



Human Resources Committee Meeting Notice May 10, 2022

Human Resources Committee

Jay Bemke, Chairperson
Patrick Delaney, Secretary
Tom Rayome

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, on Tuesday, May 10, 2022, at 2:15 p.m. The public may listen to the meeting by calling 1 (312) 626-6799, Meeting ID: 812 2163 0688. 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.

Agenda

1. Call to order
2. Discuss and consider for approval the Commercial Driver License Policy.
3. Discuss and consider for approval a Seasonal Gardener position within the Parks & Recreation Department.
4. Discuss and consider for approval a IT Intern within the Information and Technology Department.
5. Discuss and consider for approval the renewal of employee health insurance with Aspirus Health Plan, effective July 1, 2022.
6. Discuss and consider for approval employee health and dental insurance rates, effective July 1, 2022.
7. 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"

In closed session, the Committee will discuss WRPPA's recent nonratification of the City's tentative agreement with WRPPA, including the discussion of negotiation strategy.

8. Adjourn.

The Committee will adjourn in closed session.

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.



COMMERCIAL DRIVER LICENSE

1. SCOPE AND PURPOSE

To provide Public Works Department employees (Street, Wastewater, Parks) with guidelines regarding obtaining Commercial Driver Licenses and the payment and reimbursement of training, classes, and licensing fees.

2. POLICY BODY

Employees who are required to have a Commercial Driver License (CDL) as a condition of their employment shall have 12 months from their date of hire to obtain a CDL.

The City will pay for training, classes, and fees for CDL licensure, if preapproved by the Department Head and the Human Resources Manager.

The City will provide an employee with up to 40 hours of paid leave, to be paid at straight time, which can be substituted for pay to attend an approved training course, if the training or testing occurs during a scheduled work day or work days

If the employee is reimbursed for training costs and fees, and the employee leaves employment with the City within 1 year of obtaining the CDL license, the employee shall reimburse the City for all training costs and fees.

If the employee leaves employment between 1 year and 2 years of obtaining the CDL license, the employee shall reimburse the City for 50% of the training costs and fees.

If the employee leaves employment between 2 years and 3 years of obtaining the CDL license, the employee shall reimburse the City 25% of the cost of the training and costs .

Provided the employee obtains a CDL license within 12 months of employment, the City will only pay for one approved training course for CDL licensure. If an employee does not complete training or does not pass the CDL testing, the employee must pay for his/her own subsequent training and testing. All future trainings and fees will be at employee expense.

In the event the employee does not obtain his/her CDL license within 12 months of employment, the employee may be terminated, and all costs for training or license fees shall be reimbursed by the employee to the City.

If, after obtaining a CDL, the employee is disqualified from operating a commercial motor vehicle, the employee may be terminated.

3. PROCEDURES

1. All requests for CDL training and license fees shall be made at prior to the start of the training.
2. CDL Training Request Forms may be obtained from the Human Resources Department. The Training Request Forms shall include a provision regarding reimbursement to the City as outlined herein.
3. The CDL Training Request Form should be completed by the employee and forwarded to the Department Head for approval. The Department Head is responsible for making sure the employee is eligible for training, and that the training center is approved and the costs are reasonable, before approving the request.
5. The Department Head will forward the approved CDL Request Form to the Human Resources Manager.
6. Once approved by the Human Resources Manager, the Human Resources Department will maintain the CDL Request Form..
7. Once the employee has successfully completed the training and obtained licensure, the employee shall submit documentation regarding completion of the training and a copy of the CDL license.

4. DOCUMENT HISTORY

Version No.	Revision Description
1.0	Original Policy 5/17/22

5. DOCUMENT PROPERTIES

Primary Author: Ryan Hartman- 05/05/22
Approver(s): HR Committee –
Common Council –

The City of Wisconsin Rapids Position Description

Position Title: Seasonal Gardener/Groundskeeper

Department: Parks Department

Pay Grade: 10.50 per hour

FLSA: Non-Exempt Hourly

Date:

Reports To: Parks and Building Superintendent

Purpose of Position

The responsibility of a gardener is to maintain the beauty of plants, outdoor grounds, and trees in a garden. They perform a range of general maintenance tasks including designing, producing, renewing and preserving outside spaces. Gardeners can work in local parks, and city owned landscape areas.

Job Description:

- Maintain and grow the garden to ensure it meets specific requirements and expectations.
- Perform basic maintenance such as cutting the grass, emptying bins, managing weed control and leaf raking.
- Plant and nurture new trees, flowers, and various plants.
- Trimming trees, hedges and shrubs, and preventing and eliminating weeds
- Work with hand tools and basic light machinery such as plant vehicles, and small diggers.
- Maintain a clean garden by clearing rubbish and litter from the garden and grounds.
- Provide guidance to management on matters related to the garden.
- Ensure a safe environment for staff and clients by adhering to safety and health regulations.

Requirements:

- High school diploma or equivalent.
- At least 2 years of proven experience in a similar role.
- Ability to handle a range of horticultural machinery and powered hand tools.
- In-depth knowledge of plants and gardening techniques.
- Friendly personality with excellent interpersonal skills.
- Solid understanding of health and safety rules and legislation.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as equipment operation, and assembling.
- Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.
- Must be able to wear proper Personal Protective Equipment, such as eye, ear, and face protection, including hard hat, steel toed boots, and gloves, as required

Environmental Adaptability:

- Some tasks may risk exposure to somewhat undesirable working conditions, including temperature extremes, odor, noise, heat, cold, machinery, smoke, wetness, humidity, dusts, chemicals, explosives, electrical currents, and other elements with no element continuously present to the extent of being disagreeable. Potential biological exposures including insects, poison ivy, Hepatitis, and bacteria. Potential chemical exposures include toxic agents such as gas, oil, and weed killer.

The City of Wisconsin Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date