

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

April 13, 2026 - 6:00 PM

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

OR

Zoom Teleconferencing

Meeting ID: 849 7295 2905 | Passcode: 477177

By

Computer: <https://us02web.zoom.us/j/84972952905?pwd=IZvGRQPEDwYa9l49phrNqHwLcmMbHo.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. Amendment to Administrative Policy 2.08 — Compensatory Time and Overtime Pay.
3. Amendment to Administrative Policy 3.01 - Standard Benefits.
4. Request for overlap - Fleet Maintenance Mechanic.
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.

April 8, 2026

MEMORANDUM

TO: Personnel Committee Members

FROM: Sandy Frasch, HR Manager

RE: Amendment to Administrative Policy 2.08 – Compensatory Time and Overtime Pay

The Department Heads recommend amending Administrative Policy 2.08 – Compensatory Time and Overtime Pay.

Proposed Policy Updates

1. Explain the Fair Labor Standards Act (FLSA) as it relates to the City of Stevens Point employees.
2. Define FLSA-exempt vs. non-exempt employees, work periods, and what counts as work hours.
3. Define “hours worked” for purposes of FLSA overtime and what the City counts as “hours worked” when calculating overtime under the City Policy. The City’s policy provides greater benefits than those required by FLSA, see attached OT Comparison (FLSA/City) spreadsheet.
4. Specify overtime authorization procedures.
5. Standardize compensatory time accrual and usage citywide.
6. Simplify WRS reporting practices:
 - o Comp time used as paid leave is WRS-reportable when paid.
 - o Comp time paid in cash is reportable in the year earned.
 - o To avoid late interest, adopt an annual year-end comp time payout.

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

Policy Title: **Fair Labor Standards Act (FLSA) Policy- 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, November 18, 2024

I. PURPOSE

The Fair Labor Standards Act (FLSA) was created in 1938 to establish a minimum wage and a limit to the number of hours that may be worked in a standard workweek without paying overtime. It also provides standards for equal pay, overtime pay, recordkeeping and child labor. The purpose of this policy is to define the Fair Labor Standards Act (FLSA) as it applies to the City of Stevens Point employees.

II. POLICY

It is the policy of the City of Stevens Point to comply fully with the provisions of the Fair Labor Standards Act of 1938, as amended, as well as applicable state laws and Municipality Collective Bargaining Agreements. Improper pay deductions are prohibited. Failure to comply with this policy will result in discipline, up to and including termination.

a. Covered Employees

The Fair Labor Standards Act (FLSA) identifies two types of covered employees: exempt and non-exempt. Whether an employee is considered exempt or non-exempt under the FLSA depends on his or her duties, responsibilities and salary.

1. Designation of exempt or non-exempt status is the responsibility of the Human Resources Department. Positions will be reviewed based on the actual work responsibilities and salary assigned to each position.
2. Employees who are covered by the Wage and Hour provisions of the FLSA and are eligible for overtime after 40 hours worked (except Police and Fire Department non-exempt employees) in a workweek and are considered *non-exempt employees*.
3. Employees exempted by the Wage and Hour provisions of the FLSA must meet certain category criteria as stated in the regulations. These employees are not eligible for overtime and are considered *FLSA-exempt employees* if their work assignments fall into one of the following categories: Executive, Professional, Outside Sales, Computer, or Administrative.

Exempt employees are expected to put in those hours necessary to complete their jobs and are not eligible for overtime.

b. Non-Covered Employees

Non-covered employees include elected officials and their personal staffs, policy-making appointees, legal advisors, legislative employees, bona fide volunteers, independent contractors, prisoners, and certain trainees.

c. Limited Term Employees / Poll Workers)

Limited Term Employees and Poll Workers will be paid time and one-half only for hours actually worked in excess of 40 hours per week.

d. Work Period

- 1. The standard FLSA work period is a fixed period of seven (7) consecutive calendar days. Police and Fire Department employees may have a fixed work period of up to 28 calendar days.**
- 2. The work period defines the time of day and day of the week when the employee's work period begins and ends.**
- 3. An established work period may only be changed if the change is intended to be permanent and not for the purpose of avoiding the accrual of FLSA overtime.**

e. Time Worked

- 1. Time worked includes all time non-exempt employees are required to be on duty at their prescribed workplaces and all time during which they are permitted to work. Note: Vacation, sick leave, holiday, and used compensatory time are not considered time worked for the purposes of FLSA overtime. Under the City policy, vacation, sick leave, holiday, and used compensatory time will be counted as time worked for the purposes of calculating overtime.**
 - a. Non-exempt employees will be compensated for all time they are required or asked to work which supervisors know or have reason to know they are working.**
 - b. Non-exempt employees who work without authorization are subject to disciplinary action, up to and including termination.**
 - c. Non-exempt employees are required to report all time worked and are required to accurately reflect this on their timecard or in the City of Stevens Point time system. Failure to correctly record or falsification of actual work time is subject to disciplinary action, up to and including termination.**
 - d. Supervisors are not to ignore work that non-exempt employees do on their own time. This is a violation of policy and prohibited by the FLSA.**
 - e. The supervisor who signs an employee's timecard or approves his/her time record must have personal knowledge of the hours worked by the employee and must not "adjust the books" or ask an employee to record more or fewer hours than were actually worked.**

Such an action is not only a violation of policy, but is also illegal under the FLSA and may subject the employee and or supervisor to disciplinary action, up to and

including termination. Any illegal act may also result in legal action.

2. Exempt employees are paid on a salary basis and are not eligible for overtime.

e. Meetings/Training

- 1. Time spent by non-exempt employees attending meetings, training, and similar activities must be counted as time worked unless all of the following criteria are met:**
 - The attendance is outside of the non-exempt employees' regular working hours;**
 - The attendance is voluntary;**
 - The meeting, training, or similar activity is not directly related to the non-exempt employees' positions; and**
 - The non-exempt employee performs no work related to his/her position while in attendance.**
- 2. Lunch breaks at training are not considered time worked for non-exempt employees, provided the employee is free to leave and there is no formal instruction during the lunch period.**

f. Travel

- 1. Normal travel, for a non-exempt employee, from home to work and return to home is not considered work time. This is true whether the non-exempt employee has a fixed workplace or works at different locations.**
- 2. Travel to work assignments at sites within reasonable commuting distance of the non-exempt employee's primary work site is considered in the "home to work" category and is not work time. If, however, a non-exempt employee is required to stop by the primary work site for instructions or to pick up materials, the travel from the primary work site to the work assignment will be counted as time worked.**
- 3. Travel between a non-exempt employee's normal work site and another place of assignment, or travel between one assignment and another during the work day, is considered time worked.**
- 4. Travel associated with a one-day assignment at a different location will be considered time worked to the extent that the travel exceeds the time spent in the non-exempt employee's normal travel between home and work.**
- 5. FLSA-exempt employees are not entitled to any FLSA compensation for travel time, either outside of, or in addition to, their normal hours of work.**

g. Overtime

- 1. If overtime occurs (a non-exempt employee works more than 40 hours in a work period) the non-exempt employee is entitled to receive time and one-half compensation or FLSA compensatory time for the amount of overtime worked.**
- 2. Non-exempt employees must receive prior approval from their supervisor to work overtime.**
- 3. Exempt employees are not entitled to overtime compensation or compensatory time for time worked over 40 hours in a work period.**

h. Compensatory Time for Non-Exempt Employees

- 1. Non-Exempt Employees**

Each non-exempt employee approved to receive compensatory time may accumulate FLSA overtime credit of not more than 40 hours. Non-exempt employees must be paid for FLSA overtime worked in excess of this limit.

2. Utilization of Compensatory Time

All compensatory time off in lieu of overtime pay must be approved in advance by Department Head. The City of Stevens Point allows for overtime pay in the form of compensatory time which may accumulate to a maximum of 40 hours. Only time earned at the one and one-half times will be placed in the compensatory time bank. City managers should encourage and/or permit their staff to take their compensatory time as soon after it is earned as possible. The use of compensatory time must be scheduled so as not to disrupt the work in the department.

Example:

A non-exempt employee may accrue up to the 40-hour maximum of compensatory time. For instance, an employee could accumulate 40 hours of compensatory time, use 20 hours, and then accrue an additional 20 hours later, provided the compensatory time balance never exceeds 40 hours at any point. Any FLSA overtime worked once the balance is at 40 hours must be paid rather than added as compensatory time.

3. Payout of Unused Compensatory Time

Compensatory time earned in a non-exempt position for FLSA-eligible overtime must be paid at the employee's current rate of pay upon termination, retirement, transfer to another department, change in FLSA status from non-exempt to exempt, or at the end of the calendar year.

~~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 in 5 day work week, 10 hours per day in 4 day work week) 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.~~

OT Comparison (FLSA/City)

FLSA Calculations

Comp Time Off	Mo	Tu	We	Th	Fr	Sa	Su	Total Hours Worked	
Reg	8	8		8	8			32	FLSA
Comp Time Off			8					8	non-FLSA
Vac, Accured Vac, Holiday, Sick, Kelly Time								0	non-FLSA
	8	8	8	8	8	0	0	40	Total Hours No FLSA 0/T

Note: Vacation, sick leave, holiday, and used comp time do not count as time worked for FLSA overtime.

Comp Time Paid/ Overtime	Mo	Tu	We	Th	Fr	Sa	Su	Total Hours Worked	
Reg (hours Worked)	8	0	8	8	8			32	FLSA
Comp Time Paid/Overtime (1.5)			3			5		8	FLSA
Vac, Accured Vac, Holiday, Sick, Kelly Time		8						8	non-FLSA
	8	8	11	8	8	5	0	40	FLSA
								8	non-FLSA
								48	Total Hours No FLSA 0/T

Note: Vacation, sick leave, holiday, and used comp time do not count as time worked for FLSA overtime.

Note: Employee worked 40 hours, 8 sick (not time worked), paid for 48 hours at straight time.

Comp Time Paid/ Overtime	Mo	Tu	We	Th	Fr	Sa	Su	Total Hours Worked	
Reg (hours Worked)	8	8	8	8	8			40	FLSA
Comp Time Paid/Overtime (1.5)			8					8	FLSA
Vac, Accured Vac, Holiday, Sick, Kelly Time		0						0	non-FLSA
	8	8	16	8	8	0	0	48	FLSA
								0	non-FLSA
								48	Total Hours 8 FLSA 0/T

Note: Employee worked 48 hours this includes 8 hours of 1.5 O/T

CURRENT

City Calculations (not following FLSA hours worked rule)

Comp Time Off	Mo	Tu	We	Th	Fr	Sa	Su	Total Hours Worked	
Reg	8	8		8	8			32	FLSA
Comp Time Off			8					8	non-FLSA
Vac, Accured Vac, Holiday, Sick, Kelly Time								0	non-FLSA
								40	Total Hours No FLSA 0/T

Comp Time Paid/ Overtime	Mo	Tu	We	Th	Fr	Sa	Su	Total Hours Worked	
Reg (hours Worked)	8		8	8	8			32	FLSA
Comp Time Paid/Overtime (1.5)			3			5		8	FLSA
Vac, Accured Vac, Holiday, Sick, Kelly Time		8						8	Hours Worked
	8	8	11	8	8	5	0	40	FLSA
								8	Hours Worked
								48	Total Hours 1.5 0/T

The City's policy provides greater benefits than those required under the FLSA

Comp Time Paid/ Overtime	Mo	Tu	We	Th	Fr	Sa	Su	Total Hours Worked	
Reg (hours Worked)	8	8	8	8	8			40	FLSA
Comp Time Paid/Overtime (1.5)			8					8	FLSA
Vac, Accured Vac, Holiday, Sick, Kelly Time		0						0	non-FLSA
	8	8	16	8	8	0	0	48	FLSA
								0	non-FLSA
								48	Total Hours 8 FLSA 0/T

Use and Earn Comp Time

Comp Time Off	Mo	Tu	We	Th	Fr	Sa	Su	Total Hours Worked	
Reg	8	8		8	12			36	FLSA
Comp Time Off			8					8	non-FLSA
Comp Time Off Banked									
Vac, Accured Vac, Holiday, Sick, Kelly Time								0	non-FLSA
								44	Total Hours 1.5 0/T banked at 6 hours

The City's policy provides greater benefits than those required under the FLSA

April 8, 2026

MEMORANDUM

TO: Personnel Committee Members

FROM: Sandy Frasch, HR Manager

RE: Amendment to Administrative Policy 3.01 – Standard Benefits

The Department Heads recommend amending Administrative Policy 3.01 – Standard Benefits.

Proposed Policy Standard Benefits 3.01 Updates

1. Update the policy description to reflect the language of the current policy.
2. Retirement section: Recognize and show appreciation for employees with 10+ years of service by adding a retirement gift of up to \$100.
3. Certification Pay Updates: Reflect the November 2024 approved reclassification of the Administrative Assistant position to Deputy City Clerk. Remove WisVote certification from policy since it no longer applies it was added to the Deputy City Clerk job description.

**** 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, 2-17-25, 4-21-25, 9-15-25, 10-20-25

Description: This policy covers all benefits in which employees are eligible to participate. Benefits include State Retirement, Federal Social Security, Health Insurance, Life Insurance, **Income Continuation**, Worker's Compensation, **Flexible Spending Accounts**, and Deferred Compensation. Benefits are administered by the City Personnel Office. **It also provides guidelines related to uniforms, protective equipment, certifications and continuing education where applicable.**

1. Retirement

Regular employees working in excess of 1,200 hours per year qualify for participation in the Wisconsin Retirement System. Employees in both the "Elected" and "General" WRS classifications will pay the employee portion of the benefit. Employees hired on or after July 1, 2011 must have five (5) years of creditable service to be eligible for either a formula or money purchase annuity benefit. Specific information regarding benefits is available from the City Personnel Office or from the Wisconsin Retirement System in Madison. Administration of this benefit will be per the current state law.

Employees who retired with a minimum of 20 years of service will receive lifetime bus passes upon request.

Any employee retiring after at least 10 years of service with the city is eligible for a gift of up to \$100. That gift amount will come from the department's budget. Cash and cash equivalents, including gift cards, prepaid cards, or similar items, are considered taxable wages and subject to applicable taxes in accordance with guidelines established by the Internal Revenue Service. Elected city employees are not eligible.

2. Social Security

Social Security is a federally-regulated benefit with both employer and employee contributions required. The employee contribution to Social Security is deducted from

each paycheck until the maximum allowable deduction is reached. Fire Department employees hired before April 1, 1986 are excluded from participation in Social Security. Those hired on April 1, 1986 or after are included in only the Medicare portion of Social Security.

Parks Seasonal and School Crossing Guard employees are excluded from participation in Social Security, and are required to participate in a FICA Alternative Plan instead. Please see #8 for further information.

3. Health Insurance

City employees are eligible to participate in a comprehensive health insurance program which includes hospitalization, surgical/medical, and major medical coverage.

- A. An employee becomes eligible to participate in health insurance on the first of the month following the date of hire. Those on the Teamster plan are eligible for coverage per plan specifications.
- B. The City may from time to time change the employer funding percentages, the insurance carrier and/or opt to self-fund.
- C. Amendments to the Master Policy may be made from time to time for clarification and in accordance with generally-accepted insurance industry practices and policies. Interpretations will be made by the Personnel Department.
- D. Employees who carry the City's health insurance plan and retire from City Employment are eligible to continue coverage under the City Health Insurance Plan. Contact the City Personnel Office for details.
- E. The City health insurance plan shall maintain a level of benefits to ensure that the City is not subject to the Affordable Care Act's Excise Tax on High Cost Health Plans, commonly referred to as the "Cadillac Tax".

Insurance Continuation (COBRA): Under state law and the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") and subsequent amendments to the act, employees covered under the City's group health insurance plan are eligible for continuation of medical coverage under the group plan upon the employee's termination (except for gross misconduct) or when there is a reduction in hours to a level that does not qualify the employee for benefits under the City's insurance plan. Under COBRA regulations an employee's covered spouse and covered dependents are allowed to elect continuation of coverage upon the employee's death, divorce or legal separation, an employee's entitlement to Medicare, or a dependent's loss of dependent status under family coverage.

All employees, as well as their qualified dependents will receive notice of mandated insurance continuation benefits at the time of hire or whenever the plan coverage for the

employee begins. If a qualifying event occurs which entitles the employee and/or qualified dependents to continuation coverage, the plan administrator will notify the qualified beneficiaries of their right to elect continuation coverage. Continued participation will be solely at the participant's expense.

This policy is not intended to give a detailed explanation of health insurance benefits but rather to provide general information. Complete details of insurance benefits are available in the Personnel Office.

4. Group Life Insurance

A. The City pays for a \$5,000 term policy for each regular employee, with the exception of those on the Teamster Health Plan. The City has the right to select a company of its choice (currently Standard Life). This policy is effective the first of the month following the date of hire and terminates the end of the month in which you cease city employment. If you continue to work past 65 the policy value reduces to 65% at age 65; 50% at age 70 and 35% at age 75.

Employees of the Water/Wastewater Department are eligible for life insurance coverage through the Teamster Health Plan.

B. City employees are eligible to participate in the life insurance offered through the Department of Employee Trust Funds, which is handled by Minnesota Mutual Life Insurance Company. The amount of insurance is determined by the employee's previous year's annual salary (for new employees it is based on your estimated earnings in the current year) and is optional. The City pays 18% of the premium. If the employee does not wish to participate in this insurance, he/she is asked to sign a waiver. New employees are eligible for coverage the first of the month following 30 days of employment.

(1) An employee may include coverage for his/her spouse and/or dependent(s). There are two separate units of spouse and dependent coverage available. The per unit monthly cost remains the same regardless of the number of dependents covered. For specific information regarding this coverage, contact the Personnel Office.

(2) If an employee is on an authorized personal leave of absence, payment of the premium to the City Treasurer's Office will continue coverage.

(3) If an employee becomes totally disabled as a result of injury or disease while actively employed, the City must certify the disability for an indefinite time by submitting a Waiver of Premium form to the Department of Employee Trust Funds. This will continue insurance coverage without further payment as long as the employee is totally disabled. The Employee will be asked from time to time to submit proof of his/her continued total

disability.

- (4) At age 65, the face value of the policy drops to 75% of the value prior to your birthday. At age 66, it drops to 50% and at age 67 drops to 25% and remains at this level thereafter.

5. Income Continuation

Newly hired Wisconsin Retirement eligible employees are immediately eligible for participation in the Income Continuation Insurance Program. They must enroll within 30 days of their date of hire. The City pays the premium for a six month (180 day) waiting period for each employee choosing to participate. An employee may shorten the waiting period, if they choose, to 120 days, 90 days, 60 days or 30 days, by paying the additional premium required.

- A. The benefits payable are up to 75% of gross salary payable at the end of the month after exhaustion of your selected waiting period. Disability benefits can continue for the length of your disability, however benefits cease at normal retirement age.
- B. If you become disabled the premiums are waived effective the first of the month following the date benefits eligibility begins. The waiver is effective for as long as you continue to be eligible to receive benefits.

6. Worker's Compensation

- A. While on the job, employees are covered by the Worker's Compensation Law which provides protection for medical expense and loss of salary for illness and/or injury connected with work.
- B. For maximum effectiveness of the Worker's Compensation program, the employee has a responsibility to report all accidents and incidents to his/her supervisor promptly. The supervisor has the responsibility to arrange for medical attention and to file an injury report with the Personnel Office. The employee has the right to consult a qualified doctor and/or hospital of his/her choice.
- C. The City Personnel Office should be advised of all Worker's Compensation payments so the payroll processing department can be informed of the amount of the payment. The City shall pay the difference between gross wages and worker's compensation payments up to a maximum of thirty (30) work days. After the thirty (30) work days, employees may choose to supplement worker's compensation payments with accrued benefits such as sick leave, vacation, compensatory time and accrued holidays, up to the employee's regular gross bi-weekly pay subject to all normal deductions.

The City will continue to contribute its share of the health and life insurance

premiums through the end of the calendar month in which the thirtieth (30th) work day occurs. If the employee elects to supplement his worker's compensation benefit with other accrued benefits, the City will continue to contribute the City's share of the health and life insurance premiums for that period of time. If accrued benefits are not used by the employee to supplement worker's compensation benefits and the employee elects to maintain coverage under the health and life insurance, the employee will be responsible for one hundred percent (100%) of the health and life insurance premiums.

7. Deferred Compensation

All regular full-time or regular part-time employees of the City are eligible to participate in the Deferred Compensation Plan. Deferrals cannot begin until after you execute a Participation Agreement. If interested contact the City Personnel Office. The minimum amount that can be deferred is \$20.00 per month, or \$10.00 per pay period.

8. Temporary and Part-Time Employees

- A. Temporary Employees - Limited fringe benefits are provided for temporary employees. They are eligible for participation in Social Security (with the exception of employees who fall under 8B below).

Employees who work 1,200 hours in a year and have a reasonable expectation of working the following year are eligible for participation in the Wisconsin Retirement System. Those employees eligible for the Wisconsin Retirement System benefit will also be offered Income Continuation Insurance and Minnesota Mutual Life Insurance.

Health insurance will be offered only when required by applicable state and federal law, including but not limited to the Patient Protection and Affordable Care Act. Premiums will be based on the number of hours worked in the previous year as a percentage of 2080 hours.

- B. Seasonal Parks Employees and School Crossing Guards who do not qualify for the Wisconsin Retirement System will participate in a FICA Alternative Plan rather than Social Security. Employee deductions will be made in compliance with applicable federal regulations.
- C. Part-Time Employees – All benefits will be prorated based on the number of hours worked in the previous year as a percentage of 2080 hours with the exception of the Holiday benefit, which will be administered as outlined in Administrative Policy 3.06.

9. Flexible Spending Benefit Account

Eligible employees may participate in any of the following programs:

- A. Health insurance premiums are deducted on pre-tax basis unless the employee submits a written request for the deduction to be made on a post-tax basis.
- B. Unreimbursed medical expense benefit: Allows an employee to pay for out-of-pocket medical expenses not covered by the health insurance plan (including applicable deductibles and co-payments) on a pre-tax basis. Employees on the high deductible health plan are eligible to participate in a limited FSA Plan.
- C. Dependent care benefit: Allows an employee to pay for child/dependent care expenses on a pre-tax basis.

10. Longevity

Clerical and Related hourly employees, Streets and Parks hourly employees and Water/Wastewater hourly employees hired before January 1, 2013 shall be eligible for the longevity benefit outlined below. Management employees hired prior to January 1, 2008 shall be eligible for the longevity benefit outlined below.

- A. Benefits: The City agrees that it shall pay longevity pay for employees who have completed continuous, uninterrupted service as additional compensation as follows:

	<u>Full Time</u>	<u>Part Time</u>
After five (5) years	\$15.00 per month	\$7.50 per month
After ten (10) years	25.00 per month	12.50 per month
After fifteen (15) years	35.00 per month	17.50 per month
After twenty (20) years	45.00 per month	22.50 per month
After twenty five (25) years	55.00 per month	27.50 per month

- B. Payment: All increases in longevity shall go into effect on the anniversary date of employment of the respective employee. This shall apply to employees entering the longevity plan after completion of five (5) years of service.
- C. Break In Service: Authorized unpaid leave of absence or layoff in excess of ninety (90) calendar days shall be deemed to be a break in continuous uninterrupted service under this section.

11. Uniform/Clothing Allowance

If the Administrative Assistant(s) in the Police and Fire Department(s) are required to wear uniforms, the City will provide uniforms at the discretion of the Chief(s).

Clerical and Related hourly employees:

The City shall continue to provide the Community Service Officers with their uniforms, including footwear, and replacements thereof in accordance with the existing practice.

Department of Parks, Recreation and Forestry:

Swimwear: Department of Parks, Recreation and Forestry employees who are required to wear uniform swimwear will receive an annual allowance of thirty dollars (\$30.00).

Department of Public Works, Parks employees and Inspectors:

Safety-toed Shoe/Clothing Allowance: Department of Public Works and Parks employees who are required to wear safety-toed shoes will receive an annual safety-toed shoe/clothing/prescription safety eyewear allowance of two-hundred dollars (\$200.00) total, payable on the second payday of January of each year. Employees will only receive one (1) allowance of two-hundred dollars (\$200.00) for all three purposes (safety-toed-shoes, work related clothing, and prescription safety eyewear). Employees are required to wear safety-toed shoes, unless they submit certification from a physician indicating a medically related reason why they cannot wear them.

The City shall furnish building inspector and neighborhood improvement positions with City logoed shirts. Full-time employees shall be furnished with five (5) shirts, while part-time employees shall be furnished with the number of shirts based on the percentage of hours worked. For example, an employee who works 24 (twenty-four) hours per week would be furnished with three shirts. Thereafter, shirts shall be replaced as needed, but not more than the initial amount annually. The employees shall be required to wear such shirts during work hours and shall be responsible for laundering and maintaining them.

City Inspectors will be eligible for the annual \$200 safety toed shoe allowance as well.

The City will provide a new employee with a safety-toed shoe/clothing/prescription safety eyewear allowance of two-hundred dollars (\$200.00), payable upon satisfactory completion of the probationary period. If the probationary period begins in one (1) calendar year and ends the following calendar year, the employee shall be eligible for an allowance of two-hundred dollars (\$200.00) for each year upon satisfactory completion of probation.

Coveralls: The City agrees to provide coveralls through an outside firm for the following classified employees: mechanic, welder, park mechanic, building maintenance man and the sewer crew when performing their normal duties, and employees who work on crack filling and/or with oil. The Employer shall pay the entire cost for the coverall service.

Gloves: The City shall issue gloves to sewer crews at such times as deemed necessary by

the street superintendent.

Eyeglasses: The Employer will replace prescription eyeglasses and/or frames broken or damaged during an employee's course of duties. The replacement will be of comparable value. The employee shall be reimbursed upon submission of the paid receipt to the supervisor.

Water/Wastewater hourly employees:

Coveralls: The Employer shall provide coveralls for use when performing normal duties for all employees that normally work outside or who work on equipment and machinery. The employees shall be responsible for laundering the coveralls.

Uniforms: The Employer shall provide uniforms to employees for use when performing normal duties according to the following table:

DEPARTMENT	UNIFORM
Service	Shirt, pants, light jacket, heavy jacket
Construction	Shirt, pants, light jacket, heavy jacket, t-shirts
Inspection Technician	Shirt, pants, light jacket, heavy jacket
Well Field	Shirt, pants, light jacket, heavy jacket
Sewage	Shirt, pants, light jacket, heavy jacket, t-shirts

The Employer shall initially furnish six sets of shirts and pants and three polo shirts, and thereafter shall replace as needed. The employees shall be responsible for laundering the uniforms.

Employees Serving an Orientation Period: Employees serving an orientation period shall be entitled to coveralls only.

Eyeglasses: The Employer will replace prescription eyeglasses and/or frames broken or damaged during an employee's course of duties. The replacement will be of comparable value. The employee shall be reimbursed upon submission of the paid receipt to the department head.

Safety Shoes: The City agrees to reimburse up to one hundred twenty-five dollars (\$125.00) for the purchase and use of safety shoes. It is understood that employees required by State, Federal or local rule (City of Stevens Point Employee Safety Handbook) must wear safety shoes at all times while performing duties requiring foot protection. Reimbursement will be paid upon presentation of a paid receipt to the Department. This shall be limited to one (1) pair of shoes or boots per calendar year.

Gloves: The Employer shall issue gloves at such times as deemed necessary at no cost to the Employees.

Rain Gear: The Employer shall issue rain gear (hip boots, rain suits, etc.) to the Employees when necessary at no cost to the Employees.

12. 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 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 reimbursement request.

Certification

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

All requests for new certification categories and compensation shall be submitted to the Mayor by department head(s) no later than August 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 compensation request(s) after August 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 compensation 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 Deputy City Clerk Election & Licensing Specialist
City Treasury	Certified Public Accountant (CPA)	2.00	N/A	Senior Accountant
Inspection/Dev	UDC or Commercial Electrical Inspector	0.50	N/A	Plumbing Inspector Building Inspector
Inspection/Dev	UDC Construction or Commercial Building Inspector	0.50	N/A	Plumbing Inspector Electrical Inspector
Inspection/Dev	UDC or Commercial Plumbing Inspector	0.50	N/A	Electrical Inspector Building Inspector
Inspection/Dev	UDC HVAC Inspector	0.50	N/A	Plumbing Inspector Electrical 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

13. Continuing Education

All educational reimbursements and payments are limited to a maximum amount determined by IRS regulations, currently \$5,250.00, for each employee per calendar year. The maximum amount shall be the amount, regardless of whether or not part or all of the amount is a working condition benefit per IRS regulations that is excludable from wages for tax reporting purposes. Amounts excludable as a working condition benefit do not affect the maximum amount reimbursable by the City.

Courses must be pre-approved by the Department Head or appropriate authority and funding available within the department budget.

The City will be supportive of additional employee training and education; employees must exhibit a personal commitment and investment in gaining this additional education and/or training.

The City of Stevens Point encourages education and training in order to improve the qualifications of employees in their positions and prepare them for advancement in service to the City.

Employees interested in continuing education/training are encouraged to speak with their supervisor. The supervisor can disseminate information relating to available assistance.

Clerical and Related hourly employees:

The City shall pay the cost of tuition and books for job-related training after the successful completion of pre-approved courses.

Water/Wastewater hourly employees:

The Employer will pay the full cost of the schooling required by the Employer. Mileage and meals will also be paid for by the Employer. Mileage will be reimbursed at the rate outlined in Section 3.03 of the City's Administrative Policy. The Employer reserves the right to limit the number and type of schooling that is paid for. If the schooling is not satisfactorily completed, the employee shall reimburse the Employer for all tuition expenses. The Employer shall either adjust the employee's workweek or pay time and one-half (1-1/2) in the event that class attendance would cause the total hours worked by the employee to exceed forty (40) in one (1) week.

The City of Stevens Point will provide a Tuition Aid Program for management level employees who wish to take job related courses.

Management level employees must be employed with the City on a regular permanent basis for at least one year prior to the beginning of the course. The employee must be satisfactorily performing the duties and responsibilities of his/her current job and fulfill all regular work obligations. However, if deemed in the best interest of the City, the

department head can require training for an employee (hourly or management) prior to the employee's completion of one year of employment.

Reimbursement is subject to availability of funds within the department budget. Employees are encouraged to communicate with their department head in advance of enrollment to see if funds are available. Reimbursement will be made to the employee for the cost of tuition after the employee has submitted an official report card or transcript along with a paid receipt for tuition. Employees will not receive reimbursement for any portion of the course tuition that is eligible for reimbursement under other programs, scholarships or grants.

Approval of a course of study for tuition reimbursement, or the receipt of tuition reimbursement funds in no way obligates the City of Stevens Point to change an employee's job description, work assignment, provide salary adjustments or reclassifications within the management pay plan.

No reimbursement will be paid after an employee voluntarily ends employment with the City or is dismissed from employment.

The tuition reimbursement program is dependent on funding in the annual budget.

An employee who voluntarily leaves the City of Stevens Point employment within one year after successful completion of any course shall reimburse the City in full for any tuition reimbursement they received from the City. Employees voluntarily leaving the City within two years after successful completion of any course shall reimburse the City 50% of the tuition reimbursement they received from the City.

14. Breastfeeding Support

In compliance with certain provisions of the Patient Protection and Affordable Care Act, the City of Stevens Point will provide support and reasonable break time to employees needing to express milk for breast feeding. A room that is shielded from view and free of intrusion from co-workers and the public will be provided.

Upon request by an employee, the division/department head will assist in the coordination of scheduled break times and identify a private area for the employee to use.

Employees will be required to use their normal break and/or lunch, or unpaid time. The frequency of the breaks as well as the duration of each break will likely vary. Arrangements must have approval of the division/department head.

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

April 7, 2026

To: Personnel Committee
From: Christopher Johnson, Streets Superintendent
Re: Request for Overlap of Fleet Mechanic position

One of our fleet mechanics has submitted his intent to retire. He has been a good employee to work with and will be missed.

The employee plans to work for two weeks, then use accrued vacation time from April 20 through July 9, returning for his final day on July 10. This creates a period where the position will not be filled, during a busy time of year. Summer operations require additional mechanics to assist the Parks Department, with mower and small equipment maintenance.

We are requesting approval to begin filling the position prior to the employee's official retirement date. This would result in a temporary overlap between the retiring employee (while on vacation) and a new hire.

The GIS Technician position within the Public Works Department had been vacant for much of the year. Staff believes the savings from that vacancy can offset the short-term overlap.

Following Council approval, the position would be posted. Accounting for posting time, interviews, and onboarding, I anticipate a total overlap of six to seven weeks. The estimated cost of the position is \$1,200 per week, not including benefits.

Respectfully,

Superintendent Johnson