



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
October 14, 2014

Committee #2 met on Tuesday, October 14, 2014 at 4:30 PM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Council/Committee Members present: Amy Mason, Chuck Hull, George Adrian.
Others present: Finance Manager/Treasurer Lynne Bauer, Police Chief Wendy Stelter, Police Lieutenants Matt Kelm and Brian Micolichuk, Police Sergeant Dan Marcell.

Call to Order: 4:30 PM

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

1. **Open Session**

2. **Discuss request to fill Fiscal Clerk I vacancy in Finance/Administration Department. Possible recommendation to the Council.**

Finance Manager/Treasurer Lynne Bauer asked for permission to fill the Fiscal Clerk I position due to the resignation of Heather Mosher. After evaluating the position and duties, she feels the position description is appropriate.

Motion by Mason/Hull to recommend the Council approve filling the Fiscal Clerk I vacancy in the Finance/Administration Department. **All present voted aye. Motion carried.**

3. **Discuss Police Department organizational restructure and appropriate pay grid placement. Possible recommendation to the Council.**

The Committee addressed issues raised after recommendations from the last meeting were reviewed. If the proposal from the last meeting was adopted, there would be pay issues between the sergeants and lieutenants including an instance where the pay difference between the two would only be \$600. In addition, a concern was raised whether or not one of the sergeants should receive a pay increase immediately or if the pay increase should be put on hold until he returns to work.

Motion by Mason/Hull to recommend the Council approve the recommendation to freeze the pay of Sergeant Marcell at the current rate of \$57,147.74 with longevity with reconsideration to occur when recommended by Chief Stelter and Committee #2. **Roll call vote: Mason - Aye; Hull - Aye. Motion carried.**

Motion by Mason/Hull to recommend the Council approve the placement of Lieutenant Micolichuk at Grade 15Midpoint on January 1, 2015 with progression to Grade 15E on January 1, 2016 at which time he will resume normal progression through the rest of the steps. **Roll call vote: Mason - Aye; Hull - Aye. Motion carried.**

(All other recommendations from the October 8, 2014 Committee #2 remain in effect)

4. **Discuss pre-employment testing procedures. Possible recommendation to the Council.**

Finance Manager/Treasurer Bauer presented information regarding pre-employment testing procedures. Representatives from the City worker's compensation insurance company and Marshfield Clinic met with city staff to present options for screening potential employees. Currently the city conducts a drug screen for those positions requiring a CDL. Concerns were raised on whether or not this type of testing is legal. More research needs to be completed and any proposals reviewed by the city's labor attorney.

No action taken.

5. **Closed Session**

Motion by Mason/Hull to go into closed session under WI Statutes 19.85(1) (g) conferring with legal counsel who is providing legal advice regarding litigation which is currently pending" to update Committee on outcome of Fire Department grievance arbitration; to include Council members and Finance Manager/Treasurer Bauer; and may return to open session.

The Committee received information on the status of the Fire Department grievance.

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

6. **Review preliminary draft of employee handbook. (Draft will be distributed at meeting)**

A preliminary draft of the employee handbook was presented. The handbook was drafted by the city's labor attorney and reviewed by Department Heads Virginia Woods-Roberts, Bridget Givens, Rick Rubenzer, Dick Hebert and Lynne Bauer. Future discussion will take place with any suggestions for changes or modifications considered before adoption.

No action taken.

7. **Adjournment**

Motion by Mason/Hull to adjourn at 6:03 PM. All present voted aye. Motion carried.

Minutes submitted by,
Amy Mason, Vice-Chair

**City of Chippewa Falls
Position Description**

Title: Fiscal Clerk I
Department: Finance/Administration
Reports to: Finance Manager/Treasurer
FLSA Status: Non-Exempt
Prepared: June 2011
Wage Rate: \$16.03/hour

Position Summary

The essential functions of this position are listed below and are representative of the knowledge, skill, and/or ability required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.

- Process cash receipts
- Ensures receipts are deposited to appropriate accounts
- Prepares city payrolls
- Assists new employees with benefit paperwork
- Completes State retirement reporting requirements
- Completes State new hire reporting requirements
- Process employee life and health insurance forms
- Process retiree health insurance forms/payments
- Process payroll quarterly reports
- Process annual payroll reports
- Process accounts payables
- Process CDBG payments
- Process 1099s
- Process special assessment searches
- Assist City Clerk with elections
- Assist other offices as time permits
- Performs all other duties as directed

Qualifications

Ability to deal with public in a pleasant, competent, professional manner

Knowledge of payroll and benefit procedures and practices

Ability to read and interpret benefit manuals

Ability to work independently

Ability to work with personal computers in an office environment

Knowledge and use of Microsoft office programs is required (Word, Excel, Access)

Employee must be bondable for insurance purposes of dealing with cash

Ability to communicate effectively in writing and orally

Ability to work in a network environment

Ability to use internet/e-mail for certain tasks

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages and apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. This position requires the ability to read, write, type, calculate, reason, compare, count, differentiate, classify, compute, tabulate and categorize data. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Associate Degree with a major in Accounting, Business Administration, Finance, or in a related subject and at least two years experience in a similar responsible position in either a governmental, non-profit or private firm.

Work Condition and Physical Demands

Work is performed in a general office environment. Lifting requirements are 20 pounds but occasionally will have to lift and/or move up to 75 pounds. These demands are used when using the archive of materials and also when using election equipment. The work involves the use of typical office equipment such as computer, keyboard, computer printer, telephone, calculator, photocopier, fax machine, and adding machine. The noise level in the work environment is usually moderate.

Initial Probationary Period

A successful candidate will be expected to serve a six month probationary period and pass a background check.

1.00% increase

SCHEDULE A2
2014 Non-Union Salary Structure Effective 1/1/14

<u>Position</u>	<u>Grade</u>	
Confidential Secretary	3	
Executive Secretary	4	
Recreation Supervisor	4	
Parks & Rec Working Foreman	10	
City Clerk	11	
Senior Engineering Technician	13	
Fire Battalion Chief	13*	
Civil Engineer	13	Vacant
Utility Office Supervisor	13	
City Inspection & Zoning Administrator	14	
Library Director	14	
City Assessor	14	Contracted
Patrol Police Lieutenant	14	
Assistant City Engineer	15	
Water Supervisor	15	
Wastewater Supervisor	15	
Street & Water Maintenance Manager	15	
Director of Parks, Rec & Forestry	15	
Police Captain	16	Vacant 12/19/12
City Planner	16	
Fire Chief	17	
Finance Mgr/Treasurer	18	
Police Chief	18	
Director of Public Works/Manager of Public Utilit	18	

Salary Range

Grade	Hire	A	B	C	D	Mid Point	E	F	G	Maximum
1	28,037.34	29,439.20	30,841.07	32,242.94	33,644.80	35,046.67	36,799.00	38,551.34	40,303.67	42,056.00
2	29,158.84	30,616.78	32,074.73	33,532.67	34,990.61	36,448.55	38,270.98	40,093.41	41,915.83	43,738.26
3	30,325.19	31,841.45	33,357.71	34,873.97	36,390.23	37,906.48	39,801.81	41,697.13	43,592.46	45,487.78
4	31,538.20	33,115.11	34,692.02	36,268.93	37,845.84	39,422.75	41,393.89	43,365.03	45,336.17	47,307.31
5	32,799.71	34,439.70	36,079.68	37,719.67	39,359.65	40,999.64	43,049.62	45,099.60	47,149.58	49,199.57
6	34,111.70	35,817.29	37,522.87	39,228.46	40,934.04	42,639.63	44,771.61	46,903.59	49,035.57	51,167.56
7	35,476.16	37,249.97	39,023.78	40,797.59	42,571.39	44,345.20	46,562.46	48,779.72	50,996.98	53,214.24
8	36,895.21	38,739.97	40,584.73	42,429.49	44,274.25	46,119.01	48,424.96	50,730.91	53,036.86	55,342.81
9	38,371.02	40,289.58	42,208.13	44,126.68	46,045.23	47,963.78	50,361.97	52,760.16	55,158.35	57,556.54
10	39,905.84	41,901.13	43,896.42	45,891.72	47,887.01	49,882.30	52,376.41	54,870.53	57,364.64	59,858.76
11	42,300.19	44,415.20	46,530.21	48,645.22	50,760.23	52,875.24	55,519.01	58,162.77	60,806.53	63,450.29
12	44,838.22	47,080.13	49,322.04	51,563.95	53,805.86	56,047.77	58,850.16	61,652.55	64,454.94	67,257.33
13	47,528.49	49,904.92	52,281.34	54,657.77	57,034.19	59,410.61	62,381.15	65,351.68	68,322.21	71,292.74
14	50,380.20	52,899.21	55,418.22	57,937.23	60,456.24	62,975.25	66,124.01	69,272.77	72,421.53	75,570.29
15	53,403.00	56,073.15	58,743.30	61,413.45	64,083.60	66,753.75	70,091.44	73,429.13	76,766.81	80,104.50
16	56,607.18	59,437.54	62,267.90	65,098.26	67,928.62	70,758.98	74,296.93	77,834.88	81,372.83	84,910.78
17	60,003.64	63,003.82	66,004.00	69,004.18	72,004.36	75,004.54	78,754.77	82,505.00	86,255.23	90,005.45
18	63,603.84	66,784.04	69,964.23	73,144.42	76,324.61	79,504.80	83,480.04	87,455.29	91,430.53	95,405.77

13*	Fire Battalion Chief Pay Scale
	Hire Step 1
	\$59,707.65 61,199.88

