



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
May 16, 2019

Committee #2 met on Thursday, May 16, 2019 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King, John Monarski, and Chuck Hull
Mayor/Other Council Members present: Paul Nadreau and Rob Kiefer
Others present: Finance Manager/Treasurer Lynne Bauer, Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Fire Chief Mike Hepfler, Police Chief Matt Kelm, Battalion Chief Lee Douglas, Parks and Recreation Director Dick Hebert, Street and Utility Maintenance Manager Rick Ruf, Water Supervisor Matt Boos, Library Director Joe Niese, and City Clerk Bridget Givens.

Call to Order: 8:00 am

1. Discuss nepotism policy guidelines. Possible recommendations to the Council.

Finance Manager/Treasurer Bauer advised that the Handbook Committee met to discuss the former nepotism policy that was in effect from 1992-2015. A draft policy was distributed that was very similar to the former policy. The draft allows for exceptions to the policy to come before Committee #2 and Council.

Motion by Hull/Monarski to recommend Council adopt the nepotism policy. All present voting aye, motion carried.

2. Review current comp time policy and discuss possible changes. Possible recommendations to the Council.

The request to review comp time was predicated upon the number of hours worked this past winter plowing snow. Following discussion, the Handbook Committee did not recommend adding a comp time policy for hourly employees. Reasons for this recommendation included tracking, payroll concerns, covering for additional time off, and earning the comp time in the Street Department but taking the time off in a different department, i.e, Parks and Recreation.

Motion by Monarski/Hull to recommend Council approve no changes to the current comp time policy. All present voting aye, motion carried.

3. Discuss age and wages for seasonal workers in the Streets, Parks and Utility Departments. Possible recommendations to the Council.

The Streets, Parks and Utility Departments advised of their difficulty finding seasonal workers. The previous policy relative to hiring employees under the age of 18 was distributed. It was noted that laws have changed and minors 16 and 17 years of age no longer require a work permit. It was thought that it will increase the applicant pool if they are granted the authority to hire 16 and 17 year olds.

The Committee then discussed the need to increase wages for seasonal workers and to gain consistency in wages between the departments.

Motion by Hull/Monarski to recommend Council approve the hiring of seasonal maintenance workers 16 years of age or older and to increase the wages with referral to Committee #1 for funding sources. **All present voting aye, motion carried.**

4. Closed Session

Motion by Monarski/Hull to go into Closed Session under Sec. 19.85 (1) (c), Wis. Stats. for "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" to:

- a. **Discuss benefits/compensation for Fire Chief candidate; and to include Council/Committee Members, Bauer, Hepfler, Douglas, and Givens; return to Open Session with possible action on Closed Session item.**

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

The Committee discussed Item (a) above.

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

It was reported that a motion was made, seconded and unanimously approved in Closed Session to place the new Fire Chief on the administrative pay grid at 18E upon hire (July 23, 2019) with an increase to 18F effective January 1, 2021.

5. Discuss additional hours for Fire Department Secretary. Possible recommendations to the Council.

This item will be discussed after the Fire Department promotions are finalized to know available funding.

6. Adjournment

Motion by Hull/Monarski to adjourn at 8:37 am. All present voting aye, motion carried.

Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer

NEPOTISM

POLICY: This policy applies to all City employees and elected officials; it governs the proposed hiring for either full-time or part-time work as City employees, of individuals, who are their relatives. For the purpose of this policy, "relative" means a spouse, son, daughter, stepchild, father, mother, stepparent, brother, sister, grandparent, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

It is the policy of the city that a department head/supervisor* not hire a relative of any current employee within that department. This shall apply to the hiring of full and part-time employees, not seasonal.

It is expected that the City employee to whom a job applicant is related, or the job applicant, will make the relationship known to the department head/supervisor* before any hiring decision is made; the decision to hire the relative of a current City employee will be subject to approval by the City Council. (The subsequent marriage of two City employees may be considered a violation of this policy and will be evaluated on a case-by-case basis*).

Hiring a relative of any elected official of the City for either permanent or limited-term (seasonal) employment is generally considered contrary to good public policy. While this policy does not apply to non-elected officials serving as appointed members of boards, committees or commissions created by the City Council, both elected and appointed officials are expected to abstain from active participation in discussing and deciding matters which may affect the hiring, retention, classification, promotion, demotion or compensation of a relative currently employed or being considered for employment by the City.

*indicates changes from original policy.

(May 2019)



POLICY

SUBJECT: Hiring Relatives		DISTRIBUTION: All Departments	
EFFECTIVE DATE: 8/25/92	PAGE 1 of 1	SECTION: C-3	
REVISION DATE:	REVIEWED BY: Committee #2		
ORIGINATION:			

POLICY:

This policy applies to all City employees and elected officials; it governs the proposed hiring for either full-time or part-time work as City employees, of individuals, who are their relatives. For the purpose of this policy, "relative" means a spouse, son, daughter, stepchild, father, mother, stepparent, brother, sister, grandparent, father-in-law, mother-in-law, brother-in-law, or sister-in-law.

It is the policy of the city that a department head not hire a relative of any current employee within that department. This shall apply to the hiring of full and part-time employees, not seasonal.

It is expected that the City employee to whom a job applicant is related, or the job applicant, will make the relationship known to the department head before any hiring decision is made; the decision to hire the relative of a current City employee will be subject to approval by the City Council. (The subsequent marriage of two City employees will not be considered a violation of this policy).

Hiring a relative of any elected official of the City for either permanent or limited-term (seasonal) employment is generally considered contrary to good public policy. While this policy does not apply to non-elected officials serving as appointed members of boards, committees or commissions created by the City Council, both elected and appointed officials are expected to abstain from active participation in discussing and deciding matters which may affect the hiring, retention, classification, promotion, demotion or compensation of a relative currently employed or being considered for employment by the City.

COMPENSATORY TIME

POLICY: It is understood that Managers and other exempt positions (as classified by your job description) are paid a salary for their overall responsibility and accountability and may work in excess of the normal work week in order to complete necessary job tasks.

Earned and Limits: At the discretion of the Department Head, non-department head exempt management employees who work in excess of 37.5 or 40 hours (depending on their normal workweek) in a workweek may qualify for compensatory time. Compensatory time shall be earned prior to use, is earned at straight time (hour for hour), and must be tracked accordingly on the designated form. Compensatory time balances should not exceed 80.0 hours at the end of the calendar year. Employees are strongly urged to use earned compensatory at the earliest available opportunity.

Compensatory Time Payout: All accrued and unused compensatory time will be paid out for the following reasons:

1. If an employee is promoted to a management/department head position; or
2. If an employee transfers to another department;
3. If an employee terminates employment with the City.

Compensatory time payout due to promotion to a department head position; or transfer to another department will be added to the payroll on the last day worked in the former position, paid at the regular rate of pay, to be paid in cash via the employee paycheck. The compensatory time paid shall not be considered time worked.

Approval: All compensatory time earned must be approved in advance by the department head. If advanced approval is not obtained the employee is not authorized to work the overtime. The department head has the sole right to approve or deny compensatory time requests. Failure to obtain prior approval may result in disciplinary action, up to and including termination of employment.

Compensatory Time Off: Use of compensatory time must be requested by the employee as far in advance as reasonably possible, and must be approved in advance by the Department Head. Employees shall follow written departmental procedures for requesting to take compensatory time. Requests to use compensatory time may be denied based on the needs and workload of the department or if other employees are already scheduled for time off. The department head has full authority to approve or deny said request.

Department Scheduling Procedures: Each department shall establish written procedures to ensure that compensatory time off requests are processed in a fair and equitable manner, with first consideration to be given to the efficient operation of the department.

CITY OF CHIPPEWA FALLS

```

PPPPP      OO      LLL      III      CCC      Y      Y
P  P      O  O      L      I      C  C      Y  Y
P  P      O  O      L      I      C      Y  Y
PPPP      O  O      L      I      C      YYY
P      O  O      L  L      I      C      Y
P      O  O      L  L      I      C  C      Y
PPP      OO      LLLLLL  III      CCC      YYY
    
```

Subject: Hiring Employees Under Age 18		Distribution: All Departments	
Effective Date: 8/25/92	Page 1 of 1	Section: C-4	
Revision Date:	Reviewed By: Committee #2 8/25/92		
Origination:			

POLICY:

Part-time or seasonal employees who have not reached their 18th birthday are required to have a work permit issued by the State of Wisconsin.

The form used to apply for a work permit is available from any public high school; an application must be approved and a work permit issued before a minor may begin work as a city employee.

Each work permit covers only the position or specific kind of work for which it is issued. A department head intending to employ an individual less than 18 years of age, or another official acting on behalf of the City will need to provide the prospective employee with a letter stating the City's intention to employ the minor, the title of the position in which the minor will be hired, and a description of the duties that will be performed in the position. Any change of job requires a new permit.

PAPER WORK NEEDED FOR OBTAINING A WORK PERMIT:

- Letter from Employer (sample attached)
- Written permission from parent
- School signature or permission
- Birth Certificate
- \$5.00 (or current appropriate fee)
- Employee must appear in person at the
County Clerk's office in County Courthouse

Work Permit

Permit fee: \$10.00 (Check or Cash)

Minors 12 to 15 years of age are required to have a work permit in order to work in most gainful occupations. **Effective June 23, 2017, minors 16 and 17 years old no longer need a work permit. For more information, please click here**

Work Permits may be obtained from the County Clerk's Office between the hours of 8:00 a.m. and 4:30 p.m. **The following information must be provided to the permit officer before a work permit can be issued:**

- Proof of Age (Birth Certificate, baptismal certificate, or Wisconsin ID card)
- Letter from the employer stating the job duties to be performed
- Parent/guardian written consent
- Social Security **card**
- \$10.00 permit fee (Employer **must** reimburse the minor for this cost no later than the minor's first paycheck)
- Minor, or a parent or guardian, must sign the permit

[Work Permit Request Form \[PDF\]](#)

For more information about Child Labor Permits, visit the [Department of Workforce Development's Website](#).

The only exceptions for obtaining a child labor permit are the following:

- Minors employed in agriculture
- Minors working in or around the home and not in connection with the employer's business
- Volunteer work for a non-profit organization and not as an employee
- Public entertainment or exhibition
- Street trades for fund raising for nonprofit organizations, private or public schools
- Apprentices under Chapter 106 of the Wis. Statutes

MAXIMUM HOURS OF WORK FOR 14 & 15 YEAR-OLD MINORS	AFTER LABOR DAY THROUGH MAY 31	JUNE 1 THROUGH LABOR DAY
Daily Hours		
Non-School Days	8 hours	8 hours
School Days	3 hours	3 hours
Weekly Hours	18 hours	40 hours
Permitted Time of Day	7am-7pm	7am-9pm

Employers subject to both federal and state laws must comply with the more stringent section of the two laws.

State child labor laws prohibit work during times that minors are required to be in school, except for students participating in work experience and career exploration programs operated by the school.

Minors under 16 years of age are limited to the maximum hours and time of day restrictions even though they may work for more than one employer during the same day or week.

Minors under 18 years of age may not work more than 6 consecutive hours without having a 30-minute, duty free meal period.

Minimum wage for minors is \$7.25 per hour. Employers may pay an "Opportunity Wage" of \$5.90 per hour for the first 90 days of employment. On the 91st day, the wage must increase to \$7.25 per hour.

6. Discuss funding for Dutchman Drive land donation contingencies. Possible recommendations to the Council.

Parks & Recreation Director Dick Hebert requested funding for contingencies including an appraisal and payment of taxes. The estimated cost of the appraisal is \$1,200 and taxes for the donated properties for 2015 will be approximately \$2,000. Dick does not have any general donation funds or other sources of funding for these costs.

Motion by Adrian/Kiefer to recommend the Council approve the funding request for land donation contingencies from the excess Buchanan Park project funds discussed in Item #6 or the General Fund Reserves if there are no excess monies from that project. All present voted aye. Motion carried.

7. Discuss request of Police Department to set up an account for sales revenue to be used for new equipment, improvements, etc. Possible recommendations to the Council.

Police Chief Wendy Stelter presented a request to have an account made for sales revenue from old equipment, etc. from the Police Department. She would like these funds carried over from year to year to use for purchase of new equipment and other items. Finance Manager/Treasurer Bauer indicated the Street Department has a similar fund from the sale of scrap. Those funds are intended for equipment replacement. They do carry over from year to year. The Committee discussed the funding really comes from the General Fund regardless of how you look at it. They were not necessarily opposed to tracking the revenues but want any purchases approved by Committee #1. Chief Stelter also indicated she is soliciting donations for various items on her website.

Motion by Kiefer/Adrian to recommend the Council approve the request of the Police Department to set up a revenue account from the sale of old equipment with any requests for spending those funds to come before Committee #1. All present voted aye. Motion carried.

8. Discuss rates for Street Department and Utility Department summer help. Possible recommendations to the Council.

City Engineer/Public Works Director/Utility Manager Rick Rubenzer requested an increase in the hourly rates for summer help at the Street and Utility Departments. He indicated they cannot find help for \$7.50 or \$8.00 per hour. Funding for increase would come from the current budgets. Dick Hebert expressed concern as his seasonal help is only paid \$7.50 per hour. He was directed to bring his request to Committee #1 for consideration.

Motion by Kiefer/Olson to recommend the Council increase the rates for summer help in the Street and Utility Departments to \$9.00 per hour with a \$.50 increase for each year for three years with a \$10.50 cap. All present voted aye. Motion carried.

9. Adjournment.

Motion by Olson/Adrian to adjourn at 6:12 PM. All present voted aye. Motion carried.

Minutes submitted by,
Lynne Bauer, Finance Manager/Treasurer

**Parks, Recreation Forestry Department
Seasonal Employee Pay Increase Request**

Park Maintenance	# Of Employees	Staff Hours	\$0.25/hour		\$0.50/hour		\$0.75/hour		\$1.00/hour		\$1.25/hour	
			increase		increase		increase		increase		increase	
Irvine Park	7	2090	\$522.50		\$1,045.00		\$1,567.50		\$2,090.00		\$2,612.50	
Casper Park	2	1579	\$394.75		\$789.50		\$1,184.25		\$1,579.00		\$1,973.75	
Riverfront	1	200	\$50.00		\$100.00		\$150.00		\$200.00		\$250.00	
Totals	10	3869	\$967.25		\$1,934.50		\$2,901.75		\$3,869.00		\$4,836.25	

Current Seasonal Park Maintenance Hourly Pay Rates		
1st Year	2nd Year	3rd Year
\$7.50/hour	\$7.75/hour	\$8.00/hour

2018 Temporary Change to Seasonal Park Maintenance Hourly Pay Rates		
Committee #1 approved \$.50/hour raise - June 5, 2018 Meeting		
1st Year	2nd Year	3rd Year
\$8.00/hour	\$8.25/hour	\$8.50/hour

2019 Seasonal Park Maintenance Hourly Pay Rates			
If committee #1 once again recommends \$.50/hour raise - May 15, 2019 Meeting			
1st Year	2nd Year	3rd Year	4th year
\$8.00/hour	\$8.25/hour	\$8.50/hour	\$8.75/hour

Thursday May 16
Committee #1 Meeting - ~~Wednesday, May 15, 2019~~