



Human Resources Committee Meeting Notice January 10, 2022

Human Resources Committee

Jay Bemke, Chairperson
Dean Veneman, Secretary
Sheri Evanson

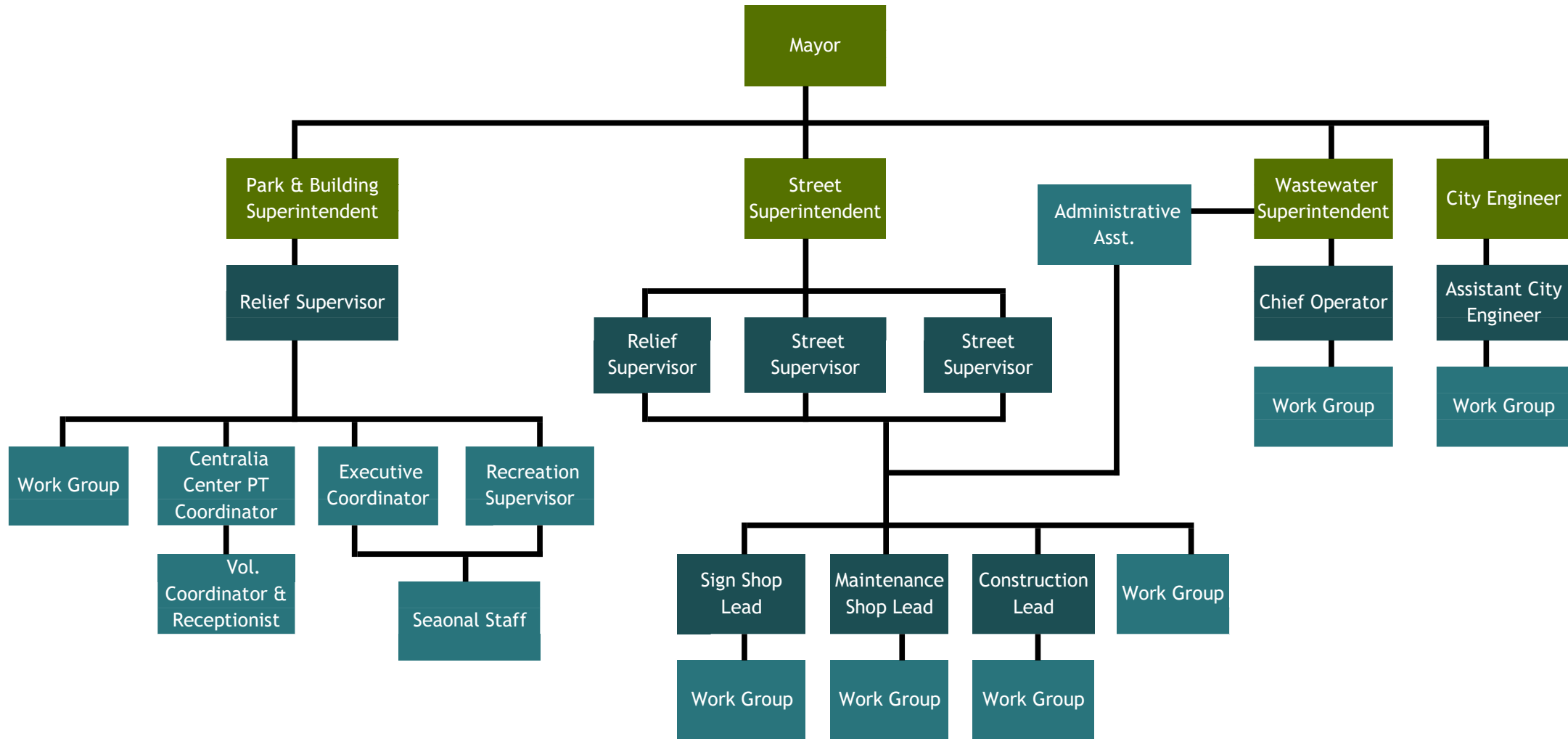
Notice is hereby given of a meeting of the Human Resources Committee to be held in the Council Chambers of City Hall, 444 West Grand Avenue, Wisconsin Rapids, and via remote videoconferencing on Monday, January 10, 2022, at 5:00 p.m. The public may listen to the meeting by calling 1 (312) 626-6799, Meeting ID: 878 7307 0013. This meeting can also be viewed LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app, and is streamed LIVE on the City of Wisconsin Rapids Facebook page. The meeting will also be available "On Demand" on WRCM's YouTube channel 48 hours after the meeting takes place. Additionally, if persons would like to provide comments regarding items on an agenda, they may contact Chairperson Bemke at jbemke@wirapids.org before the meeting.

Agenda

1. Call to order
2. Discuss and consider for approval a request from Mayor Blaser for an organizational restructure of the Department of Public Works. See attached.
3. Discuss and consider for approval the proposed changes to the Attendance and Punctuality Policy. See attached.
4. The Committee may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"
 - a. In closed session, the Committee will discuss negotiation and bargaining strategy regarding labor negotiations with IAFF and WRPPA. and may discuss tentative labor agreements with said units.
 - b. The Committee may return to open session, or may adjourn in closed session.
5. If the Committee returns to open session, the Committee may take action on tentative labor agreements with IAFF and/or WRPPA.
6. Adjournment.

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.

Department of Public Works - Organizational Chart





ATTENDANCE AND PUNCTUALITY

1. SCOPE

This policy applies to all employees of the City of Wisconsin Rapids.

2. PURPOSE

To provide employees with appropriate guidelines regarding employee attendance and punctuality.

3. POLICY BODY

To maintain a safe and productive work environment, the City expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City. The City realizes that the majority of employees take a responsible attitude toward attendance and punctuality and that there are those times when attendance and punctuality might be beyond the control of the employee. In the rare circumstances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. A minimum of ½ hour notice is expected. Excessive absenteeism and tardiness are disruptive; either may lead to disciplinary action, up to and including unpaid suspension and/or discharge. Employees who are absent from work for three (3) consecutive days without giving proper notice to their supervisors will be considered to have voluntarily resigned. Employees who report for work in a condition deemed not fit for work, whether for illness or any other reason, will not be allowed to work and may be required to use vacation, personal or sick time. *All employees are required to notify their immediate supervisor of the usage of vacation, floating holidays, sick leave, funeral leave, leave of absence and other paid or unpaid time off work in advance if the leave is planned, or as specifically provided for in policies of each leave.*

Additionally, employees attending conventions, seminars, training, professional organizations and City business outside the City requires prior notification to the immediate supervisor.

PROCEDURES

1. Employees should notify their immediate supervisor or designee, in advance, (minimum of a ½ hour advance notice) of any tardiness or absence. Tardiness or lateness is described as arriving to work after the scheduled time, regardless of how many minutes are involved.
2. An employee who calls in ill after the scheduled work time will also be considered tardy.
3. The City realizes that extenuating circumstances may occur and these will be looked at on a case-by-case basis and taken into consideration when evaluating employee absenteeism and/or tardiness.
4. When appropriate, the supervisor should counsel the employee on the importance of good attendance and warn that continued absences or tardiness will lead to corrective action.
5. An employee is subject to disciplinary action for excessive tardiness and/or absenteeism, up to and including unpaid suspension and/or termination. Normally, employees will be counseled for tardiness. Formal disciplinary action will be initiated for excessive tardiness or absenteeism.

Violation of this policy will result in discipline, up to and including unpaid suspension and/or discharge. This policy/procedure/manual does not in any way constitute an employment contract; and the City of Wisconsin Rapids reserves the right to amend this policy/procedure/manual at any time, subject only to approval by the Common Council.



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4. DOCUMENT HISTORY

Version No.	Revision Description
1.0	Revised from 2-1-05 Attendance and Punctuality Policy

5. DOCUMENT PROPERTIES

Primary Author: R. Hartman
Approver(s): HR Committee –
Common Council –