



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
January 29, 2019

Committee #2 met on Tuesday, January 29, 2019 at 8:30 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King, Chuck Hull, and John Monarski.
Mayor/Other Council Members present: Mayor Hoffman, Rob Kiefer, and Paul Nadreau.
Others present: Finance Manager/Treasurer Lynne Bauer, Police Chief Matt Kelm, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Water Supervisor Matt Boos, Street and Utility Maintenance Manager Rick Ruf, and City Clerk Bridget Givens.

Call to Order: 8:30 am

1. Open Session

2. Discuss Utility and Street Department work rules. Possible recommendations to the Council.

Draft work rules were distributed with the agenda and reviewed in the meeting. Director of Public Works/City Engineer/Utilities Manager Rubenzer advised that the primary change is in regard to recognized holidays falling on a Saturday or Sunday. In these instances, the paid holiday is either Friday or Monday. In the event of emergency call-ins, both days would be considered as double time.

Motion by King/Hull to recommend Council adopt the presented work rules as policy. **All present voting aye, motion carried.**

3. Discuss revised job description for the Data Processing Manager Position. Possible recommendations to the Council.

Director of Public Works/City Engineer/Utilities Manager Rubenzer presented a revised job description for the Data Processing Manager Position. In the past, this position was included in part of the salary of the Utility Office Manager. In 2007, when the City began contracting with Chippewa County for IT services, this amount was removed from the salary. Rubenzer advised that there is still a considerable amount of responsibility not handled by Chippewa County and feels compensation should be offered for these duties. It was recommended that funding come from the Utility Budget to cover the salary increase.

Motion by Hull/King to recommend Council approve the revised Data Processing Manager Job Description. **All present voting aye, motion carried.**

4. Closed Session

Motion by Monarski/Hull to go into Closed Session under Wis. Stats. Sec. 19.85(1)(e) for "deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting public business with competitive or bargaining implications that require a Closed Session" to:

- a. **Discuss labor negotiation issues and strategy; and to include Committee/Council Members, Bauer, Kelm, and Givens; may return to Open Session for possible action on Closed Session items.**

Roll Call Vote: Aye – Monarski, Hull, King. Motion carried.

The Committee discussed item (a) above.

Motion by Monarski/Hull to return to Open Session. All present voting aye, motion carried.

Committee Chair King announced that the Committee agreed to set up a meeting with the Police Department Union representatives to discuss issues that may affect the next bargaining session.

5. Adjournment

Motion by Hull/Monarski to adjourn at 9:15 am. All present voting aye, motion carried.

**Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer**

Department of Public Utilities
Water & Wastewater
Work Rules - Effective xx/xx/xxxx

On-Call Procedure

The Water and Wastewater Departments have employees on-call hours during non-working hours for coverage 24 hours/7 days per week.

Requirements

- Employee shall carry utility cell phone or other communication device approved by the Utility Manager or designee.
- Employee shall adhere to the 30 minute emergency response time.
- Employee shall adhere to the City's Drug and Alcohol Workplace policy.

Emergency Call-In Pay:

On-call employees shall receive the current on-call rate per hour while on call. Rate will be adjusted annually at the same rate as base rates.

All employees reporting for work in case of emergency call-in shall be receive a minimum of two (2) hours of overtime pay.

If additional emergency call(s) are received within this two hour period, only two (2) hours will be paid, if time surpasses the two hour initial window, actual overtime hours will be paid.

When emergency or scheduled time work is required on a holiday, employees shall receive twice the hourly rate of pay in addition to holiday pay. This pay is reflected from 12:00 am to 11:59 pm on the holiday.

Double time is paid when a City recognized holiday falls on a Saturday or Sunday. For example, if Christmas falls on a Sunday, the City recognizes Monday as the holiday. If a person is called in on Sunday or Monday, they would receive double time. Holidays recognized for this purpose are New Year's Day, Independence Day, Christmas Eve day, Christmas Day and New Year's Eve day.

Sick Leave

The intention of sick leave is to provide employee paid time to address their own personal health care needs or the health care needs of their spouse or minor child.

Verification:

The employer may require verification of illness and/or discussion of illness with Human Resources, Supervisor, and/or Department Head. Abuse of sick leave may result in disciplinary action, up to and including discharge from employment.

Unpaid Leave

Unpaid leave requests (non-FMLA / Non-USERRA) will be considered on a case-by-case basis.

Applications: Applications for unpaid leave time, not covered by FMLA or USERRA, shall be made in writing to the employee's Department Head. Employees must utilize all applicable paid leave time, such as vacation time, before requesting unpaid leave. Leaves of absence shall not be allowed for the purpose of taking other employment of any duration.

The Department Head may grant or deny leaves of absence of 14 days or less. Leave requests of more than 14 days shall be forwarded to the City Council with a recommendation for action from the Department Head.

In making a determination as to whether to approve a leave request, the City will consider such factors as the stated reason(s) for the leave request, impact of leave on City operations, and the performance record of the employee.

Eligibility: All full-time employees and all part-time employees working at least 1200 hours may apply for a unpaid personal leave.

The Data Processing Manager (DPM) position was created in 1985. The position was created when computers were introduced to the City. At that time the position, filled by Utility Manager John Allen, managed the System 36 computer that housed the City General Ledger, Utility Billing, and Payroll software. In 1985 an increment of \$1,200 was added to John's annual salary.

In 2005, when John Allen retired, Connie Freagon was named interim Manager until the Utility Manager position was filled. In late 2005, Rick Rubenzer was named Utility Manager and Connie continued to be the interim Data Processing Manager.

In 2007, City Administrator, Dan Elsass, discontinued pay to this position as the City entered into an Intergovernmental Agreement with Chippewa County for IT services, although not all responsibilities have been transferred to the County. The 2006 increment was \$3,004.93. Since 1998 the increment was increased the same percentage as the non-represented employees.

Duties have changed and been added to the DPM position since the inception of this position and the agreement with Chippewa County.

- Liaison with Chippewa County IT Department
- Manages users, security, and installation of the software and hardware. In 2017, the City retired the AS400 and entered into an agreement for off-site application hosting.
- Representative for the CINC organization.
- Responsible for planning, preparing, and implementing the data processing budget.
- Responsible for planning and replacing of City computers. In 2008, a computer replacement policy was adopted.
- Manage City iPads. In late 2016 and 2017, Council members and some departments received iPads.
- Manage telephone system. The city went to a VOIP system in 2006 and in 2017 combined this system with the county. Several fax, centrex, and circuits remain outside of the VOIP system.
- Responsible for maintenance contracts on equipment and software.
- Responsible for writing and maintaining user policy for City owned computer equipment.
- Evaluate City Data Processing needs.
- Laserfiche maintenance and training.
- Provide users with appropriate support and advice
- Troubleshoot
- Ensure licenses are adhered to
- Meet with users to determine data processing needs

Job Title: Data Processing/Information Systems Manager
Department: Data Processing
Reports To:
FLSA Status: Exempt
Prepared Date:
Salary Grade:

SUMMARY

Responsible for the City's overall computer operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Liaison with Chippewa County IT Department
- Manage users, security, and installation of the software and hardware.
- Representative for the CINC organization.
- Responsible for planning, preparing, and implementing the data processing budget.
- Responsible for planning and replacing of City computers in accordance with City policy.
- Manage City iPads.
- Manage telephone systems.
- Responsible for maintenance contracts on equipment and software.
- Responsible for writing and maintaining user policy for City owned computer equipment.
- Evaluate City Data Processing needs.
- Laserfiche maintenance and training.
- Provide users with appropriate support and advice
- Troubleshoot
- Ensure licenses are adhered to
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**City of Chippewa Falls
Job Description**

Job Title: Data Processing Manager
Department: Data Processing
Reports To: Finance Committee
FLSA Status: Exempt
Prepared Date: 01-04-99
Salary Grade:

SUMMARY

Responsible for City's data processing hardware and software and applications using that equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintains an operating system and applications on AS400 system.

Selects, specifies, and recommends data processing hardware and software.

Coordinates third party maintenance services.

Installs, maintains, and troubleshoots, equipment including: cabling, software, and other essential items.

Develops annual Operating and Outlay budgets.

Responds to user problems, questions, and requests.

Reads and understands technical manuals regarding IBM AS400 equipment and operating system.

Communicates with technical experts to diagnose and correct problems.

Communicates with city employees regarding problems and training.

Does related work as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPUTER SKILLS

Must be proficient in the use of personal computers in an office environment. Knowledge of, and ability to use word processing, spreadsheet and database programs. Ability to work in a network environment. Must be proficient in financial, payroll, and utility billing applications running on an IBM AS400. Should also have a basic understanding of Internet/e-mail access and use.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from a two-year college or technical school in data processing; and two to four years related experience and/or training; or an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.