



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
May 20, 2014

Committee #2 met on Tuesday, May 20, 2014 at 1:00 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Council/Committee Members present: Bill Hicks, Amy Mason, Chuck Hull.

Others present: Finance Manager/Treasurer Lynne Bauer, Fire Chief Mike Hepfler, Attorney Steve Weld, Fire Department Personnel Paul Jarrett, Bill Schulz, Gary Bell.

Call to Order: 1:00 PM

Items of business to be discussed or acted upon at this meeting are shown on the attached agenda below:

1. **Open Session**

2. **Motion by Mason/Hull** to go into closed session under WI Statutes 19.85(1)(e) "conducting public business with competitive or bargaining implications" **to consider grievance filed by the Chippewa Falls International Association of Firefighters Local 1816**; and to include Council Members, Chief Hepfler, Attorney Weld, Finance Manager Bauer, and Fire Department Union Personnel; and may return to open session.
Roll Call Vote: Mason – Aye; Hull – Aye; Hicks – Aye. Motion carried.

The Committee discussed the grievance.

Motion by Hull/Mason to return to open session. **All present voted aye. Motion carried.**

3. **Discuss request of Fire Chief Mike Hepfler to hire an entry level firefighter due to a resignation. Possible recommendations to the Council.**

Chief Hepfler requested permission to hire an entry level firefighter due to the retirement of Keith Ziehr.

Motion by Mason/Hull to recommend the Council approve the hiring of an entry level firefighter. **All present voted aye. Motion carried.**

4. **Review safety shoe reimbursement policy. Possible recommendations to the Council.**

The Committee reviewed the safety shoe reimbursement policy. Committee #1 addressed the funding for safety shoe reimbursements on May 14. A more in-depth policy will be

presented once a review of job descriptions has been completed to determine what type of safety shoes and other safety clothing/equipment apply to certain city positions. Committee member Hicks suggested adding a clause that the reimbursement be subject to Department Head approval and if a permanent employee has his or her work boots damaged due to a work related incident, additional reimbursement could be made during the year if approved by the Department Head.

Motion by Hicks/Mason to recommend the Council approve the draft "Safety Boot Reimbursement Policy" with the addition of language indicating that reimbursement will be subject to Department Head approval and if a permanent employee's safety boots or shoes are unsuitable for work due to a work related incident that the Department Head can approve an additional reimbursement during the year. **All present voted aye. Motion carried.**

5. **Review employee modified duty/return to work policy. Possible recommendations to the Council.**

Finance Manager Bauer discussed the employee modified duty/return to work policy. The City's worker's compensation insurance company has recommended the City implement a return to work policy to get employees back to work if they have restrictions after being injured on the job. The City's safety committee is recommending the modified duty policy which will help an employee return to work even if they have work restrictions. A list of potential modified work assignments is included with the policy. Fire Chief Mike Hepfler indicated his department has a light duty policy and would like theirs incorporated into the City's policy. The fire department employees work 24 hour shifts and the insurance company is researching how to handle restrictions if a firefighter cannot work a full shift during their recovery period.

Motion by Mason/Hull to recommend the Council approve the Modified Duty Policy (attached). **All present voted aye. Motion carried.**

6. **Adjournment**

Motion by Mason/Hull to adjourn at 2:20 PM. **All present voted aye. Motion carried.**

Minutes submitted by,
Bill Hicks, Chair



*Chippewa Falls Fire and Emergency
Services Department*

211 Bay Street, Chippewa Falls, WI 54729

(715) 723-5710 (715) 726-2751 Fax

May 12, 2014

Mayor Hoffman, Lynne Bauer and Committee #2 Members,

Due to the letter of resignation received today from Motor Pump Operator Keith Ziehr, and his last day of employment being May 31, 2014, I am requesting authorization to interview and hire a replacement Firefighter/EMT-P from the current list of qualified candidates.

If there are any questions, feel free to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mike Hepfler".

Mike Hepfler, Fire Chief

A handwritten signature in cursive script, possibly reading "Agreed".

A handwritten signature in cursive script, possibly reading "L. Bauer".

5/14/14

SAFETY BOOT REIMBURSEMENT POLICY

May 2014

Permanent Full-Time Employees

The City shall reimburse up to \$100.00 annually toward the purchase of safety shoes or boots to all permanent full-time employees who are required to wear safety boots. Such reimbursement shall be made upon proof of purchase being submitted by the employee to the City.

Seasonal Employees

The City shall reimburse up to \$50.00 annually toward the purchase of safety shoes or boots to any seasonal employee who completes 10 weeks of seasonal employment with the City. Such reimbursement shall be made upon proof of purchase being submitted by the employee to the City.



Modified Duty Program

City of Chippewa Falls

Adopted: May , 2014

I. Introduction

As part of the City's overall safety and health program, a Modified Duty Program has been established. After accident prevention, the City believes that a Modified Duty Program is the best way to reduce the financial and human losses associated with severe or serious injuries.

II. Objective

The main objective of this Modified Duty Program is to manage our employees' safe and timely return back to work after a workplace injury. The program will facilitate the earliest possible return of an injured employee based on the physical restrictions identified by the medical provider.

III. Scope

The Modified Duty Program applies to all departments within the City. The success of our program will require commitment and involvement at all levels of the organization: employees, supervisors, and administration. At this time, Rick Rubenzer, Public Works Director/City Engineer/Utility Manager has the responsibility for overall coordination, administration, and implementation of the Modified Duty Program.

IV. Written Program

The City has established a Modified Duty Program which will be applied to injured employees and, whenever feasible and appropriate, for non-work related ill or injured employees on a case by case basis.

The goals of the City's Modified Duty Program are:

- A. Foster and enhance the physical and psychological recovery process for the injured workers.
- B. Reduce medical, disability, and lost time costs.
- C. Reduce indirect accident costs.
- D. Minimize the chance of re-injury.
- E. Encourage cooperation between employees and management.
- F. Establish a more stable workforce.
- G. Enhance the injured employees' sense of confidence and well being.

V. BASIC ELEMENTS OF THE PROGRAM

The Modified Duty Program consists of the following essential elements:

- A. Formalized policy outlining the business practice, time periods for use, and humanistic reasons for the practice.
- B. Defined employee responsibilities regarding modified duty, medical restrictions, and treatment patterns.
- C. Specified supervisory and management responsibilities for the most effective usage and monitoring of employees working with medical restrictions.
- D. Predetermined jobs and the hours available for the most difficult restrictions. These most often concern low weights, one-hand, or mobility issues.
- E. Involvement of the medical community to ensure that they are aware of the practice and understand your commitment to modified duty and established restrictions.
- F. Communication among the employee, supervisor, administration, medical providers, and the insurer's claim representative.

VI. ROLES & RESPONSIBILITIES

The Modified Duty Program assigns responsibilities to the injured employee, the supervisor, and the program coordinator.

- A. Employee Responsibilities
 - 1. Report all injuries to your immediate supervisor

2. If you seek medical attention, you must provide a list light duty assignments to the treating physician about the Modified Duty/Return-To-Work Program. Cooperate with the treating physician by providing the information necessary to help determine how and when you can return to the job safely.
3. Unless otherwise directed, you are expected to return to work with any medical restrictions on the same day as the accident or, if time prohibits, the following day. If there is a question, contact your supervisor.
4. You must be aware of your medical restrictions at all times.
5. Do not attempt tasks that exceed your restrictions. If you have a question about the task(s) at hand and your restrictions, talk to your supervisor immediately.
6. If you feel that you can perform certain tasks that exceed current restrictions, talk to your physician and get new restrictions (in writing) that allow you to perform these tasks.
7. The medical restrictions are in effect 24 hours per day. Be careful during non-work hours to be sure that the restrictions are maintained. If you have hobbies or outside interests, talk to the treating physician about possible conflicts. Follow your physician's instructions.
8. Any employee who engages in activities that are inconsistent with medical restrictions and/or treatment patterns, whether on or off the job, is subject to possible disciplinary action.

B. Supervisor Responsibilities

1. Familiarize yourself with the basic purpose, function, and concepts of a modified duty program.
2. Support the City's written policy.
3. Convey a positive attitude about modified duty and its benefits.
4. Educate all workers, on an annual or more frequent basis, about the purpose and function of modified duty.
5. Take time to handle the injury properly.
6. Authorize medical attention immediately if needed. Provide necessary authorization forms and arrange for transportation if needed.
7. Report the injury and supply documentation pertaining to the injury to the human resource department or other designated person who coordinates claim reporting to the insurance provider.
8. Conduct an accident investigation (determine the root cause of the injury). Implement measures or actions to prevent a reoccurrence. Document the results of the investigation.
9. Refer major changes to upper management and follow-up for corrective actions.
10. Explain in detail to the injured employee the tasks that he/she can and cannot perform according to the restrictions provided by the treating physician. Make sure you and the employee do not exceed the restrictions unintentionally.
11. Know the employee (Is the person an overachiever?) and his or her medical restrictions.
12. Be aware of any employee on modified duty, whether he/she is working under you or not. It is important not to assign any tasks or allow any tasks to be performed that exceed medical restrictions. Supervisors must share this information.
13. Add validity to the practice by keeping informed about the employee's recovery, current treatment, and how the employee perceives the quality of the medical treatment. The quality of treatment is directly related to how fast the employee recovers and avoids re-injury in the future.

C. Program Coordinator Responsibilities

1. Contact and visit the principal medical providers that treat your employees' work-related injuries. If distances are a concern, consider introducing the program to medical providers through a mailing.
2. Establish your commitment to the program by inviting the medical providers to tour the various operations within your organization (to familiarize themselves with the types of tasks that are

performed by your employees as well as the modified duty jobs that are currently available or could be used. (Inviting providers to tour your operations/ facilities exhibits your commitment to the practice, helps you clearly define the jobs, and may open up ideas on modified tasks or wellness activities. The providers should be inclined to accept your invitation, especially if they conduct physicals, medical monitoring, or substance abuse screening for your organization).

3. Provide the medical community with an overview of your program and a listing or chart of the modified jobs. Include the hours available and the restrictions that can be accommodated in the jobs. Ask that the information be kept available for reference and that all appropriate medical staff be aware of the information.
4. If you have or can develop a relationship with a medical provider, encourage injured employees to seek medical treatment from that provider. Explain to employees that the provider understands your organization's policies, what's available in modified duty, and that the provider will work with all parties concerned to get the employee back to full earning capacity as soon as possible.
5. Make sure that the medical provider has a full understanding of what full earning capacity means to your employees. In many cases, the number of hours worked in a given time period has a direct impact on other employee benefits such as vacation, earnings, 401k contributions, seniority, or contributions to medical insurance premiums.
6. Arrange to meet with the medical provider(s). Face-to-face meetings go a long way toward understanding each other's problems and identifying mutual opportunities.
7. Communicate the results of your modified duty program to the medical community.
8. Advise them of the direct and indirect savings to the organization. This information is relatively easy to track and can be pivotal in gaining a wider, deeper appreciation and acceptance of the practice by all.



TO: ALL EMPLOYEES

SUBJECT: MODIFIED DUTY RETURN-TO-WORK PROGRAM

In an effort to conserve the human and financial resources of the City of Chippewa Falls, a Modified Duty Program is being implemented to support our worker's compensation program.

Our primary goal is the prevention of work-related injuries. However, when injuries do occur, a return-to-work program is the fastest means available to return employees at or near the level of wages which they were paid at the time of the injury. It also helps us to control our insurance costs. Studies have shown that modified duty has other advantages:

- It is therapeutic and helps speed the recovery process.
- It prevents employees from becoming dependent on a disability system.
- Employees stay in touch with the work environment and fellow employees.
- The company maintains an experienced workforce.

Jobs or duties have been established to meet most or all of the medical restrictions injured employees may face. We will work with the medical community and our insurance company to provide an injured employee with work that meets his or her medical restrictions. In addition, since modified duty jobs are temporary in nature, each return-to-work case will be reexamined on a week-to-week or month-to-month basis, depending on the circumstances. It is the intention that no job is to exceed 90 days in duration. However, in the unlikely event that the occasion would arise, management will evaluate the case based on its merit.

We look forward to working with injured employees to speed their recovery and bring them back to full earning capacity.

Richard Rubenzer
City of Chippewa Falls
Safety Coordinator



TO: (MEDICAL PROVIDER)

RE: Modified Duty Program

The City of Chippewa Falls is actively pursuing every option available to conserve our financial and human resources. Returning injured employees to work through a Modified Duty Program is vital to an employee's recovery and earning power as well as critical to controlling our Workers Compensation costs. We are exploring every opportunity to ensure that our employees are returned quickly and smoothly to full earning capacity after a severe or serious work injury.

When an employee cannot be at work, his or her total earning capacity and various benefit levels are adversely affected (e.g., 401k, vacation accrual, health plan co-pays). Some employees may even face serious financial problems.

For these reasons, we are committed to the viability of our Modified Duty Program. We have a number of modified or lighter duty jobs that would be suitable for injured employees, and which can accommodate a variety of medical restrictions. Furthermore, we will abide in good faith to any medical restrictions you or other medical providers may establish. We consider our Modified Duty Program to be a practical and responsible practice, and one, which the medical community can support, as beneficial to employees.

I cordially invite you to visit our facilities to gain a first-hand view of our processes and tasks, to learn which jobs we have modified, as well as those, which may be modified in the future.

I will follow-up with you, after you have had some time to review this letter, to see if we can arrange a time for you to meet with us.

Respectfully,

Richard Rubenzer
City of Chippewa Falls
Safety Coordinator
Phone: 715-726-2736

POSSIBLE MODIFIED DUTY ASSIGNMENTS

(May 2014)

PARKS & RECREATION DEPARTMENT

- *Cleaning/Housekeeping Park Buildings
- *Picking up debris and garbage in Parks
- *Locking up Park facilities
- *Inventory and Fix Christmas Village Lights
- *Fix Christmas Village Displays
- *Inventory parts and equipment
- *Maintenance on equipment and vehicles
- *Lawn mowing/trimming
- *Casper Park ball field maintenance
- *Delivery/pick up of supplies, parts, etc.

LIBRARY

- *Sort Friends of Library donations
- *Wipe down shelves
- *Wipe down cases/covers of materials
- *Check materials for damage
- *Wipe down tables
- *Miscellaneous filing and scanning as available
- *Shelf "reading" or materials on shelves to be sure they are in proper order for best retrieval.
- *Prepare for programming as available or needed
- *Look for news articles as needed
- *Minor "light" cleaning as needed
- *Deliver programming "flyers" to area bulletin boards and businesses

VARIOUS DEPARTMENT ASSIGNMENTS

- | | |
|---|-------------------------------------|
| *Security Guard | *Paint aisle markings |
| *Inventory parts/supplies | *Pick up trash |
| *Inspect fire extinguishers | *Replenish first aid cabinets |
| *Perform assembly | *Complete a safety inspection |
| *Sort and deliver mail | *Work in the tool room |
| *Make telephone calls/answer telephones | *Order supplies |
| *Shipping (wrapping and labeling) | *Train new employees |
| *Drive a vehicle, run errands | *Do light housekeeping |
| *File paperwork | *Shred documents |
| *Complete safety training | *Update manuals |
| *Sweeping and vacuuming | *Wash City vehicles |
| *Mow lawns | *Apply sand for slippery ice |
| *Update safety bulletin board | *Clean tools |
| *Inspect flooring for need of maintenance | *Create or re-write evacuation maps |
| *Work normal job, but slower | *Work at non-profit/Human Society |