

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

March 13, 2023 - 6:10 PM

(or immediately following previously scheduled meeting)

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

OR

Zoom Teleconferencing

Meeting ID: 824 9130 6090 | Passcode: 009185

By Computer: [Zoom Link](#)

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 Incentive Payment consistent with Administrative Policy 2.13 "Pay for Performance."
3. Request to hire an LTE in Human Resources.
4. 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



Public Works

Engineering Department:

Phone: 715-346-1561

Fax: 715-346-1650

Streets Department:

Phone: 715-346-1537

Fax: 715-346-1687

January 20, 2023

To: Mayor Mike Wiza

From: Scott Beduhn, Director of Public Works

Re: Request for Incentive Pay for David Worzalla
Administrative Policy 2.13 "Pay for Performance"

Administrative Policy 2.13 provides a means to reward employees that go "above and beyond." The availability of rewards, however, is at the discretion of the Common Council through the funding of the program. For the 2023 calendar year, the common council did approve a line item for Incentive Pay and has thus funded the program.

With the program now actively funded, I would like to bring to your attention the actions of one of our employees that I feel has acted in a manner worthy of recognition. Dave Worzalla is a lead person in our Streets Division that is responsible for a number of different activities, including concrete, building maintenance, and streetlighting to name just a few. It is in his role to fix and repair streetlights that Dave was able to save the City a considerable amount of money.

The decorative lighting throughout the downtown area previously utilized expensive propriety lighting assemblies. Through Dave's ingenuity he was able to retrofit the existing lighting to utilize lower cost standardized light bulbs. The total savings between the previous light assembly and the retrofit is approximately \$440 per light. With approximately 70 decorative lights in the downtown area the savings to the City was approximately \$30,800.

In recognition of Dave's efforts to explore unconventional opportunities to save money and simplify the work, I ask that he be rewarded as allowed in Administrative Policy 2.13 the sum of \$1,500 or approximately 5 percent of the savings the City has realized through Dave's efforts.

If there are any questions, please do not hesitate to contact me.

Thank you.

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Public Works
Engineering Department
Phone: 714-344-1241
Fax: 714-344-1242

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Engineering Department
Phone: 714-344-1241
Fax: 714-344-1242



City of Orange
1715 Orange Avenue
Orange, CA 92667

January 29, 2013

For: Mayor Mike Vido

From: Scott Jackson, Director of Public Works

Re: Request for incentive pay for David Woodie
Administrative Policy 2.13 "Pay for Performance"

Administrative Policy 2.13 provides a means to reward employees that go "above and beyond" the ordinary course of their duties. The City Council, through the authority of the program, for the 2012 calendar year, the council did approve a line item for incentive pay and has funded the program.

With the program now fully funded, I would like to bring to your attention the action of one of our employees that has not only been a model worker of recognition, David Woodie, a technician in our 31 work Division that is responsible for a number of different activities including concrete, but also maintenance, and landscaping to name just a few. It is the intent of the program to reward those employees that have made a significant impact on the City of Orange.

The incentive program is designed to reward the employees who have shown exceptional performance. The City Council has approved the program and the City has funded the program. The City Council has approved the program and the City has funded the program. The City Council has approved the program and the City has funded the program.

In recognition of David's efforts to provide exceptional service to the City of Orange, I am recommending that the City Council approve a line item for incentive pay for David Woodie. The City Council has approved the program and the City has funded the program.

If there are any questions, please do not hesitate to contact me.

Thank you.

Scott Jackson, Director of Public Works

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

Policy Title: Pay for Performance

Policy No. 2.13

Date of Issuance: January 21, 1991

Revision Date: March 18, 1996

Description: This policy addresses the circumstances under which an employee may receive additional "pay for performance" and the procedures to be followed.

I. Vacant Position

If a position is going to be left vacant for some time, the duties of the position may be temporarily assigned to another staff member. If additional pay is requested for the affected employee, the request must be approved in advance by the Mayor and Personnel Committee. The request should be given to the Personnel Manager, in writing, for inclusion on the next Personnel Committee Agenda. The request should include the following:

- A. The length of time the position is expected to be vacant;
- B. Tasks to be assigned;
- C. Who the tasks will be assigned to;
- D. Percentage of employee's time additional duties will take;
- E. Will employee complete his/her normal work, or will some duties be reassigned temporarily;
- F. Are these duties normally done by an employee in a higher job classification; and
- G. Will these additional tasks require the person to work more than their normal work week.

All of the above will be considered in determining whether additional pay or comp time is warranted and each request will be considered on its own merit.

2. Merit Pay

In any year the Common Council approves a budgetary line item for Merit Pay (Incentive Pay) it may be used to reward individual employees or departments for efforts above and beyond the norm. Recommendations will be made by the Mayor to the Personnel Committee. Rewards need not be monetary.

Additional pay granted under either of these conditions will be for the term specified and not added to the employee's base salary.



March 8, 2023

MEMORANDUM

TO: Personnel Committee

FROM: Mayor Wiza

RE: Request to hire LTE in HR for a period of six months

As you know, our Human Resources Manager has been out of the office for some time. We are unsure when we can expect her back in the office full time, but are hopeful she will be back at full capacity at some point.

HR is a department of one and our staff has been great picking up the big duties, especially with the changeover in insurance administrators.

Nora Boomer has been working as a temp in the Human Resources department for several weeks. Her experience with HR matters serves us well and she has been doing great keeping things going. Our employees need their questions addressed in a timely manner and out retirees deserve the same.

I'm seeking permission to hire a limited term employee in HR to handle duties for six months. I feel confident at this point that our HR Manager should be back full time by then.

Our temp position is running us about \$40 per hour. We are seeking to start this LTE at \$33 per hour. There are no additional benefit costs for an LTE.

Your approval of this request would be appreciated.