

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

December 11, 2023 - 6:00 PM

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

OR

Zoom Teleconferencing

Meeting ID: 897 9454 9067 | Passcode: 132342

By

Computer: <https://us02web.zoom.us/j/89794549067?pwd=czVXd3NEU3JDWkpRRkRMc2NsUVMQT09>

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 Section C.
3. Joel Lemke, Director of Public Utilities, request to overlap Administrative Service Manager and Inspection Technician.
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



December 6, 2023

MEMORANDUM

TO: Personnel Committee Members

FROM: Sandy Frasch, HR Manager

RE: Personnel Committee Agenda

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2. In November 2023, the Baker Tilly pay plan was approved by the Common Council. The newly adopted pay plan has a very similar structure, but the grades were lettered differently. For example, the new Grade J is roughly equivalent to the former Grade O. In order to avoid an unintended change to our vacation policy, the City's project team and department heads request to change Administrative Policy 3.02 (Leave Policies) Section C from Grade O to Grade J to align with the new grade and steps. Please note that we need to make this change in order to avoid taking vacation time away from certain employees.
 3. Director Lemke requests to overlap Administrative Service Manager and Inspection Technician. The additional cost will be absorbed within the department's operational budget. Supporting documentation 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, 5-15-2023, **1-1-2024**

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

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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.

- 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 ~~Θ~~ **J** 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.

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December 6, 2023

MEMO

RE: Request to overlap positions upon retirement

Commissioners,

Several months from now (around mid-year 2024) we are anticipating the retirement of our Administrative Services Manager. The succession planning and transition training has already begun on this position because of the many duties that need to be learned.

Additionally, we are anticipating the retirement of one of our three Inspection Technician positions in 2024 around mid-year. That time of year is very busy and there is a lot of information to transition between inspectors and many things for a new inspector to learn. We don't want to be short an inspector and also having to train a new inspector at the same time.

We are requesting permission to overlap new employees hired into these positions 60 days to aid in successful transition.

Thank you for your consideration.

Best Regards,

A handwritten signature in black ink that reads "Joel Lemke". The signature is written in a cursive, flowing style.

Joel Lemke
Director