

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.

**CITY OF STEVENS POINT
PERSONNEL COMMITTEE**

November 12, 2024 - 6:15 PM

(or immediately following previously scheduled meeting)

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

OR

Zoom Teleconferencing

Meeting ID: 823 2043 2960 | Passcode: 391799

By Computer:

<https://us02web.zoom.us/j/82320432960?pwd=tkiUjAArEsAZqdOV3cNO7E9VsydHaL1>

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. Setting Alderperson salary terms beginning in 2025 and 2026.
3. Updates to Administrative Policy 5.01 - Adoption and Amendments.
4. City Clerk Yenter request to reclassify Administrative Assistant - Clerk to Deputy City Clerk.
5. Updates to Administrative Policy 1.08 Hours of Work and Policy 2.08 Compensatory Time and Overtime Pay.
6. 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.



October 4, 2024

TO: Personnel Committee Members

FROM: Mayor Mike Wiza

RE: Alderperson salaries for the 2025-2027 term of office

It's time to review compensation for positions to be elected in 2025 and 2026. Alderperson salaries are staggered based on the year elected. The salary for Alderpersons elected in April of 2025 and 2026. Current salary was set in October of 2022 and is \$5300 annually.

As you know, we have made a commitment to keeping up with COLA increases for all City employees which is anticipated to be 3.3% for 2024.

I am recommending an increase of about 3% to the Alderperson salary, beginning in the terms as follows:

Commencing April 22, 2025 - \$5460.00 for Alderpersons elected in 2025

Commencing April 20, 2026 - \$5620.00 for Alderpersons elected in 2026

As an alternative to individual compensation increases you may want to consider adding funds to the Alderperson operational budget line items which is currently at \$8200 for travel, education and miscellaneous expenses. This has been done in the past in lieu of salary increase.

Regardless the route, the choice is yours to make.

A handwritten signature in black ink, appearing to read "Mike Wiza".

Mike Wiza
Mayor of the City of Stevens Point, WI

Community	Full Time	Part Time	Council Member	President Salary	Notes
Eau Claire		x	\$ 3,000.00	\$ 3,600.00	Bumping up to \$8,000 in 2025; Council president going up to \$12,000 in 2026
Appleton		x	\$ 6,750.00	No Salary Difference	No increase in 2025; they receive a parking pass as a perk
Oshkosh		x	\$ 5,000.00	No President	Free ipad to use for duration of appointment
Fond Du Lac		x	\$ 5,000.00	\$ 6,000.00	
Marshfield		x	\$ 4,590.00	No Salary Difference	Reduced by \$100 per month if missing 2 or more council/committee meetings. Increased by \$45 for each Special Common Council
Neenah		x	\$ 5,544.00	\$ 6,264.00	
Stevens Point		x	\$ 5,300.00	\$ 5,500.00	
Superior		x	\$ 7,223.86	No Salary Difference	
Wausau		x	\$ 5,354.96	No Salary Difference	
Manitowoc		x	\$ 5,400.00	No Salary Difference	
LaCrosse		x	\$ 8,400.00	\$ 10,800.00	
Watertown		x	\$ 6,120.00	No Salary Difference	2 percent increase after Spring 2025 = \$6242.40
Wisconsin Rapids		x	\$ 5,880.00	\$ 6,060.00	President and Chair get \$15 additional per month; Vice Chair gets \$10
Racine		x	\$6.30/hr	No Salary Difference	
Rice Lake		x	\$ 3,600.00	No Salary Difference	
Sheboygan		x	\$ 6,084.00	No Salary Difference	2025: increase to \$6,327; 2027: increase to \$6,580

City Of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



October 29, 2024

MEMORANDUM

TO: Personnel Committee Members
FROM: Sandy Frasc, HR Manager
RE: Request to strike Administrative Policy 5.01 -Adoption and Amendments

Due to redundancy with Policy Introduction - 1.01 Section IV. -Policy Revisions it was determined that Administrative Policy 5.01 - Adoption and Amendments is no longer needed and we seek to strike it from the policy.

*** * CITY OF STEVENS POINT * ***
ADMINISTRATIVE POLICY

Policy Title: Introduction Policy No. 1.01

Date of Issuance: December 18, 1989

Revision Date: November 15, 1993, July 17, 1995, July 21, 1997,
July 21, 1997, August 20, 2001, February 21, 2005,
January 21, 2013

- I. Introduction: This policy book contains many of the policies and procedures you are expected to follow as an employee of the City of Stevens Point.

This Policy book was created to provide guidelines to aid all employees in understanding policies, benefits, and procedures that relate to their employment with the City of Stevens Point. It contains general statements of City policy and should not be read as including the specific details of each policy, nor as forming an express or implied contract or promise that the policies discussed in it will be applied in all cases. This Hand book does not form a contract between the City and its employees since it is subject to unilateral change, amendment or revision by the City Council as it sees fit.

II. Purpose:

- A. This Policy book should be viewed as serving two important purposes: First, the handbook sets forth the City's expectations for you as an employee; second, the handbook is meant to educate you on what you can expect from the City in your employment relationship. The overall intent is to assure fair, equitable and open relations between you and the City.

The City expects its employees, when dealing with the public during the course of their employment, to respond to the public as the situation would dictate in a manner which will uphold the image and traditions of the City. Through this cooperative and collaborative relationship, the reputation and traditions of the City for providing quality services will continue to be achieved.

Unless otherwise prohibited by law, final interpretation and implementation of the policies contained in this Policy book is vested solely with the City of Stevens Point. The Policy book is subject to change at any time and will be reviewed and revised periodically.

- B. While uniform implementation of policies is the desired goal, it is recognized that each department has unique characteristics that may require special consideration in certain policy areas.

- C. These personnel policies clarify the behavior expected of City employees. These policies do not, however, contain all the procedures and regulations which may be applicable to a particular position with the City of Stevens Point. More detailed Departmental and Divisional regulations may be adopted which are not inconsistent with these policies.

It is your responsibility to read and understand these policies. It is also your responsibility to ask questions regarding portions of the Policy book or other policies that are applicable to your employment with the City that you do not understand.

- D. When there is a conflict regarding the present policy and any other past policies relating to personnel matters, the present policy will prevail.
- E. To the extent this Policy book conflicts with specific language in applicable collective bargaining agreements covering certain employees, the specific language of the collective bargaining agreement shall control over the language of the Policy book when required. Additionally, any wages, hours and working conditions referenced in this Policy book that are subject to a mandatory duty to bargaining are not binding on those parties unless permitted by the collective bargaining agreement or upon fulfillment of the duty to collectively bargain between the Union and City, or upon waiver.

III. Responsibility of Management

All Wisconsin employers, including municipalities, are given broad authority to manage their operations and functions. These rights include, but are not limited to the following:

1. Prescribing and administering rules and regulations essential to accomplishing the services desired by the Mayor, City Clerk, City Comptroller/Treasurer, City Attorney, Management Team and the City Council;
2. Managing and otherwise supervising employees;
3. Hiring, promoting, transferring, assigning and retaining employees;
4. Taking disciplinary action such as suspension, demotion, termination or any other disciplinary action deemed appropriate by the City;
5. Relieving employees of duties because of lack of work or for other legitimate reasons;
6. Maintaining the efficiency and economy of operations entrusted to the City administration;
7. Determining the methods, means and personnel by which such operations are to be conducted; and
8. Establishing the kinds and amounts of services to be performed and the employees to perform those services.

The above rights may be limited by the laws of the State of Wisconsin and the United States of

America. Many of these laws will be referenced in other portions of this Policy book. The City recognizes that many employees handle inquiries or requests from the public on a daily basis while performing their job duties. The City expects that employees will use sound judgment and common sense to determine which requests are inappropriate and should be reported to a supervisor. If an employee is unsure of whether a directive or request should be reported, the employee should discuss it with his/her supervisor. Any employee who receives inappropriate inquiries or requests for preferential treatment from an individual citizen, business representative or elected or appointed official must immediately report such inquiry or request to his/her supervisor for appropriate action.

IV. Policy Revisions

- A. All new administrative policies or policy revisions must be reviewed by the Personnel Committee.
- B. All new policies or policy revisions are subject to final approval by the Common Council.

~~ CITY OF STEVENS POINT **~~**
~~ADMINISTRATIVE POLICY~~

Policy Title: ~~Adoption and Amendments~~

Date of Issuance: ~~August 20, 2001~~ Policy No. ~~5.01~~

Revision Date: _____

Description: ~~This policy covers the process for the initial approval of the Administrative Policies and amendments to it.~~

~~1. Initial Approval~~

~~The Administrative Policies were initially approved by the Common Council on March 16, 1987, as shown by the following extract from the Common Council minutes.~~

~~***~~

~~Alderman Feldman approved, seconded by Alderman Niedbalski, for approval of the Personnel Manual and the addendum distributed this evening.~~

~~Alderman Muhvic said on page (ii), the last paragraph, does not understand this "Amendments to policies previously established by resolution of the Common Council shall be submitted to the Council for approval."~~

~~Attorney Molepske said it probably could be worded better, but basically is saying the policies remain in full force and effect unless submitted to the Council.~~

~~Alderman Muhvic moved, seconded by Alderman Olsen, to amend to read: "all amendments shall be subject to Common Council Approval."~~

~~Roll Call on amendment: Ayes all.~~

~~Nays none. Motion carried.~~

~~Roll Call on motion to approve the manual as amended:~~

~~Ayes: Alderman Muhvic, Feldman, Niedbalski, Hoffman, Schultz, Mancheski, Olsen, Miller, Kaczmarek, Hoppen, Shulfer, Kruthoff.~~

~~Nays: None~~

~~***~~

~~2. Amendments~~

~~Amendments to the Administrative Policies are incorporated after they have been reviewed and approved by the Personnel Committee and the Common Council.~~

~~On December 18, 1989, the City Council approved and adopted the City's "Administrative Policies".~~

Classification Review Request Form

Your Name: Kari Yenter

Your Supervisor's Name:

Your Division:

Your Department: City Clerk's Office

Your Current Classification: Administrative Assistant - Clerk

☐ My job has changed since the Pay Plan Study

Requested Classification: Deputy City Clerk

Please specify why you believe the requested grade is more appropriate for your position than the current classification. Relate duties you perform to the grade for the requested classification:

Per Administrative Policy 2.05, I am requesting to reclassify the Administrative Assistant- Clerk position to Deputy City Clerk. See attached revised job description, and organizational chart.

Due to the consistent turnover in the Administrative Assistant – Clerk position in the City Clerk's office, I have decided it is time to appropriately classify and compensate this position for the level of responsibility and critical skills needed for this position.

In 1998, the Deputy City Clerk was reclassified to Administrative Assistant. Since that time, I have seen numerous turnovers in this position. Prior to 1998, the City Clerk's office consisted of City Clerk, Deputy Clerk, and Election and Licensing Specialist and these positions were held by the same employees for many years. These classifications are an accurate representation of the duties, skills and educational level required and needed to perform the duties of this position.

The City Clerk's office has an extremely difficult time trying to fill and retain qualified individuals in this position at the level it is classified. In the past three years alone, the position became vacant three times. Two individuals had taken positions within the city for higher classifications, and the third left employment since the workload and responsibilities did not match the classification of Administrative Assistant- Clerk. Most comparable municipalities have a Deputy City Clerk within their offices.

The City Clerk's office is a staff of three and the continued vacancy creates low morale, stress, and an additional burden to the other positions in the Clerk's office. As a result of the continued vacancies, the other positions are taking on the additional duties as well as providing continuous training for new staff.

Baker Tilly evaluated and recommended placing the position in the non-exempt FLSA status, at Grade E, level 1 of the 2024 pay scale. Funding for the reclassification is available in my current budget. The financial impact of the reclassification is \$5,554.00.

Therefore, I respectfully request to reclassify the position of Administrative Assistant to Deputy City Clerk. Thank you for your consideration.

Use additional sheets if necessary

Employee Signature / Typed Name

Date

Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Personnel Department. Reclassification Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

- ☐ I agree with the employee's review request.
- ☐ I disagree with the employee's review request.

Reason/comment:

Immediate Supervisor Signature / Typed Name

Date

Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head.

Department Head or Designee Comments

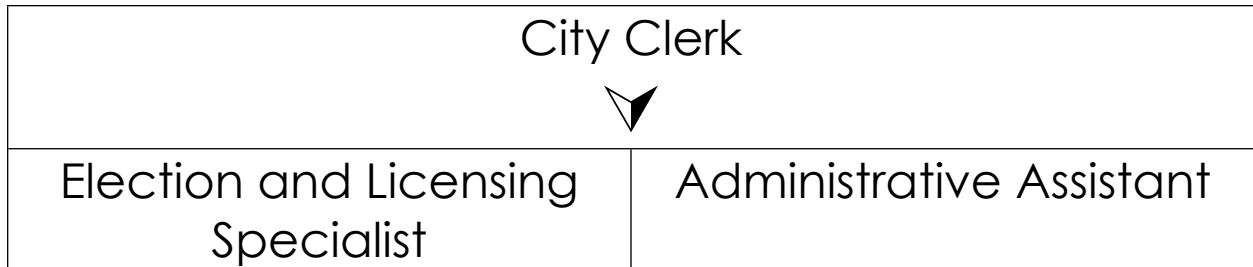
- ☐ I agree with the employee's review request.
- ☐ I disagree with the employee's review request.

Reason/comment:

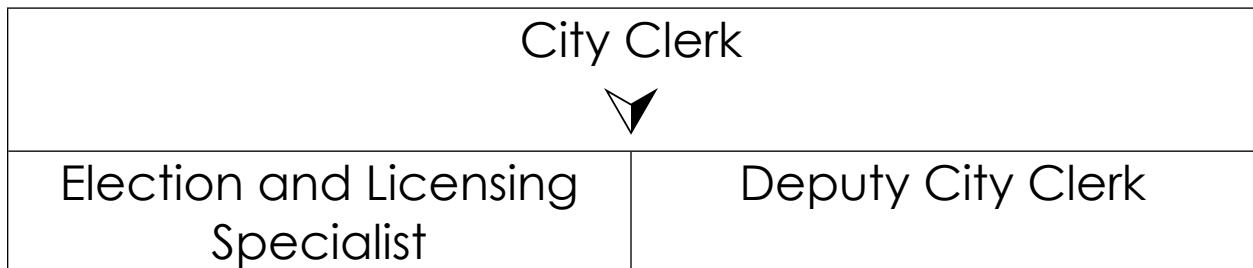
Kari Yenter Kari Yenter, City Clerk
Department Head Signature / Typed Name

June 28, 2024
Date

Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Personnel Department.



Current organizational chart



Proposed organizational chart

POSITION DESCRIPTION

City of Stevens Point

Title of Position: ~~Administrative Assistant~~ **Deputy City Clerk**

Work Unit: City Clerk's Office

Immediate Supervisor: City Clerk

Revised 08/2021-**11/2024**

Section A

Distinguishing Features of the Class

~~Employee is responsible for taking and transcribing minutes, maintaining a permanent record of all city meetings, preparing and maintaining special assessment records and assisting with administering elections.~~

This position performs a variety of complex, responsible, and confidential administrative duties assigned to the Clerk's Office, including those required by state statute and by city ordinance. The position provides a high level of administrative support to the City Clerk to ensure the efficient operation of the Clerk's Office. Emphasizing the coordination of meetings, dissemination of meeting materials, assisting with the administration of elections, maintenance and record keeping of documents and timely response to public requests for information.

Section B

Essential knowledge and Skills

~~Ability to take and transcribe meeting minutes.~~

~~Considerable knowledge of personal computers and proficiency in Microsoft Office, Civic/Caselle, GVS and Adobe Acrobat. Ability to learn state-related computer systems and obtain WisVote certification.~~ **Considerable knowledge of computer programs, with a thorough working knowledge of Adobe and Microsoft Office software (including Word, PowerPoint, and Excel) and their applications.**

Strong organizational skills and the ability to work on several projects at one time.

Knowledge of Federal, State, and municipal laws pertaining to the City Clerk's office and municipal functions such as annexations, special assessments, maintenance of records, elections, licensing, resolutions and ordinances.

Considerable knowledge of local government organization and procedures.

municipal organizations, their services and operations.

~~Ability to communicate effectively in a professional manner both orally and in writing with co-workers, elected officials and the general public.~~ **Requires the ability to communicate orally and in writing with the Elected Officials, Common Council members, Department Heads, Election Officials, Department Staff, and the General Public.**

Ability to effectively communicate and promote both verbally and in writing, municipal policies and programs as well as technical concepts and abstract ideas to employees and the public.

~~Ability to work independently with limited supervision.~~ **perform duties with minimum supervision.**

~~Attain certification on the statewide election management and voter registration system.~~

Ability to type a minimum of 55 words per minute.

Ability to gather, analyze, interpret, and present data in clear and concise reports.

Ability to maintain a high degree of professionalism.

Ability to effectively meet and deal with the public including during conflict or other stressful situations.

Ability to perform detailed work with great accuracy.

Ability to maintain confidentiality of sensitive information.

Ability to demonstrate initiative, to work independently and in a team environment.

Ability to obtain Notary Public certification within the first six months of employment.

Ability to adjust work hours, as needed, to ensure citizen access to City Hall during elections, for registration and absentee voting and/or to attend evening or weekend meetings as assigned by the City Clerk.

Ability to work well under pressure and handle stressful situations, to organize work and set priorities, to multi-task and to manage time and resources to meet deadlines and changing demands within the entire operation of administrative services. Must be able to handle frequent interruptions.

Section C

Special Qualifications Required

~~Graduation from High School (or equivalent) with course work in business, and a minimum of three years office experience. Associate Degree with coursework in business is preferred.~~ **Associate Degree in Business or Public Administration or related field or equivalent with a minimum of three to five years office experience. Ability to learn state-related computer systems and obtain WisVote Clerk level certification.**

Section D

Tasks Routinely Performed

~~Attends Council meetings, takes and transcribes meeting minutes.~~

~~Maintains permanent record of all committee and council minutes.~~

~~Prepares schedule of meetings, agendas, agenda packets, minutes and reports for distribution.~~ **Handles aspects of Common Council agendas, minutes, public hearings, and related documents and paperwork. Transcribes Common Council meeting minutes.**

~~Prepares notices of public hearings for publication and notifies all affected property owners.~~ **Prepares and schedules legal notices for publication in the official newspaper; tracks publications and reviews invoices.**

~~Prepares ordinances and resolutions for publication and distribution and maintains a permanent record of them.~~ **Maintains the City of Stevens Point Code of Ordinances.**

~~Prepare Council minutes for publication.~~ **Prepares documents for recording with the Register of Deeds office, tracks documents and maintains a permanent file.**

~~Post all City meeting agendas.~~

~~Prepare annexation ordinances including legal descriptions and related paperwork (i.e. letter to state).~~

~~Maintain permanent record of all deferred assessments (prepare and enter into computer system).~~

~~Assists in elections by registering voters and processing absentee ballots, preparing materials for distribution for the office and polling sites.~~ **Assists with the coordination, organization, and administration of elections.**

Responsible for testing voting equipment and supplies for elections.

Assists City Clerk with training and scheduling of election workers.

Attends election training regularly to understand the most current election laws, requirements, and procedures to properly respond to questions and address situations.

Assists in the process and paperwork involving candidate nomination papers.

~~Maintains record of committee appointments and terms.~~ **Tracks and schedules annual committee member appointments. Prepares, mails, and files oaths of office for various appointed positions.**

Collects Tax Exempt Property Reports from local property owners, and compiles city report for State on bi-annual basis.

Prepares special assessment letters as requested by title companies and realtors.

Records and dispenses vitamins and tooth sealant applications for the Smongeski Fund.

~~Assist with the data entry into the Statewide Voter Registration System.~~

Transcribes meeting minutes of Special Council meetings, Public Policy and General Government Committee, Administrative Appeals Board, Board of Review and the Canvass Board.

~~Assists with processing license applications and issuing them in the absence of the Election and Licensing Specialist.~~ **Assists with aspects of licensing such as preparing and processing license renewals and applications and correspondence, and issues licenses in the absence of the Election and Licensing Specialist.**

Sort and process mail.

Assist with open records requests.

Acts as notary public for City documents.

Manages special event application processing. Assists event organizers with application process. Reviews applications for completeness, obtains necessary insurance documentation and coordinates internal event review. Prepares applications, reports, and other necessary documentation for committee consideration.

Prepares/proofreads various documents, notices and correspondence.

Answers telephones and handling the customer counter.

Builds and maintains effective cooperative relationships with city officials, city staff, and the public.

Performs other duties as assigned.

Section E

Physical Demands

Frequent repetitive movement of arm and neck while speaking on the telephone or typing.

Occasional standing or walking.

Frequent sitting at desk while using personal computer, calculator, telephone and taking meeting minutes.

Infrequent bending, crouching, stooping or kneeling.
Occasional lifting of material over 25+ lbs.

NOTE: This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this position. The incumbent may be required to perform job related responsibilities and tasks other than those stated in this description.

Employee will participate in cross-training and act as back up to other department employees.

*** * CITY OF STEVENS POINT * ***
ADMINISTRATIVE POLICY

Policy Title: Position Reclassifications

Policy No. 2.05

Date of Issuance: December 18, 1989

Revision Date: April 18, 2016, July 17, 2017

Description: The purpose of this policy is to explain the procedure for submission and review of job reclassification requests for positions covered under the City's pay plan, which depend upon new permanent assignment of work of a higher level of responsibility.

Department reorganizations are not a part of this process.

1. A request for reclassification may be initiated by (1) the employee, with department head concurrence; (2) the supervisor or department head; or (3) the Personnel Committee in the following manner.

- A. Requests are to be submitted to the City Human Resource Manager. A list of positions seeking a reclassification will be provided to the Personnel Committee after a request is submitted to Personnel.
- B. All requests for reclassification must be supported with a substantial and permanent change in job duties and responsibility since the last review of the position. Requests will include: an updated job description, organizational chart for the appropriate work unit, a recommended pay grade, an indication of other positions performing comparable work, and a completed Classification Review Request Form. The immediate supervisor and Department Head must complete and sign the "review" page of the form.

To ensure that any reclassifications are made on the basis of changes in job duties that are stable and long lasting, in some cases, they may be held under review for as long as six (6) months if there is uncertainty about the permanence of the change of duties.

- C. Following an internal review by the Human Resource Manager to ensure that all required documentation has been submitted, a job evaluation will be conducted by the salary plan consultant. If reclassification is appropriate, the consultant will recommend a grade assignment for the position. The consultant may request further information from the Human Resource Manager and may suggest that other positions affected by the reclassification be reviewed as well. The consultant shall provide their recommendations no more than thirty (30) days after the submittal of materials for review.

- D. Reclassification requests and fiscal impact for those awarded by the salary plan consultant will be presented to the Personnel Committee for consideration.
- E. Approved reclassification will be effective the first pay period after council approval unless otherwise stipulated by the City Council.
- F. Employees may submit requests for reconsideration. Such requests will be handled by the consultant.

Classification Review Request Form

Your Name: _____

Your Supervisor's Name: _____

Your Division: _____

Your Department: _____

Your Current Classification: _____

☐ My job has changed since the Pay Plan Study

Requested Classification: _____

Please specify why you believe the requested grade is more appropriate for your position than the current classification. Relate duties you perform to the grade for the requested classification:

Use additional sheets if necessary

Employee Signature / Typed Name

Date

Employee: Complete and forward this form to your immediate supervisor for review and comment. Your supervisor will review your request, make comments and forward to your department head. Your department head will review your request, make comments as appropriate and then forward it to the Personnel Department. Reclassification Requests must include the immediate supervisor and department head comments and signatures.

Immediate Supervisor Comments

- ☐ I agree with the employee's review request.
- ☐ I disagree with the employee's review request.

Reason/comment:

Immediate Supervisor Signature / Typed Name

Date

Immediate Supervisor: Complete and forward this form to your Department Head. The Department Head will review this request and make changes as appropriate. Please note that all appeals must be forwarded to the department head.

Department Head or Designee Comments

- ☐ I agree with the employee's review request.
- ☐ I disagree with the employee's review request.

Reason/comment:

Department Head Signature / Typed Name

Date

Department Head: Complete and forward this form to the Employee Resources Department. The Employee Resources Department will review this request and make changes as appropriate. Please note that all review requests must be filed with the Personnel Department.

City Of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594



November 07, 2024

MEMORANDUM

TO: Personnel Committee Members
FROM: Sandy Frasc, HR Manager
RE: Request to amend Administrative Policy 1.08 Hours of Work and 2.08
Compensation Time and Overtime Pay

Department Heads request to amend Administrative Policy 1.08 Hours of Work, and 2.08 Compensation Time and Overtime Pay to remove duplicate language, standardize city-wide policy and document benefits we currently provide (i.e. Remote Work). Supporting documentation attached.

**** CITY OF STEVENS POINT ****
ADMINISTRATIVE POLICY

Policy Title: Hours of Work Policy No. 1.08
Date of Issuance: December 18, 1989
Revision Date: October 18, 1993, March 18, 2013, **November 18, 2024**

Description: This policy explains the ~~normal~~ **standard** work week for City employees.

1. ~~Normal Work Week~~

~~The normal work week for City Offices is 7:30 A.M. to 4:00 P.M., Monday through Friday with a one-half hour unpaid lunch break.~~

1. A. ~~Work Hours~~

Shifts, hours, and days of work may vary throughout the organization. Scheduled hours of work are set by the Department and Division Heads. ~~Normal W~~work hours consist of eight (8) hours **or ten (10) hours** per day and forty (40) hours per week, except where other schedules are in effect. **City Offices standard workweek is 7:30 A.M. to 4:00 P.M., Monday through Friday with a one-half hour unpaid lunch break.**

2. **Remote Work**

Remote Work may be considered on an individual basis to determine if the employee can work remotely. Request for remote work shall be submitted to your immediate supervisor and Department Heads for consideration.

~~Streets/Parks hourly~~

~~Normal Hours/Week. The normal work week shall consist of eight (8) consecutive hours a day and forty (40) hours a week, Monday through Friday.~~

~~Normal Work Day. The normal work day shall be from 7:00 a.m. to 3:00 p.m., including two (2) fifteen (15) minute breaks at 9:30 a.m. and at noon.~~

~~Sweeper Operator. The sweeper operator shall work from 11 p.m. to 7:00 a.m., with two (2) fifteen (15) minute breaks.~~

~~Special Needs. When special operational needs exist, the normal schedule may be altered by the City so long as at least eight (8) consecutive hours are scheduled.~~

~~Solid Waste/Recycling Collection Crews. The solid waste/recycling crews shall work as follows; Monday through Friday 7:00 a.m. to 3:00 p.m.~~

~~Fleet Maintenance Crews. The fleet maintenance crew shall work as follows:~~

1. ~~Two shifts will be established 4:00 a.m. to 12:00 p.m. and 7:00 a.m. to 3:00 p.m.~~
2. ~~Core hours for the Fabricator/Welder shall be 7:00 a.m. to 3:00 p.m.~~
3. ~~Core hours for the Stock Clerk shall be 7:00 a.m. to 3:00 p.m.~~

~~Overtime.—All employees shall be paid at time and one-half (1-1/2) the regular pay for all work in excess of eight (8) hours per day and forty (40) hours per week.~~

~~Call Pay:—An employee who responds to call time shall receive two (2) hours call pay at the straight time rate in addition to pay at the rate of time and one-half for all time worked in excess of forty (40) hours per week.—Employees notified of a change of hours in their work shift prior to the end of the work day will not be eligible for Call Pay.~~

~~Clerical and Related hourly~~~

~~Normal Work Day/Work Week:—The normal work week for City office employees is 7:30 a.m. to 4:00 p.m. and a noon half hour lunch break, Monday through Friday.—Shifts, hours, and days of work may vary; however, all employees are expected to adhere strictly to their assigned work schedules.—~~

~~The normal work hours consist of eight (8) hours per day and forty (40) hours per week Monday through Friday, except where other schedules are now in effect.—Time for lunch break shall be arranged within each department.~~

~~————Some departments observe different hours as dictated by their needs, such as Streets, and the Production Specialist in Parks.~~

~~————Break:—Employees shall normally be allowed one (1) fifteen (15) minute break prior to 11:00 a.m. on each morning work shift and one (1) fifteen (15) minute break prior to 3:30 p.m. of each afternoon work shift.~~

3. Minimum Meeting Pay

Employees who are required by the City to return to work to attend a meeting for the purpose of taking meeting minutes, which begins one-half (½) hour or more after the end of the employee's normal **scheduled** workday will be guaranteed a minimum of two (2) hours pay, **compensatory time or flex work schedule**.

~~Call Pay:—An employee who responds to call time shall receive two (2) hours call pay at the straight time rate in addition to pay at the rate of time and one-half for all time worked in excess of eight (8) hours per day.~~

~~————Overtime:—Employees working in excess of eight (8) hours per day and forty (40) hour per week shall be paid at the rate of time and one-half (1 ½) or receive compensatory time off at the rate of time and one-half (1 ½) for all excess hours worked.—The~~

~~compensatory time off or pay shall be by mutual consent.~~

~~Water/Wastewater hourly~~~

~~Normal Work Week: The normal work week for all Employees shall be eight (8) hours or ten (10) hours per day and forty (40) hours per week whenever possible. Work schedules shall be established by the department head.~~

4. **Rest Breaks Periods:**

All Employees ~~may receive~~ **are permitted** a fifteen (15) minute **paid rest** break ~~approximately midway for~~ during each four (4) hour work period. Breaks shall be taken at the work site unless otherwise approved by the department head. The exact time of the breaks will be at the **supervisor's** discretion ~~of the foreman or supervisor~~ as governed by the nature of the ongoing work. Abuse of these **rest** breaks ~~periods~~ may subject the Employee involved to disciplinary action.

~~Overtime: Any Employee required to work in excess of his normal work day or work day or work week shall be paid at the rate of time and one-half (1-1/2) for all excess hours worked. Employees may receive compensatory time off at the above rates for such excess hours worked, but such compensatory time off shall be limited to five (5) working days for employees of record as of December 31, 1994. Employees hired after December 31, 1994 shall not be eligible for compensatory time off. The compensatory time off shall be scheduled by mutual consent. Any hours worked on a holiday shall be paid in accordance with Article 13.~~

5. **Double time Pay**

Employees are eligible for double time pay after working ~~ten (10)~~ **eighteen (18)** consecutive hours in a twenty-four (24) hour period. ~~at the rate of time and one-half (1-1/2).~~

6. **Call-in Pay**

A ~~non-exempt~~ employees called to work at any time after or before their scheduled hours shall receive a minimum of two (2) hours pay at straight time rate. If the employee is on call and able to handle a matter on the phone and is not required to respond to a site, the employee shall receive 30 minutes pay at straight time rate.

7. **Shift Differential Pay**

Any regular, non-exempt employee scheduled in advance by their immediate supervisor to work a full eight-hour shift from 11:00 p.m. to 7:00 a.m. shall receive an additional one dollar and fifty cents (\$1.50) per hour in addition to their regular hourly rate. Eligibility for shift differential pay requires prior scheduling by the immediate supervisor and is subject to the Department Head's discretion.

Employees using paid leave, such as vacation, sick, or holiday time, are not eligible for shift differential pay for those hours. This policy also excludes call-in and overtime hours from eligibility for shift differential pay.

8. Emergencies

Employees are subject to **being on** call twenty-four (24) hours a day in case of emergency. Emergencies shall be determined by the department head, Mayor or Common Council. ~~Pagers or other means of communication shall be used for emergency notification.~~ Failure to report to work when called in may result in disciplinary action.

~~Call-In Pay:—Employee(s) called to return to work at any time after or before his/her regularly scheduled hours shall receive two (2) hours pay or compensatory time at the straight time rate. In addition, all hours actually worked shall be compensated for as provided in under “overtime” above. Any Employee called in shall be subject to recall any time before his/her next regularly scheduled shift and shall not receive additional call-in pay for additional call-ins on the same project within twenty-four (24) hours of the initial call-in.~~

B.9 Attendance

All employees are expected to arrive on time, ready to work, every day they are scheduled to work. The City of Stevens Point ~~places great emphasis~~ **emphasizes** good attendance. Absence or tardiness places additional burden on co-workers and ~~undermines~~ the efficient operations of the City. ~~Regular predictable attendance is expected of every employee. It is each employee’s responsibility to be on the job, on time each day, and fully able and ready to work. Employees are expected to arrive at work on time and return from scheduled rest breaks and lunch breaks on time.~~

If unable to arrive at work on time, or will be absent for an entire day, ~~a~~An employee who anticipates being tardy must call in to report the absence or tardiness as **soon as** possible before his/her **their** shift. ~~An employee who is unable to report to work due to illness shall notify the department designee—~~ or no later than the first 30 minutes after they were scheduled to begin work. Absenteeism or tardiness may lead to discipline, including **discharge termination**, and may also be taken into consideration when the employer reviews each employee for wage changes or promotion. Two or more unexcused tardiness incidents constitute habitual tardiness, or a pattern of tardiness, and will be considered excessive. **If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.**

C. ~~Breaks~~

~~Breaks are a privilege extended by most departments to their employees. These breaks are limited to two 15-minute periods in each full work day, unless the department mandates a different schedule based on their operational need. Rest periods cannot be used to make up lost time due to absences or tardiness, nor can they be "saved up" and used as vacation or as a reason to start late or leave early.~~

D-10 Inclement Weather

The City is always open for business, regardless of weather conditions, unless otherwise determined by the Mayor or ~~his/her~~ **their** designee. ~~Weather conditions may prevent employees from getting to work or cause them to arrive late.~~ Employees are expected to make every reasonable effort to report to work during inclement weather. ~~When severe weather conditions exist, it will be the responsibility of~~ Each employee **is responsible** to contact their supervisor prior to ~~his/her~~ **their** shift if ~~he/she is~~ unable to report to work on time. Work time missed due to inclement weather is unpaid time; however, employees may request to use accrued benefits such as vacation time. In the event of severe weather or exigent circumstances, as determined by the employer, the City's need for the employee's attendance to perform ~~his/her~~ **their** duties will prevail.

*** * CITY OF STEVENS POINT * ***
ADMINISTRATIVE POLICY

Policy Title: Compensatory Time and Overtime Pay Policy No. 2.08
Date of Issuance: December 18, 1989
Revision Date: June 21, 1994, October 10, 1994, January 21, 2008

Description: This policy defines overtime and compensatory time and explains how it applies to different categories of employees.

1. Policy

City employees may earn overtime pay or compensatory time for working more than **your scheduled shift (ie. eight (8) hours per day or in 5 day work week, 10 hours per day in 4 day work week)** ~~or per day~~ or more than forty (40) hours per week. City employees may not work overtime on a regularly-scheduled basis unless requested to do so by their department head, and with the prior approval of the Mayor.

There are two kinds of overtime payments. Regular overtime is paid for hours worked over 8 per day **in a 5 day work week or 10 hours per day in a 4 day work week)** and is computed at one and one-half times your normal hourly rate of pay. FLSA Overtime is paid for all hours over 40 worked per week and is computed at one and one-half times your normal hourly rate of pay including an hourly longevity amount, if applicable.

2. Union Employees

Union contracts and the FLSA (Fair Labor Standards Act) provide for compensation for overtime and/or in some contracts, accrual of compensatory time. Compensatory time must be taken at a time mutually agreeable to the employee and supervisor. Please refer to your Labor agreement or Section 1.08 of these Administrative Policies.

3. Management Employees

Department heads and division heads/managers are considered professional or administrative in nature and their responsibilities may require them to work in excess of the normal work schedule without payment of overtime or compensatory time. Effective January 1, 1995, attendance of management employees, or their designees, at regular council, committee or commission meetings that refer directly to the responsibilities of their position will be considered to be part of their normal duties.

4. Other Non-Represented Employees

Other non-represented employees will also not be allowed compensatory time.

5. Part-Time Employees

Overtime for employees in established part-time positions shall be compensated for hours worked in excess of eight (8) hours per day and forty (40) hours per week at the rate of time and one-half. FLSA does not apply to part-time workers.

6. Seasonal Employees

Overtime for seasonal employees is paid only for those hours worked in excess of forty (40) hours per week at the rate of time and one-half. FLSA does not apply to seasonal employees.

7. Payment of Overtime

A. All overtime cash payments are to be included in the next pay period.

B. FLSA provides that compensatory time may be accumulated up to a maximum of 240 hours for general employees, and 480 hours for employees in public safety or seasonal activity.

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

To: Finance Committee/Personal Committee
From: Christopher Johnson, Streets Superintendent
Re: Nighttime Shift Differential Pay

Certain activities within Public Works, specifically the Streets Division, require employees to work during less desirable hours, such as nighttime winter patrol, winter snow picking, spring and fall street sweeping, and Christmas lights set up. These operations are best performed at night to avoid conflicts with traffic, parked cars, and other daytime activities that could pose challenges and potential dangers to both the public and our crews.

In an effort to create a more appealing workplace and retain valuable employees, introducing a shift differential for employees working these night shifts would increase employee satisfaction and morale. Shift differential pay is one of the most requested benefits from our streets staff and understandably so. In a time when most employees place a high value on work-life balance, staff working nights experience sleep schedule disruptions and time away from family.

After discussions with staff, we propose a shift differential of \$1.50 per hour, which is competitive with rates offered by other municipalities, such as Wausau, and would motivate more employees to voluntarily sign up for 3rd shift opportunities. At an estimated 3,560 annual hours the total cost for shift differential pay is \$5,340.

Because operational budgets are tight, consideration was given to eliminating the nighttime winter patrol shift and simply call-in staff on an as needed basis. However, the nighttime winter patrol is an important part of maintaining safe travelable roads throughout the winter season and saves the city money. For any winter event where street personnel are called in, the city pays 2 hours of call time per employee (averaging \$54 per employee). We staff four nighttime winter patrol workers. Even one snow event requiring these workers to be called in would cost the city more than the weekly shift differential. Paying these four employees an extra \$1.50 per hour for the night shift would cost just \$180 per week, compared to \$216 for call-in time alone (just a single event), not including any overtime hours worked.

While eliminating the winter patrol shift is not considered to be a sound operational practice, management is implementing a change for the 2024/2025 winter season to improve employee work-life balance. Management will be shortening the fixed winter patrol schedule from 16 weeks to 11 weeks.

The shift differential would apply specifically to shifts scheduled by the employee's supervisor and approved by the Department Head that fall between 11 PM and 7 AM. It would not apply to early start times, such as when crews begin work at 4 AM. Additionally, the policy excludes call-ins or overtime from eligibility.

Respectfully Submitted,

Superintendent Johnson

List of crews and breakdown of proposed shift differential pay.

Nighttime Winter Patrol Team (11 weeks):

Number of Employees: 4

Hours per Week: 40

Additional Pay per Hour: \$1.50

Additional Cost: \$2,640

Snow Picking Crew (4 weeks estimate based on average):

Number of Employees: 6- can sometimes be supplemented with nighttime winter patrol team.

Hours per Week: 40

Additional Pay per Hour: \$1.50

Additional Cost: \$1,440

3-Person Sweeping Crew (6 weeks - 3 weeks in spring, 3 weeks in fall):

Number of Employees: 3

Hours per Week: 40

Additional Pay per Hour: \$1.50

Additional Cost: \$1,080

3-Person Christmas Light Crew (1 Week)

Number of Employees: 3

Hours per Week: 40

Additional Pay per Hour: \$1.50

Additional Cost: \$180

Total: 3,560 hours or \$5,340

Table representing policy costs at various rates:

Approx. Shift Diff hrs.	\$ Rate Change	\$ Total
3,560	\$0.50	\$1,780.00
3,560	\$1.00	\$3,560.00
3,560	\$1.25	\$4,450.00
3,560	\$1.50	\$5,340.00
3,560	\$1.75	\$6,230.00
3,560	\$2.00	\$7,120.00
3,560	\$2.25	\$8,010.00

Shift Differential Pay Policy Language:

Any regular, non-exempt employee scheduled in advance by their immediate supervisor to work a full eight-hour shift from 11:00 p.m. to 7:00 a.m. shall receive an additional one dollar and fifty cents (\$1.50) per hour on top of their regular hourly rate. Eligibility for shift differential pay requires prior scheduling by the immediate supervisor and is subject to the Department Head's discretion.

Employees using paid leave, such as vacation, sick, or holiday time, are not eligible for shift differential pay for those hours. This policy also excludes call-in and overtime hours from eligibility for shift differential pay.