

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

June 12, 2023 - 6:00 PM

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

OR

Zoom Teleconferencing

Meeting ID: 846 3173 7566 | Passcode: 282150

By Computer: [Zoom Link](#)

By Phone: +1-312-626-6799 (US Chicago)

(A quorum of the City Council may attend this meeting)

AGENDA

I. Discussion and Possible Action on:

- 1. Roll Call.**
- 2. Amendment to Administrative Policy 3.01 Standard Benefits - Licenses and Certifications**
- 3. 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



June 12, 2023

MEMORANDUM

TO: Personnel Committee Members

FROM: Sandy Frasc, HR Manager

RE: Personnel Committee Agenda

2. Director Beduhn requests to amend administrative Policy 3.01 (11) Licenses and Certifications to attract and maintain skilled employees. The policy update would reimburse an employee who is required to hold a commercial driver's license (CDL) as a condition of employment. In addition, the policy update would state it will cover the cost of the renewal vs. stating a dollar amount since the cost may vary in the future; see attached memo.

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

June 7, 2023

To: Personnel Committee

From: Scott Beduhn, Director of Public Works SAB

Re: Policy 3.01 Update – Licenses and Certifications

The purpose of this policy update is to attract and maintain skilled employees. The Streets Division of Public Works for example requires workers to hold a commercial driver's license or CDL, as a condition of employment.

In February of 2022 the Federal Motor Carrier Safety Administration increased training requirements for obtaining a CDL. Not only did the requirements become more stringent but the cost to obtain a CDL increased significantly. Now fewer candidates are getting CDLs on their own and are instead seeking employment at companies willing to cover the cost of the CDL training.

We are currently recruiting for two Streets Maintenance Workers and compared to just a few years ago the number of applicants that hold a valid CDL has decreased significantly. The current job posting has received over 20 applicants, none currently possess a CDL.

This policy update covers the costs for an employee's training and testing to obtain a CDL. If the employment with the City is terminated within a year of hire, the employee would be required to reimburse the City for these costs. If the employee were to terminate after a year but before two years, they would owe 50% and after two years of employment they would owe nothing.

This update also changes the policy language for employees with a CDL. Currently the City pays \$40 for CDL renewals every 8 years. The policy update was changed to cover the cost of the renewal without a dollar amount written in the policy, as that cost changes over the years.

Thank you.

*** * 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, 5-16-2022,
06-19-2023

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.

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Licenses and Certifications:

Commercial Driver's License (CDL): An employee who is required to maintain a Commercial Driver's License (CDL) as a condition of employment but does not upon hire have a CDL will have 6 months to obtain a valid CDL. Failure of the employee to obtain a CDL within 6 months of employment may result in termination.

Such employee shall be provided training and testing (including labor time and travel expenses as may be reasonable and with approval by the Department Head) as required by the Federal Motor Carrier Safety Administration (FMCSA) to obtain a CDL. This training and testing will be paid one time at the expense of the City. If the employee fails to complete the training or fails the CDL testing the employee must pay for his/her own subsequent training and testing.

- **If after receiving such training and testing, the employee leaves employment with the City less than 1 year from the date of hire, the employee shall reimburse the City for all training and testing expenses related to that employee.**
- **If after receiving such training and testing the employee leaves employment with the City more than 1 year, but less than 2 years from the date of hire, the employee shall reimburse the City 50 percent of the City's training and testing expenses related to that employee.**

- If the employee leaves employment with the City after 2 years from the date of hire the entire cost of all training and testing for that employee will be paid by the City.

To obtain CDL training and testing an employee shall submit a written request to the Department Head. Upon approval, the Department Head shall forward the approved request to the Treasurer for payment. After completion of the training and testing the employee shall submit documentation regarding completion of the training and testing and a copy of the CDL to the Department Head who will notify the HR Manager to add the CDL to the employee file.

Employees who are required to maintain a Commercial Driver's License (CDL) shall be reimbursed for **the actual cost of renewal** ~~of their CDL up to \$40.00~~ once every eight (8) years. **Employees shall renew their CDL through the Department of Motor Vehicles (DMV) and submit receipt from the State of Wisconsin DMV with their Such** reimbursement request. ~~shall require submission of a receipt.~~

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