

PERSONNEL COMMITTEE

February 8, 2021 - 6:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/82473569436?pwd=czVaUWhyZytMaFo3OHcweUzMmhZZz09>

Meeting ID: 824 7356 9436

Passcode: 305693

Dial by location

+1 312 626 6799 US (Chicago)

AGENDA

Discussion and Possible Action on:

1. Roll Call
2. Amendment to Administrative Policy 3.01 Standard Benefits (Securian/Minnesota Mutual Life Insurance)
3. Elimination of the part-time Travel Trainer position - Central Transportation.
4. Adjournment

Meeting Rider

Any person who has special needs while attending this meeting or needing agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD # 346-1556 or by mail at 1515 Strongs Ave., Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:00p.m.

SPECIAL NOTICE

Please take notice that a quorum of the Common Council, City Boards/Commissions may attend this meeting.

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- B. City employees are eligible to participate in the life insurance offered through the Department of Employee Trust Funds, which is handled by **Securian**/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%~~ **20%** 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.

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Administrative Policy 2.12

2. Terminations

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B. Layoff

1. The department head, upon approval of the Personnel Committee, may lay off an employee when it becomes necessary due to a shortage of funds or work, the elimination of the position, changes in duties or organization, or other related reasons. The duties performed by a laid-off employee may be assigned to other regular employees already working who hold positions in appropriate classifications. Management reserves the right to keep some employees working in all functions and skill areas, regardless of seniority. Otherwise, every effort will be made to follow seniority in selecting employees for layoff.

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January 29, 2021

To: Personnel Committee

Re: Request for permanent layoff

Personnel Committee,

Shortly after operations were being modified due to COVID-19 related impacts, we made a temporary layoff at Central Transportation in the position of Travel Trainer. The need for the part-time position just was not there anymore and the action was agreeable to the employee.

Since that time, we have proposed a job description that combines the role of Travel Trainer and Mobility Manager (currently vacant). We have submitted that position for review and the result is not different from the previous position of Mobility Manager.

Pursuant to Administrative Policy 2.12, we are requesting permanent layoff of the Travel Trainer position. We will, in line with the policy, contact the employee who held the Travel Trainer position when the need arises again, or we fill the new position.

Secondly, we seek approval to create and fill a newly defined Mobility Manager position which includes the duties of both the Mobility Manager and Travel Trainer positions. We seek this approval at the same rate (Grade L) as it was previously graded and as determined by our pay plan consultant.

Thank you for your consideration.

Best Regards,

A handwritten signature in black ink that reads 'Joel Lemke'. The signature is written in a cursive, flowing style.

**Joel Lemke
Director of Public Utilities and Transportation**