

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 8, 2023 - 6:00 PM

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

OR

Zoom Teleconferencing

Meeting ID: 844 0468 1897 | Passcode: 560040

By Computer: <https://us02web.zoom.us/j/84404681897?pwd=Qm9oajl2a3dMK3ZyL2VCdjBjM3pXZz09>

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 Leave Policies - Annual Leave - Vacation
3. Joel Lemke, Director of Public Utilities, request adoption of the Water and Sewerage position evaluations.
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 54481-3594



May 5, 2023

MEMORANDUM

TO: Personnel Committee Members

FROM: Sandy Frasc, HR Manager

RE: Personnel Committee Agenda

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2. Department Heads request amendment to Administrative Policy 3.02 Leave Policies changing Annual Leave -Vacation to place all employees on one vacation schedule and adjusting vacation pay out policy. Currently, we have two different vacation schedules, employees hired before July 1, 2016 and employees hired after July 1, 2016. Staff met internally multiple times and the proposal before you is a result of those meetings.
 3. Director Lemke's memo and supporting information is attached.

*** * 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, 10-17-2022, **05-15-2023**

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

Sick Leave

- A. Accumulation - Full time employees receive eight (8) 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. 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.

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

Annual Leave -Vacation

- A. Full-time employees will receive vacation according to the following schedule on their anniversary date:

<u>Time in Service</u>	<u>Vacation</u>
Date of Hire	11 days
After 1 Year	12 days
After 3 Years	14 days
After 5 Years	17 days
After 8 Years	18 days
After 10 Years	21 days
After 13 Years	22 days

After 15 Years	23 days
After 20 Years	27 days
After 25 Years	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. At the first work anniversary following the adoption of this policy, employees hired before July 1, 2016 will have accrued vacation put in a separate pay code. The entire accrued vacation balance can be paid out, as a one-time cash-out option, any time prior to 12/31/2028 at the employee's then-current wage. If cash-out is not requested on or before 12/31/2028, the accrued vacation can be taken as time off or used for other options which may exist at retirement.**
- C. Employees in Grade O and above of the pay plan, with the exception of the Battalion Chiefs in the Fire Department as they follow Fire Department Policy 1054, will receive fifteen (15) days of vacation at date of hire and after one (1) year of employment they will receive sixteen (16) days of vacation. and after five (5) years of employment they will receive twenty (20) days of vacation. After ten (10) years of service, follow the applicable schedule in Section A based on their date of hire.
- D. Vacation must be requested in advance and will be granted insofar as the needs of the department will permit.
- E. 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, may carry up to 80 hours.
- F. **Upon termination from City service, Provided an employee has successfully completed evaluation period (per Administrative Policy 2.09 (C)) and given appropriate notice (per Administrative Policy 2.12 (2.A)) to their immediate supervisor or other appropriate person per policy, they will be paid for any unused earned vacation upon the end of their employment with the City. If an employee does not provide appropriate notice, the employee will not be paid out vacation. In the event an employee does not complete the probationary period or employment terminates (voluntary/involuntary) with in 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.**

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

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**City of Stevens Point
Department of
Public Utilities**



**Joel C Lemke
Director
Phone: 715-345-5266
jlemke@stevenspoint.com**

May 3, 2023

TO: Water and Sewerage Commission
RE: Utility Wage Study

Commissioners,

Recent hiring difficulties along with several jobs being proposed for review/reclassification led to the Utilities doing a market rate study for several positions in the Department. We worked directly with Baker Tilly, our wage and compensation consultant, to provide the information they needed to complete an analysis of the pay plan as it relates to the Department.

Attached is a memo outlining the results of Baker Tilly's efforts.

Among the proposed changes to grades on the pay plan for certain positions, new titles have been proposed, where appropriate, to better match the titles associated with positions in the utility industry. Titles were changed based on categorization of duties put together in a large data set put together by the American Water Works Association. The wage data from that publication along with our established comparable communities was used to benchmark wages.

Since our scope was limited to a certain number of positions, it is important to note that the Water Superintendent position and Director of Water position are comparable positions to the peer positions in wastewater. Additionally, in future months, I will be requesting some positions that represent a move from entry level to senior level grades for several positions to recognize several benchmarks in the development of an employee. This would be a process whereby accomplishing 5-7 required steps, certifications, certificates, etc. that employee moves from entry-level grade to a senior grade.

For those positions that are suggested to move, it is important to recognize that we do not move vertically on the pay plan. Our administrative policy dictates that we move a reclassified position to the first step in the new grade that provides at least a 5% increase in wage. The suggested changes are highlighted in similar colors on the attached sheet to show current and proposed grades and related pay based on the current midpoint to the proposed grade. This is not specific to an employee, just specific to the mechanics of the plan. The changes in specific positions (specific to employees) are also attached.

We are looking forward to conversation and request action on the adoption of the findings. I've included other information to help inform and guide decisions.

Thank you for your consideration.

Sincerely,

Joel Lemke
Director of Public Utilities

MEMORANDUM

TO: Joel Lemke, Director of Public Utilities and Transportation
City of Stevens Point, WI

FROM: Baker Tilly, Public Sector Advisory

DATE: May 5, 2023

SUBJECT: Market Analysis – Department of Public Utilities and Transportation

Baker Tilly US, LLP completed a market analysis review for the City of Stevens Point, WI – Department of Public Utilities and Transportation.

Recommendations based on Market Results

Utilizing **only** the analyzed market midpoint and existing 2023 pay structure provided by the City of Stevens Point, WI – Baker Tilly recommends the following positions be placed in the grades as outlined below:

Current Title	Proposed Position Title - <i>recommended by Dept. of Utilities and Transportation</i> <i>(in Market Survey)</i>	Current Grade	<i>Proposed</i> Grade Assignment based on Market Midpoint to Control Point (Step 6) Comparison
Administrative Services Specialist	Customer Care Rep – Sr.	H	H
Utility Operator	Water Utility Operator	J	J
GIS Tech	GIS Technician	L	L
Chief Operator - Water	Water Superintendent	N	P
Water Superintendent	Director of Water	S	T
Airport Manager	Airport Director	O	S
Engineer	Engineer	R	S
Administrative Services Manager	Director of Accounting / Human Resources	O	U

These position recommendations were made solely on market midpoint data, and the existing 2023 City of Stevens Point, WI pay scale. Recommendations are **exclusive** of job evaluation, internal equity, or recommendations to existing approved pay plan structures. Recommendations are additionally based on position, not person. Individual implementation within the proposed grade may differ.

Please note, Baker Tilly cannot make a recommendation for the General Manager position as the City's current pay plan does not accommodate the new market data. Baker Tilly would recommend the City of Stevens Point adjust the pay structure to accommodate all positions in the organizations, and we'd be happy to assist with this process pending approval from the City.

CITY OF STEVENS POINT
SALARY CHART

2023 MATRIX W/COLA

GRADE	STEPS					CONTROL PT					
	1	2	3	4	5	6	7	8	9	10	11
A	29,370	30,181	31,013	31,866	32,739	33,634	34,570	35,506	36,483	37,482	38,522
B	31,117	31,970	32,843	33,758	34,674	35,630	36,608	37,627	38,667	39,728	40,810
C	32,968	33,883	34,798	35,755	36,754	37,752	38,792	39,853	40,955	42,078	43,243
D	34,923	35,880	36,878	37,877	38,917	39,998	41,101	42,224	43,389	44,574	45,802
E	37,045	38,064	39,104	40,186	41,288	42,432	43,597	44,782	46,030	47,299	48,589
F	39,250	40,331	41,434	42,578	43,742	44,949	46,197	47,466	48,755	50,107	51,480
G	42,682	43,846	45,053	46,301	47,570	48,880	50,232	51,605	53,019	54,475	55,994
H	45,011	46,259	47,528	48,818	50,170	51,542	52,978	54,434	55,931	57,450	59,030
I	47,507	48,818	50,149	51,542	52,957	54,413	55,910	57,450	59,030	60,653	62,317
J	50,107	51,480	52,894	54,350	55,848	57,387	58,968	60,590	62,254	63,960	65,728
K	52,832	54,288	55,786	57,304	58,885	60,507	62,171	63,877	65,645	67,434	69,306
L	55,723	57,262	58,822	60,445	62,109	63,814	65,582	67,371	69,222	71,136	73,091
M	59,030	60,653	62,317	64,043	65,790	67,600	69,472	71,386	73,341	75,358	77,418
N	62,587	64,314	66,082	67,891	69,763	71,677	73,653	75,670	77,750	79,893	82,098
O	66,310	68,141	70,013	71,926	73,902	75,941	78,042	80,184	82,389	84,656	86,986
P	70,283	72,218	74,194	76,253	78,333	80,496	82,701	84,989	87,318	89,710	92,186
Q	74,485	76,523	78,645	80,808	83,013	85,301	87,651	90,064	92,539	95,077	97,698
R	78,978	81,141	83,387	85,675	88,026	90,459	92,934	95,493	98,114	100,818	103,584
S	83,720	86,029	88,379	90,813	93,309	95,888	98,509	101,234	104,021	106,870	109,803
T	88,733	91,166	93,683	96,262	98,904	101,629	104,416	107,286	110,240	113,277	116,397
U	94,078	96,658	99,320	102,066	104,853	107,744	110,718	113,755	116,875	120,099	123,406
V	99,736	102,482	105,290	108,202	111,176	114,234	117,374	120,598	123,906	127,317	130,811
W	105,728	108,636	111,623	114,693	117,847	121,088	124,418	127,839	131,355	134,967	138,678
X	112,072	115,154	118,321	121,574	124,918	128,353	131,883	135,509	139,236	143,065	146,999
Y	118,796	122,063	125,420	128,869	132,413	136,054	139,796	143,640	147,590	151,649	155,819
Z	125,924	129,387	132,945	136,601	140,357	144,217	148,183	152,258	156,445	160,748	165,168

Shaded grades are not on current adopted plan

* The Consultant did not recommend placement outside of the current pay plan, but if current structure is used, the movements would occur as stated above based on current vs. proposed midpoint data

Water/Wastewater Dir	Water Supt	Airport Dir	Engineer	Director of Accounting/HR	GM
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CURRENT					PROPOSED					
Employee Name	Title	Grade	Step	2023 Wage	Grade	Step	Wage in Step	Diff	% Diff	Notes
Joel Lemke	Dir of Utility & Transportation	V	9	\$123,906	X	7	\$131,883	\$7,977	6.44%	
Chris Lefebvre	Waste Water Supt'd	S	9	\$104,021	T	9	\$110,240	\$6,219	5.98%	
Eric Southworth	Water Distribution Supt'd	S	6	\$95,888	T	6	\$101,629	\$5,741	5.99%	
Mary Klesmith	Admin Services Manager	O	9	\$82,389	U	2	\$96,658	\$14,269	17.32%	
Vacant	Const & Maint Supt'd	S	5	\$93,309	S	2	\$86,029	-\$7,280	-7.80%	
Jason Draheim	Airport Manager	O	6	\$75,941	S	3	\$88,379	\$12,438	16.38%	
Adam Clark	Chief Op-Wastewater	N	6	\$71,677	P	4	\$76,253	\$4,576	6.38%	
Vacant	Engineer	R			S					
Michael Vassar	Chief Op-Water	N	6	\$71,677	P	4	\$76,253	\$4,576	6.38%	

Current Wages		Prop Wages	Diff	%Diff	Ave Change
718,808		767,324	48,516	6.75%	7.13%

***The data above is only representative of the changed positions in the department, it does not include all of the positions that had not change**

Commission,
Our specific request as it relates to this data is the following:

We request approval to implement the changes above and to pursue the "senior" positions for future months approval that would move employees from the entry-level grade to a higher grade upon the completion of several measurable position benchmarks.

Additionally we request permission to engage with the City (if they approve it through personnel) on the development of a new matrix that would be developed by the wage consultant to better represent the department and the City

*The Engineer position still needs further review. The City has had no applicants for this position which may indicate that some steps need to be taken with local decision making to fill this position. Grade S may not be sufficient to fill. Due to this, we are requesting that we gain permission to hire this shared position at step 5, Grade S.

The Airport Manager position is requested to start at step 3 pending the approval of the internal committee pursuant to Admin Policy or Commission/Personnel action.