

PERSONNEL COMMITTEE

January 11, 2021 - 6:20 PM

(or immediately following previously scheduled meeting)

Join Zoom Meeting

<https://us02web.zoom.us/j/83130153131?pwd=K0V1N0dVWnZ6VHhDOS9YNy9JRG1oUT09>

Meeting ID: 831 3015 3131

Passcode: 969170

Dial by your location

+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. Notice of Employee Seeking Public Office
3. Amendment to Administrative Policy 2.07 - Temporary Assignment
4. Request to hire LTE (Limited Term Employee) to assist with Edgewater transition
5. Update on Reclassification Request for Central Transportation position - Mobility Coordinator (information only; non-action item)
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.

DECEMBER 12, 2020

LISA JAKUSZ-

CITY OF STEVENS POINT HUMAN RESOURCES
1515 STRONGS AVENUE
STEVENS POINT WI 54481

THE PURPOSE OF THIS LETTER
IS TO INFORM THE CITY OF STEVENS POINT OF
MY INTENT TO RUN FOR LOCAL PUBLIC OFFICE
FOR THE POSITION OF CHAIRPERSON FOR THE
TOWN OF EAU PLEINE IN PORTAGE COUNTY,
ELECTION DATE OF APRIL 6, 2021.

Roger M. Skrzeczko Sr.

ROGER M. SKRZECZKO SR.

SUPERVISOR (TOWN OF EAU PLEINE)

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

Policy Title: Employee Participation in Political Activity Policy No.
1.10

Date of Issuance: December 18, 1989

Revision Date: April 18, 1994, June 16, 1997, January 21, 2013

Description: It is desirable that citizens participate in government. To this extent, the City will attempt to facilitate an employee's participation. This policy provides guidance to regular employees of the City who wish to participate, either directly or indirectly, in political activity. However, City employees are expected to recognize the unique position they hold as a public employee. The City services all constituents without regard to political affiliations.

1. Partisan Activity

- A. An employee seeking election to a partisan political office, must take leave without pay during the period of the campaign. The campaign period covers the time from the first public announcement of intent to seek office through the time the election is conducted or the employee withdraws from the campaign.
- B. The provisions contained in paragraph A. shall not apply to any employee whose principal employment is not in connection with an activity which is financed in whole or in part by loans or grants made by the United States or a Federal agency as provided in the Federal Hatch Act, 5 U.S.C. sec. 1501, et seq.
- C. If elected, the employee must separate from City service upon assuming the duties and responsibilities of office, except in cases in which the elected position is part-time.
- D. A City employee may be granted a leave of absence to participate in a partisan political campaign. A request for a leave of absence for this purpose must be submitted to the Personnel Committee for review and approval.

2. Non-partisan Activity

- A. An employee may seek election to a non-partisan public office provided it does not conflict with his/her duties and responsibilities as a City employee. In order for this determination to be made, the employee must disclose his/her intent in writing to the City Personnel Committee prior to active participation in a campaign.

B. The Personnel Committee, in consultation with the City Attorney, will make a determination as to whether an office is in conflict with an employee's duties. In making this determination, consideration will be given to the following items:

(1) The responsibilities of the office as they relate to those of the employee.

(2) The times when, and the amount of time needed to properly exercise the responsibilities of the office.

(3) The relationship with individuals or governmental units as a public official, in comparison to the relationship or possible relationship to the same individuals or governmental units as a City employee.

C. Should it be determined that an office is in conflict with an employee's duties and responsibilities, the employee will be required to take leave without pay during the period of the campaign or while holding office.

3. Political Activity During Working Hours

Employees should not engage in political activity during working hours or while acting in the capacity of an employee of the City. This shall include, but is not limited to the distribution or wearing of political badges, buttons or printed matter or their placement on City property.

In addition, employees on leave of absence to run in or participate in a campaign may not solicit assistance or support from any City employee during working hours or on City property.

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

Policy Title: Pay and Classification Plan

Policy No. 2.07

Date of Issuance: December 18, 1989

Revision Date: March 18, 1986, September 15, 2008, January 21, 2013, August 17, 2015,
September 21, 2015

....

3. Temporary Assignment – Hourly Employees (Street / Parks / **Utility**)

Employees who are assigned by their supervisor to work in a position that is in a higher grade than their position may be eligible for an additional wage lift.

In order to be eligible for an additional wage lift, the employee must be assigned to the higher grade/classification by a supervisor for at least two (2) consecutive hours.

The wage lift will be the first step in the grade of the position they have been assigned that provides the employee an increase of a minimum of 5%. If there is not a step in the grade that provides an increase of at least 5%, then the wage lift will be 2% above the employee's current pay rate.

The absence of a specific employee or supervisor does not, on its own, trigger eligibility for an additional wage lift.

Timesheets that include such wage lifts must be initialed by the supervisor in order for the employee to receive the wage lift.

....



MEMORANDUM

To: Personnel Committee

From: Ryan Kernosky, Director of Community Development

Date: January 11, 2021

RE: **LTE for Edgewater Transition**

A handwritten signature in black ink, appearing to be 'RK' or similar, located to the right of the 'From:' line.

Background: As part of the transition of Edgewater Manor tenants to alternative housing, Mayor Wiza, President Johnson, and City staff have been actively working with professionals from the ADRC, Portage County Health and Human Services, Portage County Housing Authority, and others. Through those conversations, it's become clear that the City should consider hiring an LTE Benefit Specialist or Social Worker whom knows housing programs or opportunities would assist in a smoother and more timely transition for the Edgewater Manor tenants.

We are working with Portage County to determine if there's existing part-time staff that may be interested in doing some contracted work for the City (10-20 hours per week). If there isn't an individual who would be qualified and interested, we would likely post the position and hire this person as an LTE. HR Manager Jakusz is currently working on a position description for your review.

It is expected that this position would be part time and for the duration of the transition (24-36 months) and would have an office at Edgewater Manor.

Financial Impact: The position would be paid for out of the Edgewater Manor Fund.

Staff Recommendation: Staff recommends Personnel Committee approve Staff to negotiate with Portage County to contract for this position or , if we are unable to fill the position through Portage County, to post the position and hire an LTE City-employee.

www.stevenspoint.com

Open Records Rider: The City of Stevens Point is subject to Wisconsin Statutes relating to public records. Communication, such as this document, sent or received by City employees are subject to these laws. Unless otherwise exempted from the public records law, senders and receivers of City communication should presume that the communications are subject to release upon request, and to state record retention requirements.