plan Adjustment-Setting Minimum Grade for Part Time Employees
Request for full-time Community Service Officer
Amendment to Administrative Policy 3.02 Leave Policies

Mayor Wiza and C/T Corey Ladick request consideration to eliminate Grade D from Pay Plan to address employee attraction and retention. Supporting documentation attached.

Request from Chief Kussow for full-time Community Service Officer. Supporting documentation attached.

Department Heads request amendment to Administrative Policy 3.02 Leave Policies changing sick leave accumulation, sick leave conversion, Annual Leave -Vacation, and Bereavement leave to address employee attraction and retention.

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



Corey D. Ladick
Comptroller-Treasurer

Phone: 715-346-1574
Fax: 715-346-1683

September 4, 2022

To: Personnel Committee, City Council

Subject: Pay Plan Adjustment-Setting Minimum Grade for Part Time Employees

In 2018, out of concern for keeping salaries competitive, the City Council voted to make Grade G the minimum grade for regular full-time City employees. At the time, the lowest grade with full-time employees in it was Grade F, so those employees were moved to Grade G. However, no minimum grade was set for part-time employees. Currently, the lowest grade in use for part-time employees is Grade D.

As many of us are aware, competition for employees continues to be a challenge, and part-time positions can be particularly difficult to fill. In order to help address this and stay competitive, we are recommending setting Grade E as the minimum grade for part-time employees on the pay plan. The minimum starting wage for a part-time position on the pay plan would be \$17.77/hour. This action would be consistent with the adjustment that we previously made regarding full-time employees.

On a final note, this is how we would typically work with adjusting the pay plan, in broad and consistent ways, while evaluation of individual positions is done by our pay plan consultant.



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"*



Robert J. Kussow, Chief of Police

Request: One full-time Community Service Officer.

I am requesting this change after Lt. Johnson approached Administration with the legitimate concerns with the lack of consistency in enforcement, constant turn over at the part time CSO position, and stability with a full time Community Service Officer.

This change, we believe, will make these positions more desirable at the SPPD. The SPPD currently has 4 part-time CSO's who all work 20 hours a week, but the SPPD has struggled to keep CSO's employed. In fact as I write up this request one of our CSO's has put in her resignation letter due to another job opportunity. The SPPD has employed 17 part-time CSO's since 2016 and it is becoming very hard to fill these positions.

This request has been reviewed by the City Treasurer's Office and we believe this request would cause no hardships on the overall budget with what is currently budgeted for all 4 current positions.

We would request that the full-time Community Service Officer's wage be grade G, step 2. (\$20.47) and include full benefits.

Respectfully submitted,

Robert Kussow
Chief of Police

CSO Proposal

The purpose of this proposal is to ask for one full-time, dayshift Community Service Officer (CSO).

Currently the Stevens Point Police Department (SPPD) employs 4, part-time Community Service Officers (CSO), all of which work 20 hours a week with a starting pay of \$16.75 per hour.

We calculated the numbers, with benefits for 1 Full-Time CSO and 1 Part-Time CSO, using the 2022 benefit and wage amounts, which are listed below.

Full-Time Wages	\$42,578
Full-Time Benefits	<u>\$27,089</u>
	\$69,667

Part-Time Wages	\$19,417
Part-Time Benefits	<u>\$ 663</u>
	\$20,080

The total for both positions would be \$89,746.

The total budgeted for the current positions is \$76,282.

The difference of \$13, 464 will be covered within the existing Parking Enterprise budget.

Benefits of having a fulltime CSO and not 3 part-time CSO's during the day:

The job becomes much more desirable from a retention standpoint for SPPD. SPPD has struggled to keep CSO's employed for a variety of reasons, many have stated they need more hours, the nightshift CSO's have complained about the tough hours they work (2a-6a) and low hourly wages have been to blame as well. Since April 2016, SPPD has employed approx. 17 part time Community Service Officers. Only 3 of them are currently working for SPPD. There are 2 other CSO's who will work less than 10 hours a

year, working at special events, enforcing parking ordinances, but only 3 are working the 20 hours a week currently.

Making this position a fulltime position allows the CSO to earn an income capable of supporting a small family or easily a couple. Not only is the starting wage acceptable, but the employee would get 5 raises the first 5 years and be making \$23.44 by year 5 and \$24.75 by year 9. Good, fulltime hours and benefits from the City and the employee would be able to earn time off consistent with the Administrative Policy, full time workers. These are some of the reasons that make the job more desirable.

Allows for consistent work, as opposed to having 3 people work differently every 3 hours and potentially using much different discretion/decision making on enforcement. Allows for the potential to make more money as enforcement times would be more consistent over an 8 hour day and possibly make more money in the position due to the consistent work. It allows for the employee to get very familiar with the position and its duties. Allows SPPD and/or the City of Stevens Point to add additional responsibilities to the CSO on top of previous job descriptions, such as identifying certain code issues and reporting them as appropriate.

Currently, from 1/1/22-8/2/22, SPPD's 3 part-time, dayshift CSO's, who work between the hours of 7a-5p have brought in \$34,285 while writing 2,280 citations. Generally the dayshift citations only cost \$15, whereas the nightshift citations are \$25 violations mostly. The dayshift CSO's are projected to earn the City over \$59,000 in 2022, while averaging 15 citations a day.

Benefit of the nightshift CSO:

The end goal would be to keep the part-time nightshift CSO.

This position works 2a-6a, 5 days a week and it is extremely hard to keep the position filled. It is vital for this parking program to keep this position filled based on the income it brings in. Eliminating grade D and having all part-time staff begin at grade E will help retain this position better.

This single nightshift position in 2022 has so far brought in approx. \$80,300 from 1/1/22 through 8/2/2022 while only enforcing Alternate Side Parking and Overnight Parking violations, \$25 per violation, averaging over 21 citations a night for a total so far of 3,212 issued citations. With approx. 5 months remaining in 2022, it is anticipated this position will likely bring in over \$139,000 with 5,566 citations issued, enforcing the 2 overnight parking ordinances in the City, if the position stays staffed.

In 2021 this same position went unfilled for a portion of the year. The total income for the above two violations in 2021 were \$23,950 with only 958 citations issued. This year the same filled position is expected to earn the City over \$113,000 more than a mostly unfilled position earned in 2021. This alone shows the importance of keeping this

position filled year round. The ordinance was changed in May of 2021 to allow on-street parking, but to enforce Alternate Side Parking. If the numbers were counted from 5/21-the end of 2021 this comes to an average of 119 citations issued a month, whereas our current nightshift enforcement is issuing 107 citations per 5 day work week.

The Parking Enterprise is also bringing in money through the purchase of "Pay by Plate" parking and downtown, nightly parking passes. In 2021 total revenue brought in by this was approx. \$76,474. So far in 2022 total revenue is \$59,985.45 as of 8/10/22. This does not take into account the long-term parking permits SPPD sells in 6 Municipal Lots. Each permit cost \$25 a month and many of these lots have all of their permits sold for the majority of the year, due to no parking available at UWSP and many are purchased by people who work downtown.

Our current Parking Enforcement program is successful, especially when it is 100% staffed. With these changes in staffing, we at SPPD think we can make a more sustainable and consistent program that will only increase the revenue brought in by the program, with keeping the upfront cost to the City almost the same. Thank you for the consideration.

Lt. Johnson

Stevens Point PD

*** * 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, 11-15-21,
12-20-21, **09-19-2022**

Description: This policy explains the different types of leaves available to full-time **and part-time** employees.

Sick Leave

- A. Accumulation - Full time employees ~~hired prior to July 1, 2016~~ receive eight (8) hours of sick leave for each month of employment with unlimited accumulation. ~~Full time employees hired after July 1, 2016 receive 6 hours of sick leave for each month of employment with unlimited accumulation.~~ **Part-time employees sick leave is prorated on average of hours worked.**
- B. Use – Sick Leave must be accumulated before it can be used. Sick leave shall be allowed to be taken when, due to sickness or temporary disability, the employee is unable to perform the regular duties of employment. The employee shall notify the department of his/her intent to take sick leave no later than 30 minutes after the beginning of the regular work day.

With departmental approval, sick leave may also be used for the employee's medical and dental appointments or to attend to a member of the employee's immediate family. **This shall include spouse, child, parent, sibling, stepparents, stepchildren, foster parents, foster children, grandparents, grandchildren, parents of spouse, children's spouses, domestic partner, parents of domestic partner.** ~~(see Family Leave)~~—The employee's supervisor may require verification of illness and/or the estimated time needed away from work due to an illness or injury.

Sick leave is payable only at retirement. (see Retirement – Sick Leave Conversation) Retiring employees who qualify for a Post Employment Health Plan (PEHP) will have their accumulated sick rolled into their PEHP.

C. Abuse – Employees who abuse sick leave shall be subject to disciplinary action.

D. **Retirement - Sick Leave Conversion**

1. Employees who retire from City service at the retirement age based on their Wisconsin Retirement Fund category (55 for general employees and 50 for protective services), or retire due to disability and apply for a retirement annuity from the Wisconsin Retirement Fund, may have up to a maximum of 130 days (1040 hours) of unused sick leave converted to a monetary value. The value will be the number of days of accumulated sick leave multiplied by the normal daily rate of pay received immediately prior to retirement. This amount shall be available to the employee to pay the medical insurance premiums. Should an employee die while still employed by the City, the above benefit would apply to the employee's spouse. If the employee does not have a spouse, the above benefit will apply to the employee's qualified dependent(s), as defined in the IRS code.

2. **Post Employment Health Plan**

The City agrees to establish a Post Employment Health Plan (PEHP) in accordance with applicable sections of the Internal Revenue Service Code. Retiring employees who meet the requirements under Section D (1) will be required to "convert" accrued sick leave of 130 days (1040 hours) plus one (1) hour for each eight (8) hours over 130 days (1040 hours) and unused vacation into their individual "PEHP" account. NOTE: 1041 hours is based on a full-time equivalent.

3. The employee and/or surviving spouse may remain on the group health plan as long as the premium is paid in full by the employee or surviving spouse through deductions from their PEHP account or cash payment.

E. **Converting Sick Leave to Vacation Leave:**

An employee, on their anniversary date, may convert a maximum of six (6) days of sick leave to vacation days, providing they do not fall below a minimum balance of 10 days of sick leave.

~~Bonus Days: If an employee does not utilize sick leave during the first six (6) months of the calendar year (January 1– June 30) the employee may convert two days of sick leave to vacation days. If an employee does not utilize sick leave during the second six (6) months of the calendar year (July 1– December 31), the employee may convert two (2) days of sick leave to vacation days. For either of~~

~~the aforementioned periods of time, if an employee only uses one (1) day of sick leave, the employee may convert one (1) day of sick leave to a vacation day.~~

~~In the event of a public health concern, the Mayor may declare a specific period of time as exempt for purposes of the Bonus Day policy. Any sick leave taken during this period of time will not count against the ability to convert sick leave under this policy.~~

~~Accrued sick days that are converted to vacation will follow the requirements and timelines as other accrued vacation with regard to rollovers, etc.~~

The Employer, in its discretion, may grant exceptions to the above.

Annual Leave -Vacation

~~A. Employees hired before January 1, 2013 will accrue vacation according to the following schedule:~~

<u>Years Employed</u>	<u>Vacation</u>
After 1 year	6 days
After 2 years	11 days
After 7 years	16 days
After 13 years	21 days
After 20 years	26 days
After 25 years	27 days
After 26 years	28 days
After 30 years	31 days

~~Employees hired on or after January 1, 2013 and before July 1, 2016 will accrue vacation according to the following schedule:~~

<u>Years Employed</u>	<u>Vacation</u>
After 1 Year	6 days
After 2 years	11 days
After 5 years	16 days
After 15 years	21 days
After 25 years	26 days

A. Full-time ~~Employees hired on or after July 1, 2016 will receive vacation according to the following schedule:~~

<u>Time in Service</u>	<u>Vacation</u>
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Date of Hire	11 days
After 6 Months	6 days
After 1 Year	11 12 days
After 3 Years	14 days
After 5 Years	16 17 days
After 8 Years	18 days
After 10 Years	21 days
After 13 Years	22 days
After 15 Years	21 23 days
After 20 Years	27 days
After 25 Years	26 29 days
After 30 Years	32 days

Part-time employees vacation leave is prorated on average of hours worked.

Employees hired before July 1,2016 will maintain the accrued vacation plan.

- B. **Employees in Grade O and above on the pay plan** ~~Department heads hired on or after July 1, 2016 will receive 11 (eleven) fifteen (15) days of vacation at date of hire after completion of their probationary period and after one (1) year of employment they will receive sixteen (16) (sixteen) days of vacation and after five (5) years of employment will receive twenty (20) days of vacation. After seven (7) ten (10) years² of service, department heads employee will follow the applicable schedule in Section A based on their date of hire.~~

~~With approval from their immediate supervisor, department heads may use up to five (5) days of vacation before completion of their probationary period. Such days will be deducted from the amount they receive after completion of their probationary period. In the event an employee does not complete the probationary period, the monetary value of the vacation days that were used will be subtracted from their final paycheck(s).~~

- ~~C. Managers and Supervisors hired on or after July 1, 2016 will receive 11 (eleven) days of vacation after completion of their probationary period. After one (1) year of employment they will follow the applicable schedule in Section A based on their date of hire.~~

~~With approval from their immediate supervisor, managers and supervisors may use up to five (5) days of vacation before completion of their probationary period. Such days will be deducted from the amount they receive after completion of their probationary period. In the event an employee does not complete the probationary period, the monetary value of the vacation days that were used will be subtracted from their final paycheck(s).~~

~~D. Employees eligible for the benefit and hired before July 1, 2016, will accrue vacation time from their anniversary date forward. For all employees, vacation will be posted to their payroll record on their anniversary date.~~

~~E.C.~~ Vacation must be requested in advance and will be granted insofar as the needs of the department will permit.

~~F.D.~~ 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. **With written Department Head approval, employee may carry up to 80 hours.** ~~Due to Covid-19, employees will be permitted to carry over up to two weeks of vacation with supervisory/department head approval throughout 2021. As of 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.~~

~~G.E.~~ Upon termination from City service, employees will be paid for any unused earned vacation. **In the event an employee does not complete the probationary period or employment terminates (voluntary/involuntary) within one (1) year, the monetary value of the vacation days that were used will be subtracted from their final paycheck(s).** Retiring employees who qualify for a Post Employment Health Plan will have their unused vacation rolled into their Post Employment Health Plan.

~~Streets and Parks hourly:~~

~~Street Department Vacation Dates: Vacation will be scheduled within the following limitations:~~

~~Only 2 ea. mechanic at one time will be authorized vacation. This includes Head Mechanic and Fabricator/Welder positions, Mechanic(s) assigned to Parks.~~

~~Only 1 ea. solid waste/recycling position will be authorized vacation at one time. (Includes the drop-off position.)~~

~~Only 1 ea. street sweeper position will be authorized vacation at one time.~~

~~Only 1 ea. stock clerk or secretary will be authorized vacation at one time.~~

~~Only 1 ea. general service custodian will be authorized vacation at one time.~~

~~Only 3 ea. street positions will be authorized vacation at one time. (Includes snow blower/mounted loader/carpenter).~~

~~Only 1 ea. of the Traffic/Sign Lead person and painters positions will be authorized~~

~~vacation at one time.~~

The Employer, in its discretion, may grant exceptions to the above.

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Bereavement Funeral Leave

~~Bereavement Funeral~~ leave is approved by the appropriate division or department head. The following benefits apply.

- A. Upon request an employee shall be granted up to, but not to exceed, three (3) workdays with pay for **bereavement**. ~~the purpose of arranging for and attending the funeral of an immediate family member.~~ This shall include **employee's** spouse, child, parent, sibling, stepparents and stepchildren, parents of spouse, and children's spouses, **domestic partner, and parents of domestic partner.**
- B. One day **of bereavement** with pay will be granted ~~to attend the funeral of~~ **for** extended family. This shall include grandparents, a brother- in-law, sister-in-law, uncle, aunt, niece, nephew, and grandchildren.
- C. One-half day with pay will be granted **for that** ~~to attend the funeral~~ of a fellow employee provided scheduling can be arranged by the supervisor.

The City recognizes that ~~“immediate family” and “extended family”~~ **these definitions** may not recognize people within a family who are cared about deeply. In these instances, employees should contact their supervisor to discuss the use of other accrued benefits, e.g. vacation.

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