



**Human Resources Committee  
Meeting Notice  
December 13, 2021**

**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, December 13, 2021, at 5:00 p.m. The public may listen to the meeting by calling 1 (312) 626-6799, Meeting ID: [822 6588 9362](#). 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](http://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](mailto:jbemke@wirapids.org) before the meeting.

**Agenda**

1. Call to order
2. Discuss and consider for approval the extension of the Employee Emergency Paid COVID-19 Leave set to expire on 12/31/21.
3. Discuss and consider for approval a request for a Tier 11 Firefighter position within WRFD.
4. Discuss and consider for approval the attached revision to the Overtime and On-Call Pay Policy.
5. Discuss and consider for approval the attached revision to the Copy and Fax Machine Use Policy.
6. 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 negotiation and bargaining strategy regarding labor negotiations with IAFF and WRPPA.

7. The Committee will return to open session.
8. The Committee may vote to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

In closed session, the Committee may discuss employment and compensation for a public employee, including a separation agreement.

9. The Committee will return to open session.
10. The Committee may take action in open session regarding employment and compensation for an employee, and a separation agreement.
11. Consider the status of the Public Works Director position and its possible elimination.
12. Discuss and consider for approval a request from Mayor Blaser for an organizational restructure of the Department of Public Works. See attached.
13. 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.



## Overtime and On-Call Pay (Addition 3.7)

### 1. SCOPE

This policy applies City employees who are classified as hourly or salaried non-exempt. This policy does not apply to City employees who are classified as salaried.

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### 3. PROCEDURES

3.7 On-Call Pay for DPW Relief Supervisors and Engineering Technicians. DPW Relief Supervisors and Engineering Technicians will receive \$30 per day when they are on call (in addition to their Relief Supervisor hourly rate when they work as Relief Supervisor).

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## Copy and Fax Machine Use

### 1. SCOPE

This policy applies to all employees of Wisconsin Rapids.

### 2. PURPOSE

To provide employees with appropriate guidelines regarding the personal use of copy and fax machines.

### 3. POLICY BODY

Employees may use the copy and fax machines for personal use. Employees will be charged \$.25 per page for copies and faxes unless the Department Head waives the charge for any number less than 10 copies.

### 4. PROCEDURES

1. Employees will notify the Department Head when making personal copies or sending personal faxes.
2. Department Head must approve the charges.
3. Employees will make payments for charges to the Finance Department.

# Department of Public Works - Organizational Chart

