

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

September 9, 2024 - 6:00 PM

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

OR

Zoom Teleconferencing

Meeting ID: 835 0943 4758 | Passcode: 895732

By

Computer: <https://us02web.zoom.us/j/83509434758?pwd=NWlauEyvbp21QeICKyZvUgnn3vDkcO.1>

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. Michael Ford, PhD : Presentation and discussion on Forms of Governance in Wisconsin Municipalities.
3. Request to approve new certifications with associated pay and amend Administrative Policy 3.01 Standard Benefits - Licenses and Certifications
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.



September 04, 2024

MEMORANDUM

TO: Personnel Committee Members
FROM: Sandy Frasch, HR Manager
RE: Request to approve new certification with associated pay and amend
Administrative Policy 3.01 Standard Benefits – Licenses and Certifications

Department Heads request to amend Administrative Policy 3.01 Standard Benefits – Licenses and Certifications to list approved certifications and establish a city-wide certification pay policy to recognize and support City staff who hold and maintain a variety of certifications in addition to required certifications outlined in the job descriptions.

Requesting approval of the following new certifications with associated pay:

Department	Certification	Basic	Advanced	Eligible Position(s)
City Clerk Office	WisVote-Entry	\$ 0.20	N/A	Administrative Assistant - Clerk
City Clerk Office	Certified Chief Inspector	\$ 0.20	N/A	Administrative Assistant - Clerk Election & Licensing Specialist
City Treasury	Certified Public Accountant (CPA)	\$ 2.00	N/A	Senior Accountant
Park & Rec	Certified Pesticide Applicator License	\$ 0.20	N/A	Parks Technician Lead Parks Maintenance Worker Ice Center & Pool Maintenance Technician
Park & Rec	Certified Playground Safety Inspector	\$ 0.20	N/A	Parks Technician Lead Parks Maintenance Worker Ice Center & Pool Maintenance Technician
Public Utilities	Iron Removal	\$ 0.20	\$ 0.40	Utility Operator
Public Utilities	Cross Connection Control		\$ 0.40	Inspection Technician
Public Utilities	Certified Pump Installer		\$ 0.40	Inspection Technician

Budgetary impact: Utility Operation is \$5,249.00 and Non-Utility Operation is \$9,066.00

*** * 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, 6-19-23,
9-16-24

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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12. Licenses and Certifications:

Certification Pay

Certification pay is offered for those certifications not required by the job description but still has a tangible benefit to the City.

All requests for certification pay shall be submitted to the Mayor by department head(s) no later than April 1 of each year, whenever possible. The Mayor will review the request(s) and present the request(s) and provide recommendation(s) to Personnel Committee at the next regularly scheduled meeting.

Certification pay request after April 1 of each year would require approval of an internal subcommittee comprised of the Mayor, Comptroller/Treasurer, affected Department Head, Personnel Committee Chairperson and Human Resource Manager.

Certification pay approved by Personnel Committee will be evaluated as part of the budgeting process and are subject to available and continued funding.

Requests will include the following:

- **Department**
- **Type of certification**
- **Certification pay**
- **Eligible position(s)**

- Describe how the certification will have a positive impact on the operation.
- Identify the budgetary impact (wages, fringes, etc.)

Approved Certification List:

Department	Certification	Pay		Eligible Position(s)
		Basic	Advanced	
City Clerk Office	WisVote-Entry	0.20	N/A	Administrative Assistant - Clerk
City Clerk Office	Certified Chief Inspector	0.20	N/A	Administrative Assistant - Clerk Election & Licensing Specialist
City Treasury	Certified Public Accountant (CPA)	2.00	N/A	Senior Accountant
Inspection/Dev	UDC Electrical Inspector	0.50	N/A	Plumbing Inspector
Inspection/Dev	UDC Construction Inspector	0.50	N/A	Plumbing Inspector
Inspection/Dev	UDC HVAC Inspector	0.50	N/A	Plumbing Inspector
Park & Rec	Certified Pesticide Applicator License	0.20	N/A	Parks Technician Lead Parks Maintenance Worker Ice Center & Pool Maintenance Technician
Park & Rec	Certified Playground Safety Inspector	0.20	N/A	Parks Technician Lead Parks Maintenance Worker Ice Center & Pool Maintenance Technician
Public Utilities	General Certification:	0.20	N/A	Chief Operator - Wastewater Utility Operator
Public Utilities	Solids Separation	0.20	0.40	Chief Operator - Wastewater Utility Operator
Public Utilities	Biological Treatment	0.20	0.40	Chief Operator - Wastewater Utility Operator
Public Utilities	Solids Treatment	0.20	0.40	Chief Operator - Wastewater Utility Operator
Public Utilities	Nutrient Removal	0.20	0.40	Chief Operator - Wastewater Utility Operator
Public Utilities	Laboratory	0.20	0.40	Chief Operator - Wastewater Utility Operator
Public Utilities	Disinfection	0.20	0.40	Chief Operator - Wastewater Utility Operator
Public Utilities	Collection Systems	N/A	0.40	Chief Operator - Wastewater Utility Operator Utility Operator Lead Equipment Operator Inspection Technician Inspection/GIS Technician Construction Foreman

Public Utilities	Distribution	0.20	0.40	Chief Operator - Water Utility Operator Utility Operator Lead Equipment Operator Inspection Technician Inspection/GIS Technician Construction Foreman
Public Utilities	Groundwater	0.20	0.40	Chief Operator - Water Utility Operator Utility Operator Lead Equipment Operator Inspection Technician Inspection/GIS Technician Construction Foreman
Public Utilities	Iron Removal	0.20	0.40	Chief Operator – Water Utility Operator
Public Utilities	Cross Connection Control		0.40	Inspection Technician
Public Utilities	Certified Pump Installer		0.40	Inspection Technician

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