



Minutes
Committee #2
Labor Negotiations, Personnel, Policy & Administration
January 5, 2016

Committee #2 met on Tuesday, January 5, 2016 at 8:00 AM in the Council Chambers, City Hall, 30 West Central Street, Chippewa Falls, WI.

Committee Members present: CW King, Chuck Hull, and John Monarski

Mayor/Other Council Members present: None

Others present: Director of Public Works/City Engineer/Utilities Manager Rick Rubenzer, Street & Utility Maintenance Manager Rick Ruf, Utilities Office Manager Connie Freagon, Wastewater Supervisor George Hobbs, Water Supervisor Rory Olson, and City Clerk Bridget Givens.

Call to Order: 8:00 AM

1. Discuss revised job description and corresponding wage adjustment for Laboratory Analyst at the Wastewater Treatment Plant. Possible recommendation to the Council.

Director of Public Works/City Engineer/Utilities Manager Rubenzer advised the Committee that the job description was updated based upon the recertification of positions as directed by the DNR. An overview of the compensation associated with the position was provided.

Wastewater Supervisor Hobbs explained the job description has evolved to require a much higher skill level relative to quality control and laboratory testing. Discussion then ensued regarding the amount of hauled waste that is being received at the plant, and how it impacts operations.

Motion by Monarski/Hull to recommend Council approve the revised job description and corresponding wage adjustment for the Laboratory Analyst at the Wastewater Treatment Plant. **All present voting aye, motion carried.**

2. Discuss on-call policy for Wastewater Treatment Plant and Water Utilities. Possible recommendation to the Council.

Rubenzer provided the history as to how on-call pay was handled in the past. In 2008, maintenance of the sewer collection system went from the Street Department to the Wastewater Department. At that time, a \$.50/ hour adjustment was made in base pay for Wastewater employees to compensate for the added responsibilities of being on-call.

The Water Utility employees also have on-call responsibilities, but no wage adjustment was made for this group. In an effort to develop a uniform on-call policy for the Wastewater and Water Departments, it is being recommended that the hourly base pay adjustment of

\$.53/hour (after annual increases) currently being paid to Wastewater Department employees be rescinded and replaced with on-call pay of \$3.06 per hour which will only be paid when employees are on call in both the Wastewater and Water Departments.

The financial impact of this change for the Wastewater Department would result in a net effect. The Water Department budget would have an increase of \$3,578 which can be paid through the Utility overtime account with no impact on the General Fund.

Motion by Hull/Monarski to recommend Council approve the Utility On-Call Pay Proposal including rescinding the base pay of \$.53/hour currently being paid to Wastewater Department Employees and implementing on-call pay of \$3.06 per hour to be paid to both the Wastewater and Water Department employees when they are on call. **All present voting aye, motion carried.**

3. Adjournment

Motion by Monarski/Hull to adjourn at 8:35 am. **All present voting aye, motion carried.**

**Minutes submitted by,
CW King, Chair**

CITY OF CHIPPEWA FALLS
DEPARTMENT OF PUBLIC UTILITIES

POSITION TITLE: Laboratory Analyst
DEPARTMENT: Wastewater Treatment
APPROVED DATE:
REPORTING RELATIONSHIP: Wastewater Supervisor

POSITION PURPOSE

To supervise, operate, and regulate, the City Wastewater Laboratory and assist in the Industrial Monitoring Program in accordance with the Utility's mission and goals.

MAJOR FUNCTIONS

Performs difficult technical work conducting wastewater analysis in accordance with WI DNR regulations as required. (BOD, SS, pH, chlorine residual, coliform, phosphorus, total solids, volatile solids).

Performs process control tests as required (ammonia, COD, volatile acids, alkalinity, etc).

Implements quality control measures in both sampling and testing to evaluate analytical and reporting accuracies as required by WI DNR and EPA.

Completes all Reference Sample Program requirements and laboratory audits to maintain DNR Certified Laboratory accreditation.

Evaluates and interprets laboratory results.

Prepares and standardizes chemicals used for analytical testing.

Trains and directs Operation Staff in proper sampling and laboratory procedures, evaluates staff competency for unsupervised laboratory work.

Maintains laboratory documentation including; bench sheets, log sheets, analysis results, sample documentation, equipment calibration and repair, chain-of-custody forms and other pertinent information per DNR requirements.

Schedules and completes in accordance with WI DNR regulations; various sample collection, packaging and shipping for outside laboratory analysis.

Prepares laboratory supply and equipment order lists, orders supplies.

Performs maintenance and calibration of laboratory equipment.

Assists in administration of the Industrial Pretreatment Program and Mercury Pollution Minimization Program. May conduct program inspections.

SECONDARY/PERIODIC FUNCTIONS

Generates reports and/or charts of analysis results.

Submits to WI DNR required wastewater reports.

Maintains cleanliness of laboratory and equipment.

Prepares user charge billings for office personnel.

Makes recommendations on plant operations based on analytical results.

May be assigned to serve as DNR designated Operator-in-Charge in absence of Wastewater Supervisor.

CITY OF CHIPPEWA FALLS
DEPARTMENT OF PUBLIC UTILITIES

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of chemistry and microbiology as applied to wastewater treatment.
Knowledge of the processes used in municipal wastewater treatment.
Skill in the use of modern laboratory equipment.
Knowledge of WI and EPA regulations governing wastewater treatment.
Mathematics as used to analyze results and perform a variety of analyses.
Knowledge of occupational hazards and safe working practices.
Ability to establish and maintain effective working relationships with City Officials, staff members, Industrial Users, contractors, and the general public.
Ability to maintain accurate and complete records and prepare clear and detailed reports.
Ability to work independently and exercise sound judgment.
Ability to write and speak effectively.
Ability to use a computer and working knowledge of Microsoft software.

QUALIFICATIONS, TRAINING & EXPERIENCE

Any combination of experience and training that would provide the required knowledge and abilities may be considered qualifying. Typically; equivalent to Associate Degree or course work in wastewater treatment, environmental science, chemistry, biology or a related field.
Experience in the fields of wastewater treatment and analysis.
Ability to acquire a WI Wastewater Operator Certificate Grade A subclass L (Laboratory).
Possession of a valid Wisconsin driver's license.

Wastewater Treatment Plant
Laboratory Analyst

Due to the changes in the DNR certification, increase in responsibility outlined in the revised job description and the increased analysis with the numerous changes from the WI DNR, the following step progression and wages are recommended.

Step Progression with DNR certifications.

Historical Step Progression		
Step 1		No Certification
Step 2		DNR Grade 1 ACEFIJ
Step 3	23.79	DNR Grade 2 ACEFIJ

Step Progression with DNR certification changes		
Analyst in Training (AIT)	\$23.45	Operator-in-Training Certificate (or equivalent)
Analyst (Basic)	\$24.16	WI DNR Basic Level Certification; L+Operator-in-Training Certification
Analyst (Advanced)	\$24.88	WI DNR Advanced Level Certification; L + Basic Certification

Laboratory Analyst shall obtain, or show significant progress toward an Operator –in-Training Certification; A1, B, C, D, P within five years of hire.

Utility On-Call Pay Proposal Committee 2 Meeting 1/5/16

The Water and Wastewater Departments have employees on call during non-working hours for coverage 24 hours/ 7 days per week, available via a utility cell phone. In addition to the department on-call pay, called in employees receive a minimum of two hours pay at time and one half.

Wastewater Department

On-call (originally called stand-by pay) originally started when the WWTP was staffed 24/7/365, only weekends and holidays were covered. Stand-by operators were available to assist in emergencies or to fill in if the scheduled employee was not available. Stand-by pay was 4 hours of pay for 24 hours each weekend day and holiday.

When the 2nd and 3rd shifts were eliminated, on-call was changed to cover for the 16 unmanned hours, weekends and holidays, pay continued with 4 hours pay for each weekend day and holiday. No adjustment was made to the on-call pay structure.

In 2008, the maintenance for the sewer infrastructure was transferred to the WWTP. In addition to the current 4 hour on call weekend and holiday pay, \$.50/hour was added to the base hourly base pay.

Water Department

On-call pay for the Water Utility is 4 hours of pay for 24 hours each weekend and holiday. If emergency assistance was needed outside of these times, calls were made to employees until help was found.

In 2012, as new employees were hired they were required to be on-call for the weekend and the week following, offering coverage 24/7. Other employees were encouraged to carry the phone for the week. No adjustment was made to the on-call pay structure.

Proposed On-Call Procedure

On-call employees would receive \$3.06 / hour while on call. Rate will be adjusted annually at same rate as base wages.

The 2008 - \$.53 / hour increase will be rescinded (\$.50 / hour adjusted by annual increases)

Employee On-call requirements:

- Carry utility cell phone or other communication device approved by the Utility Manager or designee.
- Adhere to the 30 minute emergency response time.
- Adhere to the City's Drug and Alcohol Workplace Policy.

On Call Pay

Current Budgeted

Hours – 456 (weekends and holiday @ 4 hours)

Wages

Wastewater $\$24.69 * 456 = \$11,259$

Water $\$22.51$ (average wage) * 456 = $\$10,265$

Wastewater Proposed

Hours – 5840 (16 hours / day * 365 days) (WWTP staffed daily)

Wages

Decrease in base wages ($\$.53 * 2080 * 6$ employees) (\$6,614)

$5840 * \$3.06$ on-call pay \$17,870

Net proposal \$11,256

Water Proposed

Hours – 6760 (365 days * 24 hours, less 2080 scheduled, plus 80 holiday hours)

Wages

$6760 * \$3.06$ on call pay \$20,685

Increase is nearly equivalent to \$.53 increase on base wage.

$2080 * \$.53$ (included in 2016 budget) * 6 employees \$6,614

Current on call wages plus \$.53 increase \$10,493

Total \$17,107

Benefits:

- Wastewater and Water Utilities follow same on-call procedures.
- Employees working on-call hours will receive the benefits of doing so.
- Water Department will have clear on-call policy.
- Water Department will have 24/7/365 on-call coverage.