



REPORT OF THE HUMAN RESOURCES COMMITTEE

July 13, 2018 Meeting

Reported to Council on July 17, 2018

Steve Koth, Chairperson
Scott Kellogg, Secretary
Joe Zurfluh

The Human Resources Committee met at 9:00 a.m. on Friday, July 13, 2018, in the Third Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids. Alderpersons Steve Koth and Joe Zurfluh were present. Alderperson Scott Kellogg was absent. Also present were Dawn Urban, Bill Clendening, Adam Tegen, Scott Young, Aaron Palbrach, John Koeshall, Jay Bemke, Joe Terry, and Paul Vollert.

1. Call to order.

The meeting was called to order by Chairperson Steve Koth at 9:03 am.

2. Review and approve the Delta Dental rates for 7/1/18. Note: Claims experience is currently calling for a 6 percent increase. We will continue to monitor claims and may need to slightly increase dental premiums for 1/1/19.

Dawn Urban explained that the administrative fees remain unchanged, and the City will continue to monitor the dental claims to determine if a January increase is necessary. A motion was made by Chairperson Koth to approve the Delta Dental renewal rates as presented and seconded by Alderperson Zurfluh. Motion carried.

3. Review and approve the revised Paid and Sick Leave policy.

Dawn Urban explained the material changes to the Paid and Sick Leave policy and introduced the Leave of Absence policy. Chairperson Koth made a motion to approve both policies as presented, and this motion was seconded by Alderperson Zurfluh. Motion carried.

4. Review and approve the Leave of Absence policy.

Dawn Urban explained the material changes to the Paid and Sick Leave policy and introduced the Leave of Absence policy. Chairperson Koth made a motion to approve both policies as presented, and this motion was seconded by Alderperson Zurfluh. Motion carried.

5. Review and approve the modified Building Maintenance Technician job description.

Paul Vollert explained that this is a modified replacement position for an employee who recently retired. A motion was made by Chairperson Koth and seconded by Alderperson Zurfluh to approve the job description as presented. Motion carried.

6. Review and approve revised Ascension health and wellness services for 2019.

Dawn Urban explained the proposed changes to the City's existing wellness program for January 1, 2019. The cost savings to the City would be approximately \$23,500. Chairperson Koth made a motion to approve the revised wellness program as presented, and Alderperson Zurfluh seconded this motion. Motion carried.

7. Review and approve a temporary arrangement between the City and Lorelei Fuehrer to provide commercial inspection services for a limited period of time.

Adam Tegen explained that the City currently does not have an inspector who is licensed to conduct commercial inspections. However, the City Inspectors are currently taking courses to enable them to achieve their commercial inspection licenses.

A motion was made by Chairperson Koth to approve an arrangement with Lorelei Fuehrer for six months at the cost of \$1500 per month. This motion was seconded by Alderperson Zurfluh. Motion carried.

8. Preliminary discussion around current residency requirement.

Discussion around the current 15-mile residency requirement for emergency personnel. This is a negotiable item with the public safety unions and will be addressed as part of the upcoming collective bargaining agreement negotiations. Any changes to the residency requirement will require an amended City ordinance.

9. Set next meeting date.

The next HR Committee meeting has been scheduled for 8 am on August 10, 2018 in the third floor conference room of City Hall.

10. Adjourn.

Motion by Chairperson Koth and second by Alderperson Zurfluh to adjourn. Motion carried.

The meeting adjourned at 10:04 am.



Projected Funding Levels: 07/01/18 to 06/30/19

Prepared for The City of Wisconsin Rapids

Completed: 03/15/2018

Version 1.0

Current Benefit Plan Design

I. TREND ASSUMPTIONS

Dental Trend	4.5%	
Renewal Date	07/01/2018	12/30/2018
Projection End Date	06/30/2019	12

II. HISTORICAL CLAIMS EXPERIENCE

EXPERIENCE PERIOD	08/30/2017	08/30/2016
	03/01/17 - 02/28/18	03/01/16 - 02/28/17
Paid Dental Claims	\$225,562	\$182,812
Plan Change Adjustment Factor	1.0000	1.0000
Adjusted Paid Claims	\$225,562	\$182,812
Number of Months in Experience Period	12	12
Annualized Adjusted Paid Claims	\$225,562	\$182,812
Average Contracts ⁽¹⁾	230	235
Claims per Contract per Year	\$979	\$780
Trend to Midpoint (number of months)	16.0	28.0
Trend to Midpoint (trend factor)	1.0604	1.1082
Projected Claims per Contract per Year	\$1,038	\$864
Weight	70%	30%
Weighted Average Claims per Contract per Year	\$986	

⁽¹⁾ Enrollment is lagged two months.

III. CALCULATION OF FUNDING LEVELS

1. Variable Costs

Current Contract Count	224
Projected Plan Year Dental Claims	\$220,829

2. Fixed Costs

Renewal rate of \$4.45 PEPM with Delta Dental	\$4.45
Dental Administration	\$11,962

Projected Overall Plan Year Expenditures **\$232,791**

Projected Funding w/ Current Rates **\$219,360**

Calculated Funding Rate Increase 6.12%

Plan Level	Current Contract Counts	Current Funding Rate	Calculated Funding Rate	Proposed Funding Rate
Single Coverage	50	\$35.00	\$37.14	\$37.14
Family Coverage	174	\$95.00	\$100.82	\$100.82
Totals	224	\$219,360	\$232,791	\$232,791

The recommended rates do not include the plan sponsor's 2% administrative allowance for COBRA Participants

Disclaimer: The calculated proposed funding rates represents our suggestion of what adjustment should be applied to current premium funding rates to meet future expected plan costs. M3 Insurance Solutions, Inc. will not be liable for any potential shortfalls or surpluses of dollars based on these projections.



Sick and Paid Leave

1. SCOPE

This policy applies to all employees of the City of Wisconsin Rapids except Crossing Guards, LTEs, Relief Clerical, or interns. This policy also does not apply to employees who receive sick leave benefits pursuant to a collective bargaining agreement.

2. PURPOSE

To provide employees with guidelines regarding the use of sick leave and eligibility for paid leave.

3. POLICY BODY

3.1 Annual Sick Leave. Non-Union and DPW employees shall be granted a total of two weeks of paid sick days per calendar year, based on their regular hours worked per week, for the employee's own minor illnesses, such as cold and flu. See the schedule below:

Full-time employees (40 hours/ week)	80 Hours
Full-time employees (32 hours/ week)	64 Hours
Part-time employees (20 hours/week)	40 Hours
PD Management (12-hour shifts)	84 Hours
Fire Management (24-hour shifts)	144 Hours

Fire and Police employees covered under collective bargaining agreements will receive sick leave benefits according to the agreements.

Sick days may also be used to care for a sick child, for family leave (as substitution for unpaid family leave), and for medical and dental appointments. There will be no accumulation or carryover of this leave.

Salaried employees must take sick and paid leave in increments of partial or full days (4 or 8 hours or 12 or 24 hours for Fire Department). Hourly employees may use sick and paid leave in increments of 15 minutes (.25 hours) or greater.

3.1a New Hires. New hires shall be provided sick leave after six (6) months of employment on a prorated basis. Sick leave earned from the date of hire will be credited

on the employee's six-month anniversary.

3.1b Transfers and Promotions. Employees promoted from a Police or Fire Union position to a Non-Union management position will receive prorated Non-Union sick leave credit on their promotion effective date, based on the amount of time they will be Non-Union for the remainder of the year in which they are promoted.

3.1c Payout. Each year, the City will pay \$75 for each eight-hour increment of sick leave not used during the calendar year for those employees working 40 hours per week. (\$107 for each 12-hour increment for Police management who work 12-hour shifts, and \$125 for each 24-hour increment for Fire management who work 24-hour shifts). Employees must be employed with the City on December 31 to receive this payment. This payment will be made in February of the year following the year that the sick leave was not used. For example: A payment will be made in February, for sick leave not used during the preceding year.

3.2 Extended Sick Leave. Employees will be provided up to 8 weeks of paid extended leave per calendar year for his/her own serious health condition, if an employee qualifies for FMLA. The employee must have a completed medical provider's certification and a completed Request for FMLA application. The 8 weeks of paid leave will run concurrently with FMLA.

3.3 Leave of Absence. If additional time is needed after FMLA, the employee may be placed on a leave of absence. All types of paid leave must be exhausted before an employee can take the time unpaid. A leave of absence will be granted for a maximum of 8 weeks. If the employee is not able to return to work immediately following the unpaid leave of absence, the City may terminate employment. Additional information can be found in our Leave of Absence policy.

3.4 Sick Leave for Family Members. An employee will be granted up to one week of paid leave per calendar year for a family member who has a serious health condition, as defined by the Family Medical Leave Act, or for the birth of an employee's child. In order to receive this paid sick leave, the employee must complete all required FMLA paperwork.

The one week of paid leave has no accrued value and will not carry over from year to year. The employee will first be required to use one week of sick leave before the City will provide paid leave for the second week. If the employee does not have any sick leave available, the employee may use vacation or personal time. If the employee does not have any accrued paid time available, he/she must first use one week (or the equivalent of one week) of unpaid time off prior to receiving paid leave.

3.5 Required Reporting. An employee absent for three (3) or more days, due to personal illness or the illness of a family member, is required to notify the Human Resources Department on the third day of absence. The employee's supervisor should also notify the Human Resources Department.

3.6 Monitoring. Human Resources reserves the right to monitor use of sick and paid leave. Abuse of sick leave may be grounds for discipline, up to and including unpaid suspension and/or termination.

3.7 Alternate Employment. An employee will not receive paid or sick leave under this policy while working for another employer or performing side work as a self-employed individual.

4. PROCEDURES

4.1 Unplanned Absences. For unplanned absences, employees must notify their manager of the need to use sick time, according to their department policy, as soon as possible. The notice should be given prior to the beginning of the employee's work day.

4.2 Manager Responsibilities. It is the manager's responsibility to ensure that the time away from work is recorded correctly for payroll purposes. If the employee needs to use benefits under this policy, it is the manager's responsibility to direct the employee to Human Resources.

4.3 Employee Responsibilities. If an employee is aware of the need to use sick leave for his/her own illness or the illness of a family member, it is the employee's responsibility to notify his/her manager in advance of the absence and contact Human Resources for the appropriate paperwork. (Human Resources will determine which paperwork is appropriate.) The employee must return completed paperwork to Human Resources before use of sick leave will be approved.

The employee is also required to provide a signed return to work form to Human Resources prior to returning to his/her position (if it is the employee's own illness.)

4.4 FMLA. If the leave qualifies as FMLA, Human Resources will provide the required FMLA notices to the employee within the required timeframes. FMLA will run concurrently with paid leave. The employee will be required to follow all FMLA guidelines as outlined in the Family Medical Leave policy.

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 to approval by the Common Council.

5. ADDITIONAL RESOURCES

- Leave of Absence policy
- FMLA policy

6. DOCUMENT HISTORY

Version No.	Revision Description
1.0	Revised from 5/22/02 City policy

7. DOCUMENT PROPERTIES

Primary Author: Urban, Dawn
Approver(s): HR Committee –
Common Council –

[Document Status]

POLICY



Leave of Absence

1. SCOPE

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

2. PURPOSE

This policy is being developed to ensure consistency is applied for leaves of absence. This policy is not intended to cover leaves under Family and Medical Leave. If an employee is eligible for family medical leave, he/she is required to use protected time under FMLA prior to using leave time under this policy.

3. POLICY BODY

The City recognizes that there are times when an employee may need to be away from work and is not covered under Family and Medical Leave or Military Leave laws. An employee who takes a leave of absence under this policy must use all paid time available to her/him prior to taking the leave unpaid. This includes the use of frozen sick banks.

3.1 A leave of absence may be requested for the following purposes:

- a) If an employee has a serious health condition resulting in an inability to work and the employee is not eligible for FMLA, he/she may request a leave of absence.
- b) In addition, an employee who has exhausted his/her FMLA and who is unable to return to work due to a serious health condition may request an additional leave of absence.
- c) If an employee's immediate family member has a serious health condition and the employee needs to provide care to the family member, he/she may request a leave of absence.
- d) Intermittent leave under this policy is generally not permitted. It may be allowed as a reasonable accommodation pursuant to ADAAA laws or under certain limited circumstances.

3.2 Benefits will be impacted as follows:

- a) Benefits will end as follows: At the end of the month in which FMLA is exhausted. Or, if the employee is not eligible for FMLA, at the end of the month in which the leave of absence ends.
- b) If applicable, COBRA continuation will be offered once the employer contributions end, and the employee is no longer eligible for the group health plan. COBRA continuation will be offered for all applicable benefit plans.
- c) Employees continue to be responsible for payment of their portion of insurance premiums during an approved leave. While receiving pay, the employer will continue to make payroll deductions to collect the employee's share of the premium. During periods of unpaid leave, the employee may choose to pre-pay, pay each pay period, or make catch payments for his/her portion of the premiums. If the employee does not pre-pay or make periodic payments, the employer reserves the right to collect any and all past due employee contributions for benefits.
- d) WRS benefits will be administered according to WRS plan documents.
- e) Flexible Spending Accounts. If an employee misses flex deductions for one or more pay



periods, the employee will have the option to pay the missed deductions when he/she returns to work or lower the annual election amount by the total amount of missed deductions.

3.3 An employee who accepts other employment for remuneration or profit while on a leave of absence will be considered, at that time, to have voluntarily terminated his/her employment with the City.

4. Procedures

4.1 If circumstances should arise that require a need for a leave of absence, an employee should request a leave of absence. The employee must complete a leave of absence form. The leave must be approved by the manager, Department Head, and HR. The decision to approve a leave of absence depends on the nature for the request and the impact the leave has on the department. A leave of absence that places a significant hardship on the department may be denied.

4.2 During a leave of absence, it is the employee's responsibility to provide his/her manager with frequent updates and an anticipated date of return to work.

4.3 Prior to returning to work, an employee must deliver a signed physician form to HR indicating that the employee has been released to return to work (if the leave is for the employee's own serious health condition.) If there are physician restrictions, the manager will need to determine if the City is able to accommodate the restrictions.

4.4 If an employee is unable to return after an eight-week leave of absence, his/her employment may be terminated. Extensions beyond eight (8) weeks may be available under limited circumstances and will require approval from the HR Committee.

DOCUMENT HISTORY

Version No.	Revision Description
1.0	Revised from 5/22/02 Unpaid Time Off former policy

6. DOCUMENT PROPERTIES

Primary Author: Dawn Urban
Approver(s): HR Committee –
Common Council –



LEAVE OF ABSENCE FORM

NOTICE – You are required to complete this form if you are requesting a leave of absence.

I am requesting a leave of absence for the following reason:

- I have a serious health condition and do not qualify for FMLA;
- I have a serious health condition and have exhausted FMLA;
- One of my immediate family members has a serious health condition and I need to provide care to this family member. FMLA is not available for this leave.

Dates of Absence:

Leave Start Date:

Leave End Date:

If you're uncertain of exact dates, please use approximate or estimated dates that you will be away from work.

I acknowledge that I have read the Leave of Absence policy and understand that the maximum length of my leave is eight (8) weeks. I agree to provide HR with a completed physician form that indicates I have been released to return to work (if this leave is for my own serious health condition). In addition, I understand that I am required to use all paid leave that is available to me prior to taking an unpaid leave.

Employee Signature

Date: _____

Approved by:

Manager

Department Head

HR Director





Job Description

Position Title: Building Maintenance Technician **Pay Grade:** VI
FLSA Status: Hourly (DPW Union)
Reports to: Parks & Building Supervisor

Summary of Position

Under direction of the Parks & Building Supervisor, this individual performs custodial duties and is responsible for the maintenance of the building and grounds for all City-owned properties, which includes various mechanical and electrical equipment and plumbing.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs regularly scheduled preventative maintenance and keeps maintenance records on all mechanical, electrical, and pneumatic equipment as follows: H.V.A.C. (Heating, Ventilating, Air Conditioning) systems, pumps, humidifiers; Electrical motors and starters, relays, circuit breaker panels; H.P.S. lamp replacement; and weekly testing of emergency generator, fire alarm system, and LED.
- Under the supervision of the Parks & Building Supervisor, coordinates outside service contracts concerning scheduled inspections or major repairs of the building(s) and mechanical, electrical, or pneumatic equipment located therein and on the grounds.
- Performs domestic and hot water heating and plumbing repairs.
- Inspects buildings' exterior and roofs (particularly following inclement weather).
- Ensures functional operation of exhaust fans on roofs.
- Coordinates purchase of spare parts for all types of equipment or systems, lighting replacement, tools, janitor supplies, etc.
- Conducts weekly safety checks at City Hall and facilities owned by the City– this includes identifying tripping hazards and/or ice spots on sidewalks.
- May assist with snow and ice removal for City Hall and/or other City properties – this includes snow blowing, ice scraping, and sanding and salting.
- Handles daily occurrences at City Hall: Unlocks doors and turns on lights; responds to emergency needs for fire alarm, security and HVAC systems during non-work hours; changes interior and exterior light bulbs; and changes settings on time clocks.
- Maintains or inspects the interior, doors, locks, windows, touchup painting, etc.
- Performs various custodial duties, such as trash removal for City-owned facilities.



Secondary Responsibilities

- Assists with basic lawn maintenance and removal of leaves.
- Follows proper safety protocol in the use and operation of numerous power and hand tools and equipment common to grounds maintenance activities and sufficient mechanical knowledge and skill to properly maintain them.

Education/Experience:

- High school diploma or GED is required.
- Possession of valid Class D driver's license in good standing is required.
- 5+ years of general maintenance experience with an emphasis on installations and maintenance in large buildings and their respective HVAC is required.
- Previous grounds keeping experience with the ability to operate snow blowers and lawn mowers is required.
- Experience using building management and control software, such as Insight by Siemens, is preferred.

Skills/Competencies:

- Demonstrates knowledge in the use of common tools, power tools, and various equipment.
- Possesses solid knowledge of blueprints and maintenance manuals for H.V.A.C., electrical, plumbing, paint and vinyl wall coverings, and general site plans.
- Demonstrates competency using Microsoft products (such as Outlook). Possesses the ability to effectively record time in an automated system.
- Possesses the ability to work independently with little supervision and use good judgment.
- Possesses the ability to work effectively as a team member.
- Demonstrates effective interpersonal skills and possesses the ability to communicate with the general public in a tactful manner.

Physical Requirements and Environment Factors

The individual in this position must possess the following (with or without accommodation):

- Must be flexible with daily schedule and be able to respond to emergencies during non-work hours or weekends.
- Must be able to work in outdoor and indoor environmental conditions from extreme heat, rain, snow, humidity, to extreme cold.
- Must be able to occasionally lift 50-100 pounds and 20-50 pounds continuously five days per week.
- Must be able to walk, bend, twist, kneel, and squat for repair requirements.
- Must tolerate exposure to machinery and its moving parts as well as gases, chemicals and exhaust.
- Must be able to sit to drive and operate equipment on a frequent basis.



- Must be able to utilize hand controls on occasion.
- Must possess the ability to climb and occasionally stand on roof.
- Must have the ability to use seat belts while driving during work hours.

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.



Executive Summary for Ascension Contract for 1/1/19

As you may be aware, the City currently has a contract with Ascension to provide on-site health-related services, such as health risk assessments, FIT assessments, therapy services, injury intervention, nutrition counseling, etc. The 2019 cost of this program is \$90,000. In an effort to reduce costs, we've tried to determine which services could potentially be reduced or eliminated. We want to maintain the services that provide the most value. We are proposing the following:

- **Elimination of employer-sponsored Health Risk Assessments.** This is a preventive health care service that is offered through primary care providers. Instead of paying for on-site health risk assessments, we want to provide an incentive for employees to utilize the covered preventive exams through their health care providers. Preventive services are covered at 100 percent by our insurance carrier. The recommendation is that each employee who provides evidence of his/her annual physical will receive a \$50 stipend on the following paycheck. This will allow the City to save money while also encouraging annual preventive exams. The estimated cost of this is \$8000.
- **Restructure of our current wellness program.** By revising our current program, we would disconnect the employee premium contribution (currently at 5 percent) from our wellness program. Tying the employee premium contribution for an entire year to our wellness program doesn't provide the budget flexibility that the City needs. We are not changing the employee contributions percentage for 2018; however, we need the flexibility to do so for future renewals.
- **Transition to voluntary FIT assessments.** This would reduce the number of employees that receive FIT assessments and reduce the total cost to \$58424 for 2019. It would provide an opportunity for Police and Fire Departments to utilize FIT services in accordance with their respective agreements.
- **Elimination of the wellness vacation day.** This is an incentive that was used for employees to participate in FIT assessments. If we move the FIT assessments to voluntary as a cost-savings measure, we would eliminate the wellness day of vacation as an incentive. We are exploring options for a community volunteer day to replace the wellness day.
- **Elimination of on-site nutrition counseling.** Our current contract allows up to 6 hours per month for dietary sessions, and we have very low participation in this. Similar nutrition counseling services are available through Aspirus providers.
- **Promote the Aspirus Arise ExerciseRewards program.** This provides a monthly financial incentive for employees to exercise (at a fitness club).
- **If we are able to make recommended changes, we would be able to reduce our total wellness program cost to \$ 66,424 for 2019 (vs. \$90,000).** This is an approximate savings of \$23,500.



2019 City of Wisconsin Rapids Budget

Industrial Rehab Program- Annual Budget

Industrial Rehab- The FIT program will be on a voluntary basis.

Hourly rate: \$67/hour

*Based on 48 weeks per year

Onsite Therapy, Preventative Care, and FIT Assessments- 18 hours per week	\$57,888.00
Job Function Analysis, Return to Work, and Workers' Compensation Follow-up- 2 hours per week	\$536.00
	\$58,424.00

Scope of Services:

Early Intervention/Prevention

Treatment

Ergonomics

Body Mechanics

Functional Job Analysis/Return to Work

Workers' Comp Follow-Up

Pre-Placement Screens

LORELEI'S INSPECTION SERVICES

11951 BELL ROAD, WISCONSIN RAPIDS, WI 54494

715-459-8650

City of Wisconsin Rapids

Community Development Director, Adam Tegan

444 W. Grand Ave.

Wisconsin Rapids, WI 54494

Dear Adam,

After talking with you and your staff I would like to offer the following proposal:

1. The construction, HVAC, and plumbing (if requested) inspection(s) on all commercial buildings would be done as ordered in the evenings on Mondays Wednesdays and Fridays after 5pm until complete.
2. Plan reviews would be done through your computer based program or on paper.
3. If office time is needed during daytime hours, I would be available on a request basis for up to 3 hours per week.
4. Will follow up with contractors as needed.

I propose this contract for a 6-month time span at a cost of 1500.00 per month after which time we can discuss the future.

Sincerely,

Lorelei Fuehrer

715-459-8650

Loreleif1@hotmail.com

