

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

February 12, 2024 - 6:00 PM

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

OR

Zoom Teleconferencing

Meeting ID: 832 1775 8191 | Passcode: 552949

By

Computer: <https://us02web.zoom.us/j/83217758191?pwd=MWJwRTIya2JhdTNCc3JMcUc3eExwUT09>

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 2.07 Pay and Classification Plan - Pay Plan
3. Discussion, with possible action, to approve Memorandum of Agreement between the City and Fire Union Local 484 regarding Instructor Pay.
4. Ratification to approve 2024-2025 collective bargaining agreement with the Stevens Point Police Officers Organization
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 * ***
ADMINISTRATIVE POLICY

Policy Title: Pay and Classification Plan Policy No.
2.07

Date of Issuance: December 18, 1989

Revision Date: March 18, 1986, September 15, 2008, January 21, 2013, August 17, 2015,
September 21, 2015, January 18, 2021, February 21, 2022,**February
19,2024**

Description: A Pay Plan encompassing management and hourly positions was adopted by the Common Council in November, 2013. The Pay Plan consists of grades and steps which periodically will be adjusted to reflect market changes.

1. Pay Plan

The pay plan consists of ~~seventeen~~ **twenty** grades with assigned values. Each position was assigned a grade based on the following criteria: Formal Preparation and Experience, Decision Making, Thinking Challenges and Problem Solving, Interactions and Communication, and Work Environment. The integrity of the salary structure is maintained by adjusting the ranges according to economic trends. Adjustments to the pay plan matrix are approved by the City Council as part of the budget process.

New employees will be placed in Step-2 **1** of the grade to which their position is assigned. A salary above the minimum may be granted in situations where recruitment difficulties exist or if a potential employee possesses exceptional qualifications directly related to the requirements of the position. Approval for placement up to Step 3 would require approval of an internal subcommittee comprised of the Mayor, Comptroller/Treasurer, affected Department Head, Personnel Committee Chair Person and Human Resource Manager. Requests for placement above Step 3 would require the approval of the Personnel Committee and City Council.

Recruitment difficulties shall be evidenced by the absence of qualified candidates for a specific recruitment. Exceptional qualifications must include prior actual work experience with job duties equivalent to those of the position at the City of Stevens Point.

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MEMORANDUM OF AGREEMENT
BETWEEN
CITY OF STEVENS POINT
AND
STEVENS POINT FIRE UNION LOCAL 484

THIS AGREEMENT, made and entered into between the City of Stevens Point (City) and Stevens Point Fire Union Local 484 (Union) regarding 2023 Instructor Pay occurring on January 10, 2024 is as follows:

Compensation:

Instruction While On Duty: those members of the Department who are appointed by the Chief, while on duty, that instruct a minimum of 40 hours from November 1st to November 1st of the following year will be compensated \$600.00. The tracking of the hours taught on duty will be the responsibility of the employee, with verification and written request for payment received by any chief no later than December 1st.

The City and the Union agree, solely for the purpose of resolving the instructor pay issue of December 2023, that the City will compensate Ethan Przybylski \$600 for instructor pay 2023, and an additional \$600 for instructor pay 2024, should he complete the minimum 40 hours requirement.

This Agreement shall be applicable to language in any future labor agreements between the City and Union to the extent that those agreements contain language identical to Article 19, Paragraph F of the Contract.

Dated this 10th day of January 2024

STEVENS POINT FIREFIGHTERS
CITY OF STEVENS POINT IAFF LOCAL 484

Mike Wiza, Mayor
City of Stevens Point

Kari Yenter, City Clerk
City of Stevens Point

Jerry Moore, President
Police and Fire Commission

Justin Thomson, President
Local 484

Matt Zander, Bargaining Chair
Local 484

Contract Ratification Terms

2 Year contract 2024 - 2025

Wages:	<u>1/01/2024</u>	<u>1/1/2025</u>
Lt. 3	6.5%	3% + 1% wage adj.
Lt.	6.5%	3% + 1% wage adj.
Sgt.	6.5%	3% + 1% wage adj.
7yr.	6%	3%
3yr.	5%	3%
1.5yr.	5%	3%
New	5%	3%
Lead Officer 2% additional on current wage.		

MOU- Recruit Officer.

See attached.

Article 4 – Overtime

A. 3.

All overtime will be paid or given as compensatory time off at the option of the officer, as specified by the Federal Fair Labor Standards Act subject to the limitations outlined in #4 below. The maximum accumulation of compensatory time allowed will be 480 hours after which employees will be required to take payment for overtime hours. ~~All compensatory time earned prior to 01-01-99 will be grandfathered, but employees will not be able to add to said amount until the accumulation falls below the 480 hour maximum cap.~~

C. Court Appearances

1. When an officer is required to appear in court on ~~the officers his regular~~ off duty time, the officer shall be compensated at the overtime rate of pay for all court time and shall be compensated with a minimum of three (3) hours at the officer's overtime rate of pay. If the court time occurs either before or after the end of the officer's duty time, up to a maximum of thirty (30) minutes, court time pay does not apply and the officer will receive the 18 overtime rate of pay for such court time.

Article 9 – Holiday Pay

B. Clarify that holiday pay is at the time and one-half rate based upon hours actually worked, not double time.

Article 11 – Funeral Leave

B. Other: Funeral leave of one working day without loss of pay shall be granted in the event of a death of a relative not a member of the immediate family, provided the employee attends the funeral. Included would be a grandparent, aunt, uncle, nephew or niece ~~of the employee or spouse~~. The provisions of this article shall be construed to aid the employee in attending the funeral.

Article 17 – Clothing Allowance

A. New Issue. New officers shall receive an initial clothing issue upon hire as is required for full uniforming of the officer (to include two pairs of footwear). ~~Officers who do not successfully complete the probationary period shall reimburse the City for the cost of the initial issue uniform. The Uniform allowance of \$700 shall not be received until after one full calendar year of service, except for employees hired prior to July 1st, who will receive their uniform allowance the first January of their employment. Officers hired after June 30th will receive their \$700 uniform allowance the second January of their employment. Upon completion of one year of service, the officer shall receive a prorated clothing allowance in cash of \$58.33 for each month thereafter for the remainder of that calendar year.~~ Thereafter, all officers shall receive an annual clothing allowance of \$700.00 by check, payable in the first pay day of January of each year.

Article 18 – Training

F. Officers who are called to duty to serve as a police instructor are eligible to receive call-time for instructing providing the instructor is on duty at a time other than ~~regularly~~ scheduled duty, but he/she is not subject to call-time when serving as an instructor for training and it is a continuation from ~~regularly~~ scheduled duty. ~~The instructors may be allowed to take time off, instead of compensation, at the discretion of the officer, provided, however in the case of budget necessity, the Chief of Police shall have the discretion.~~

Article 23 – Grievance Procedure

Clarify or change '5 working days' language throughout this article.

Union would like it to say "business days"

MEMORADUM OF UNDERSTANDING
RECRUIT PATROL OFFICER
Between the City of Stevens Point
and
The Stevens Point Police Officers Organization
Wisconsin Professional Police Association

This is to confirm the understanding by the parties for hiring, wages and benefits for a Patrol Officer who has not attended Basic Law Enforcement Training (Academy). The parties agree to the following:

1. Newly hired Officers who are required to attend the Academy to become certified shall receive the recruit rate of pay, equal to fifty (50%) percent of the Patrol Officer starting rate of pay upon hire and while in attendance at the Academy, up to 8 hours per day and not to exceed 40 hours per week. Upon the first day on duty, following graduation, the "Recruit Patrol Officer" will move to the status of "Officer Recruit W/training" and the applicable rate of the pay (Article 6).
2. There will be no formalizing training, i.e., FTO (Field Training Officers) until the Recruit Patrol Officer has completed the Academy.
3. Upon completion of the Academy, the City will pay for the approved expenses for instructional services and books. Meals and Mileage will also be included at the rate identified by the Training and Standards Bureau with the approved forms (DJ-LE-304) being completed correctly by the Recruit Patrol Officer. Mileage will be on a case-by-case basis dependent on the Recruit Patrol Officer's residency at the time and the Academy location. (The Recruit Patrol Officer shall cooperate in completing and submitting any forms for the proper documentation of Academy attendance and any Academy expenses.)
4. The date of hire for employment and benefits shall be the Recruit Patrol Officer's start date. For collective bargaining unit seniority purposes, seniority will begin upon the first day on duty following Academy completion.
5. The Recruit Patrol Officer shall be sworn in according to the normal procedures prior to the start of the Academy in accordance with the Wisconsin Training and Standards Rule and Regulations.
6. During the Academy, the Recruit Patrol Officer is on probationary status, serves at the pleasure of the Chief of Police, and is subject to termination. Attendance at the Academy shall result in the Recruit Patrol Officers' probationary period being extended equal to the time spent in the Academy.
7. The Chief of Police or designee shall receive reports from the Academy Director regarding attendance and performance. The Recruit Patrol Officer shall adhere to the Police Departments attendance policy as well as any attendance policy of the Academy. If the Recruit Patrol Officer fails to complete the Academy they shall be terminated.
8. Recruit Patrol Officers will not be eligible for any City of Stevens Point benefits, except the Wisconsin Retirement System Contributions. The Recruit Patrol Officer shall be considered a "protective status" employee for WRS purposes.

- 9. The agreement is non-precedential for any and all purposes.
- 10. This agreement shall be binding and effective as of January 1, 2024.
- 11. The agreement may be changed, modified, or corrected during the term by written agreement.
- 12. This agreement shall terminate December 31, 2025, unless the parties agree to an extension.

Signed and dated this _____ day of _____, 2024

CITY OF STEVENS POINT

STEVENS POINT POLICE
OFFICERS ORGANIZATION

MAYOR

PRESIDENT

CITY CLERK

WPPA/BUSINESS AGENT

POLICE AND FIRE COMMISSION PRESIDENT