

****All present are expected to conduct themselves in accordance with our City's Core Values****



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal, Corporation, or Sub-unit thereof.

Meeting of the:	Human Resources Committee	*REVISED*
Date/Time:	Monday, March 11, 2024 at 4:45 PM	
Location:	City Hall (407 Grant Street) – Council Chambers – 1 st Floor	
Members:	Becky McElhaney (C), Gary Gisselman, Dawn Herbst, Tom Kilian, Michael Martens	

AGENDA ITEMS FOR CONSIDERATION

- 1) Approval of January 8, 2024 Minutes.
- 2) Human Resources Report for February 2024.
- 3) Discussion on the Role and Responsibilities of the Human Resources Committee.
- 4) Discussion and Possible Action Approving Hiring an Outside Attorney for Upcoming Negotiations with the Transit Union.
- 5) Presentation (Chiefs Kopp and Barnes/Health Officer Larua Scudiere/Aspirus Tara Draeger) and Discussion and Possible Action Approving the Creation and Hiring of a Community Care Paramedic for the Fire Department.
- 6) Discussion and Possible Action Amending Employee Handbook Sections 2.01, 2.07, 2.08, and 2.12.
- 7) Discussion and Possible Action Approving the Revision to the Social Media Policy for Elected Officials.
- 8) Adjournment.

Members of the public who do not wish to appear in person may view the meeting live over the internet on the City of Wausau's YouTube Channel <https://tinyurl.com/WausauCityCouncil>, or live by cable TV, Channel 981. Any person wishing to offer public comment who does not appear in person to do so, may e-mail james.henderson@ci.wausau.wi.us with "Human Resources Committee public comment" in the subject line prior to the meeting start. All public comment, either by e-mail or in person, if agendized, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on 03/08/2024 at 10:00 AM

Questions regarding this agenda may be directed to the Human Resources Office at (715) 261-6630.

It is anticipated that each item listed on the agenda may be discussed, referred, or acted upon unless it is noted in the specific agenda item that no action is contemplated. It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Wausau may be in attendance at the above mentioned meeting to gather information. **No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.**

"In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call Human Resources at (715) 261-6630 or the City's ADA Coordinator at (715) 261-6620 or e-mail clerk@ci.wausau.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation."

Other Distribution: Alderpersons, Mayor, Department Heads, Union Presidents.

DRAFT

**CITY OF WAUSAU JOINT HUMAN RESOURCES COMMITTEE
and WAUSAU WATER WORK COMMISSION
MINUTES OF OPEN SESSION**

DATE/TIME: January 8, at 4:45 p.m.

LOCATION: City Hall (407 Grant Street) – Council Chambers

HUMAN RESOURCES COMMITTEE MEMBERS PRESENT: Becky McElhaney (C), Gary Gisselman,
Dawn Herbst, Tom Killian, Michael Martens

WAUSAU WATER WORKS COMMISSION MEMBERS PRESENT: Katie Rosenberg (President), Dawn
Herbst, Jim Force, Joe Gehin, John Robinson

MEMBERS ABSENT:

Also Present: J. Henderson, E. Lindman

The joint meeting of the Human Resources Committee and Wausau Water Works Commission was called to order by McElhaney and Rosenberg.

Discussion and Possible Action to Determine if Utilities Employees Should Have a Different Pay Rate and Scale Than Other City of Wausau Unrepresented Employees.

Rosenberg explained that topics of utilities employee retention, rates, and jobs at Water Commission meetings has come to a place where decisions of the Water Commission may be treating utilities employees differently and are happening without the Council being able to weigh in on the decisions. Rosenberg would like this discussion to result in doing what is best for the employees, the City, and the rate payers.

Lindman said that the discussion at the Commission meeting was not to have a different pay scale than other City employees. He provided an overview of the staffing assessment done by Baker Tilly and approved by the Commission that included a look at pay rates. Lindman said the goal was to pay the utilities employees at the rates he felt were appropriate and not behind market.

Killian asked Lindman if another water rate case was entertained or anticipated to occur? Lindman said no, that the Commission never considered this and it was always to work within the budget of the utility. Killian asked if that included the proposed reclassifications. Lindman said yes. Lindman said that Ehlers has the numbers but they haven't provided anything yet; they look at potential staff but also potential projects and grants and what the revenue will cover. Killian referred back to the September 11th HR Committee where Lindman and Groat were asked if the \$450,000 for the proposed reclassifications was included in the last round of rate increases, and both Groat and Lindman indicated it was not. Killian then asked if the cost for reclassifications would be related to rates, and Groat said yes. Killian asked if the cost was not going to come out of rate revenue, where would it come from? Lindman said it would come from rate revenue that's coming in right now and clarified that the \$450,000 was not only for the reclassifications but also for additional staff. Killian asked if it was correct that the \$450,000 was not included in the last rate increase but that somehow utilities has \$450,000 in wiggle room for this? Lindman referred back to Ehlers that puts together their operational budget but doesn't provide detail, so he doesn't know what they've taken into account and what the utility budget will be able to manage. Killian said it sounds like there are a lot of unknowns, and asked

if they could agree that the \$450,000 was not included in the last rate increase? Lindman said he didn't know how Ehlers does the overall calculations on what he sends them, but that projected personnel would not be considered. Killian asked if Lindman's opinion from September 11th had changed; Lindman said no it hasn't changed.

Robinson said there were several issues before them – attracting and retaining talent at the utility, pay, and positions. Robinson asked if HR has looked at the Gallagher study and/or Baker Tilly study and come up with estimates for reclassification costs, and then what would it take to implement the Baker Tilly recommendation to add positions. Henderson spoke to the difference between the Gallagher compensation study and the Baker Tilly assessment, and said that he contacted a few of the cities used for the Baker Tilly assessment and found that the Wausau was in line with their pay for like positions. Henderson also spoke about retention at the utility, the false narrative of employee's leaving because of pay, and the perception by the Commission that the utility employees are underpaid.

Gehin asked what the agenda item was for the meeting, to which Rosenberg read the language of the agenda item. Gehin said they haven't discussed this and he would be opposed to it. Gehin said that DPW would need to be included in such a proposal. Gehin asked if the unions were getting more than a 3% increase. Henderson said that Public Works [personnel costs] come from the general fund whereas Utilities comes from an enterprise fund, in which case they would be talking about raising taxes instead of water rates. Henderson said Act 10 was in 2011 and some people cannot let that go, and the city will not treat non-union employees as if they are union employees. Gehin said that he's still not convinced that the employees are at market rate for pay and has been trying to gather data to support this.

Robinson said that whether the employees are paid by the general fund or enterprise fund, the money still comes out of the same people's pockets. Robinson would like to see the Gallagher report findings since the Commission has not seen it, but ultimately they are trying to determine how to attract and retain employees and be competitive with pay. Robinson asked how they can get to a place where they determine where they are with respect to current conditions, what the cost is to get there, and how to pay for it? He agreed with Gehin that the utility employees should not have a different pay rate and scale and that Public Works employees should be treated the same. Henderson asked what market they would like to use for comparison and explained that national surveys cannot be used to determine pay for Wausau.

Gisselman asked if it was time for a full wage study according to the city's plan to do a full wage study every five years. Gisselman said he would be in support of doing a wage study to ensure equality for all employees. Henderson said that full compensation studies should be done every 8-10 years due to the cost and labor involved in the process. Henderson said the city spent \$24K for the recent wage study, \$40K for the Baker Tilly study, and then to pay \$100K for a full wage study is a lot to ask of the taxpayers, which will likely produce similar results. Henderson said that HR asked all departments for any updates to their job descriptions so that these updates could be provided to Gallagher for review, and Lindman declined to include his department's job descriptions for the study. Lindman said that he was given two weeks to review 40 job descriptions and that was unrealistic; Henderson said he could have had his superintendents and supervisors help.

Rosenberg said instead of focusing on the past they could look forward. Rosenberg said from the discussion so far, she's heard that there is a knowledge gap between the Commission and Council and

HR Committee, and asked if there is an opportunity where they can come together, possibly a task force, to look at the reports to analyze and make recommendations on the employee pay scales. Killian said no. Killian said you can't understand the present and try to predict the future if you don't analyze the past. He wanted to address some inconsistencies from his questions to the Public Works Director posed earlier in the meeting and reviewed the answers to his questions about the reclassification costs during the September 11th meeting versus the answers received at this meeting. Killian said that rate increases are not an option.

Herbst provided her opinion on the City's pay and said she does not think it is competitive, the jobs are not grouped properly, and the jobs in the utility are compressed into a couple of pay grades.

Gisselman again suggested doing another full wage study. McElhaney said that every time the City does a study, they are immediately told that it is inaccurate [by staff] and that she does not want to spend taxpayer money on a study if there is not buy in. McElhaney asked Henderson if the last study was just a compensation study; Henderson said it was a market study. McElhaney asked Henderson how long a full study would take; he said it would take 6-10 months if everything went smoothly. Gisselman said that something needs to be initiated at some point in time. Gisselman said that he would like consideration of a full wage study put on a future agenda.

Force said that he does not have adequate information related to budget impact or area wages to make any decisions at the meeting. Force said that utility employees and city employees should be treated equally. Lastly, Force said that he agreed with Killian that rate increases cannot be an option.

Rosenberg said her understanding is that there is a desire by the commission to understand the reports already in their possession and understand the budget and what is included, and expressed her desire to have a work group that could analyze and make recommendations on this. Rosenberg asked if the commission was comfortable with HR Committee taking the lead or if they desired to work together. Force said that whatever is decided should be done quickly.

McElhaney said that the utility employees received a 3% increase just like other city employees, so she is not sure what they are discussing; are they looking at the reclassification that came up in September? Killian agreed with Force that they do not have sufficient facts and data to make a determination and would like to start with HR getting the facts for fiscal impact and where money would be coming from. Martens agreed. Rosenberg asked if everyone was okay with this item being initially handled by the HR Committee and then utility. Martens agreed with this plan.

Robinson made a motion to request the Human Resources Committee to evaluate this issue and develop recommendations, and once recommendations are developed, have a joint meeting to discuss implementation. Second by Force. Force said that he would like this to be done quickly. All ayes. Motion passed 4-0.

Motion by Robinson to adjourn the Wausau Water Works Commission. Second by Gehin. All ayes. The utility commission adjourned.

Approval of the November 13, 2023 Minutes

Motion by Gisselman to approve the November 13, 2023 minutes. Second by Herbst. All ayes. Motion passed 5-0.

Human Resources Report for December 2023.

Martens asked if the number of worker's compensation claims seems high for the year. Henderson said that most claims are going to be by Police and Fire due to the nature of their work, and it's not a number he would be alarmed about.

Discussion and Possible Action Approving Notice of Election to Self-Insure Worker's Compensation Program with CVMIC.

Henderson explained that this not a new election, but is something that needs to be approved annually by the committee.

Motion by Gisselman to approve notice of election to self-insure worker's compensation program with CVMIC. Second by Herbst.

Martens said this is why he asked about the number of worker's compensation claims, as the City is self-insured, and is pleased that Police and Fire have a physical therapist to help and are looking to roll out something like it to Public Works. Henderson said that they can also do better at safety committee meetings by doing route cause analysis, looking at near misses, and having a more proactive approach.

All ayes. Motion passed 5-0.

Discussion and Possible Action Reclassifying DPW Administrative Assistant I to Administrative Assistant II.

Henderson explained that this position was overlooked in 2023 when he reclassified the other Administrative Assistant I positions to Administrative Assistant II due to the duties being so similar.

Motion by Herbst to reclassify the DPW Administrative Assistant I to Administrative Assistant II. Second by Killian. All ayes. Motion passed 5-0.

Discussion and Possible Action Amending Employee Handbook Section 5.17 to Include Standby Pay for Fleet Technician Position.

Henderson said that the department has been providing the Fleet Technician position standby pay for the last few months and this would add the position to the handbook.

Motion by Gisselman to approve amending the Employee Handbook Section 5.17 to include standby pay for the Fleet Technician position. Second by Herbst. All ayes. Motion passed 5-0.

Discussion and Possible Action Approving Request for Addition of One Administrative Assistant II Position (1 FTE) to be Shared Between the Police and Fire Departments.

Henderson said that the Police Department continues to receive a large number of public records requests and the Fire Department only has one administrative person who is also responsible for the department's software/technology and could use a backup administrative person, so a shared administrative assistant would benefit both.

Killian asked Barnes if the committee could get an update in the future with data related to the change in time to complete open records requests with additional staff. Barnes said that he plans to provide

Council with department updates annually. Barnes said that the department currently has 72 open records requests, with the oldest being from early September, however, over the last few years, records requests have increased about 25% each year, so the request for this position may help but not solve the workload issue, but either way he plans to report his findings.

Motion by Herbst to approve the request for addition of one Administrative Assistant II position (1 FTE) to be shared between the Police and Fire Departments. Second by Killian. All ayes. Motion passed 5-0.

Discussion and Possible Action Approving Request for Addition of One Administrative Assistant II Position (0.55 FTE) in Community Development Department.

Henderson said that he supports the request for this position to free up the Director and other positions from some of the administrative work required in the department, and to have someone in the office while the other staff is out.

Motion by Killian to approve the request for addition of one Administrative Assistant II position (0.55 FTE) in the Community Development Department. Second by Martens. Killian asked if this would result in someone being in the office when people come up to the office. Brodek said that this will help but because it's a 0.55 FTE, they will not be there the entire time that the office is open. All ayes. Motion passed 5-0.

Adjournment.

Motion by Herbst to adjourn. Second by Killian. Meeting was adjourned.

Rebecca McElhaney
Human Resources Committee, Chair

Video available: <https://www.youtube.com/watch?v=SE3WIAMTtNo>



HR PERFORMANCE REPORT

Core Services

Classification & Compensation

Open Reclassification Requests

Current Job Position	Current Salary Range	Requested Job Position	Requested Salary Range	Request Date

Completed Reclassification Requests

Original Job Position/Salary Range	Requested Job Position/Salary Range	Approved Job Position/Salary Range	Request Date	Council Approval Date

Employee Benefits

Family Medical Leave (YTD)

Requests Received	Approved	Pending	Denied/Canceled
25	17	6	2

FMLA Denial Reasons

Paperwork not returned	Insufficient years of service/hours	Condition does not qualify	Canceled
1		1	

Workers Compensation (YTD)

Number of Claims	Lost Time	Medical Only
2	0	2



HR PERFORMANCE REPORT

Recordable (YTD)

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Police	Knee injury	Medical	Open	01/03/24
DPW	Arm	Medical	Open	02/08/24

Open Cases from previous years

Department	Nature	Medical/Indemnity	Open/Closed	Date of Injury
Fire	Back	Medical	Open	12/26/23
Police	Knee	Medical	Open	12/14/23
Fire	Chest	Medical	Open	12/03/23
Police	Back	Medical	Open	11/16/23
WW	Eyes	Indemnity	Open	09/18/23
Police	Knee injury	Indemnity	Open	05/14/23
Police	Wrist	Medical	Reopened	05/03/23
Police	Hand/Shoulder	Indemnity	Open	01/17/23
Police	Ankle	Indemnity	Reopened	06/27/18
Metro	Knees	Indemnity	Reopened	09/01/17

Employee and Labor Relations

Grievances (YTD)

Number of Grievances	Open Grievances	Closed Grievances	ATU (Metro) Grievances	WPPA (Police) Grievances	WFA (Fire) Grievances

Open Grievances

Employee Name	Union	Issue	Date Filed	Status



HR PERFORMANCE REPORT

Closed Grievances

Employee Name	Union	Issue	Date Filed	Status

Recruitment & Selection

New Hires

Employee Name	Department	Job Title	Hire Date	Separation Date
Justin Pluess	Fire	Deputy Fire Chief	1/08	
Gwendolyn Bertram	Police	Administrative Assistant II	1/08	
Robert Horstmeyer	Police	Police Officer	1/17	
Garrett Johnson	Police	Police Officer	1/17	
Joseph Vacek	Police	Police Officer	1/17	
Season Welle	Finance	Assistant Finance Director	1/22	
Jeffery Wagner	Assessment	Deputy City Assessor	1/22	
Frank Ortegon-Ramirez	Metro Ride	Bus Operator I	2/12	
Cade Maple	Fire	Firefighter/Paramedic	2/19	
Brennan Schneider	Fire	Firefighter/Paramedic	2/20	
Arran Hersey	Metro Ride	Transit Director	3/04	
Kamryn Batt	Public Works	Street Maintainer	3/04	

Separations YTD

Total Number of Separations	Resignations	Retirements	Terminations
8	2	6	0

Separations by Department for 2024 YTD

Clerk/Finance – 1	Public Works – 2		
Metro Ride – 2	Water - 1		
Police - 2			



HR PERFORMANCE REPORT

Promotions/Transfers

Employee Name	Old Job Position	New Job Position	Previous Incumbent	Effective Date
Jacob Albee	Police Officer	Patrol Lieutenant	Michael Felder	1/07
Peter Fish	Police Officer	Patrol Lieutenant	Jennifer Holz	1/07
Nicholas Bradfish	Street Maintainer	Equipment Operator	Dan Cook	1/07
Joseph Toboyek	Street Maintainer	Equipment Operator	John Conger	1/07
Jason Schill	WW Plant Operations Technician	Wastewater Lab Technician	Tyler Wagner	1/07
Jennifer Holz	Patrol Lieutenant	Detective Lieutenant	William Kolb	1/21
Kevin Fletz	Bus Operator I	Bus Operator II	Thomas Rice	1/21
Chuck Saukam	Utility Worker – Transit	Bus Operator II	Kelly Melanson	2/05
Kristy Stoerzer	Administrative Assistant I – DPW	Administrative Assistant II – DPW	Sheila Mabry	2/18

Active Recruitments

Job Title	# of Vacancies	Date Vacant	Status
Administrative Assistant II – Com Dev	1	New Position	Closes 2/28
Administrative Assistant II – PD/Fire	1	New Position	In Process
Firefighter/Paramedic	4	Various	In Process
Utility Worker – Transit	2	2023 & 2/05/24	Offers Accepted
Street Maintainer	3	1/07/24, 5/21/24	Offers Accepted
Wastewater Plant Operations Technician	1	1/07	Offer Accepted
Senior Water Plant Operations Technician	1	7/24/23	Closes 3/01
Water Plant Operations Technician	1	5/10/24	Closes 3/13
Water Distribution Maintainer	1	2/07/24	Offer Accepted
Water Plant Operator	1	8/2023	Offer Accepted
Various Seasonal Recruitments	25	5/2024	Open Until Filled

Vacant Positions (Not Being Recruited at this time)

Job Title	Number of Vacancies	Date Vacant	Status



HR PERFORMANCE REPORT

Vacation Accrual Exceptions

Employee Name	Current Accrual Maximum Cap	Cap Waived Until (Date)	Reason for Waiver

Handbook Modifications

Section Modified	Modification	Date

Human Resource Committee Packet

March 2024

Agenda Item
Discussion and Possible Action to discuss the role of the HR Committee
Background
There has been a request to have the City Attorney go over the responsibilities of the HR Committee. I have attached the statutes that define the responsibilities of the HR Committee.
Fiscal Impact
None
Staff Recommendation
Discuss and possible action on responsibilities of the HR Committee.
Staff contact: James Henderson (715-261-6634)



Office of the City Attorney

TEL: (715) 261-6590
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Anne L. Jacobson
City Attorney

Tara G. Alfonso
Assistant City Attorney

Tegan Troutner
Assistant City Attorney

STAFF MEMO

TO: Human Resources Committee

FROM: Anne Jacobson, City Attorney 

DATE: February 25, 2024

RE: Committee discussion and possible action on Human Resources Committee duties and responsibilities

Purpose: To provide background and a review of the duties and responsibilities of this Standing Committee of the Common Council (CH. 2.16, Rule 13), for purposes of making recommendations for amendments, or revisions, if warranted.

Background:

1. **Code References:** I have searched the Municipal Code for instances of the appearance of this committee name, and attached a general description of the duties of this committee, along with code references.
2. The description of the **Human Resources Committee** which is posted on the **City's website** [of unknown origin], follows:
 - Recommend an annual wage and salary plan and consider and review all other adjustments of salaries of city officers and employees and recommend the same to the Common Council (2.02.080(f))
 - General supervision of all personnel policies of the City, including sick leave, vacations, paid holidays and leaves of absence (2.02.080(f))
 - Review requests for position reclassifications and make recommendations for addition/deletion of positions for departments of the City
 - Cooperate with department heads in enforcement of city personnel policies
 - Conduct all labor negotiations and recommend results to the Common Council (2.02.080(c))
 - Examine and investigate employee grievances and enforce necessary discipline in cooperation with department heads (Chapter 10 of Employee Handbook)
 - Supervise and have charge of all employee insurance matters such as medical, dental, life and workers' compensation (2.02.080(f)) (Chapter 7 of Employee Handbook)
 - Consider and make recommendations to the Common Council regarding departmental organization, establishment, reorganization and staffing levels

The description appearing on the website is more comprehensive than what is codified in ordinance, and may appear in the Employee Handbook.

3. An **April 12, 1966 Resolution** of the Reapportionment Committee, adopted by the Council, defines the duties of the various committees of the Common Council existing then, and states:

PERSONNEL COMMITTEE to investigate at least annually wages, allowances and salaries of all the officers and employees of the city and to offer recommendations to the Council concerning the increasing or decreasing thereof; to seek as required the assistance of such agencies as the State Bureau of Personnel in determining whether or not existing wages and salaries are fair and adequate; to negotiate wages, salaries and working conditions with the appointed committees of Local 1287 AFSCME and Local 415 Firefighters; to formulate and implement a labor agreement with committees of the collective bargaining agent for city employees and to conduct hearings and make recommendations concerning the same; to make recommendations concerning the conditions and terms of employment for city officials not included in the labor agreement, including such items as sick leave, group insurance contributions, vacations and holidays, probationary employment and related matters; to hear any appeal of employment from decisions of administrative officers and to make recommendations thereof and to conduct hearings when disciplinary measures appear to be in order.

4. **The Employee Handbook**

Last revised April 25, 2022, the City of Wausau Employee Handbook provides access to guidelines regarding operating policies and practices of the City, to employees. It sets forth "employment policy, guidelines, rules of conduct and guidance regarding general expectations of professional behavior and conduct employees are expected to follow."

"Final interpretation and implementation of any of the policies or rules in the handbook are vested solely with the City through the Mayor. The City's policies and the provisions of the handbook are subject to change at any time by the City and will be reviewed and revised periodically."

"The contents of the handbook are not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority and which are updated from time to time and are controlling."

"The **Human Resources Committee** grants City Administration through the approval of the Director of Human Resources, the latitude and discretion to place into effect modifications as warranted with input from the respective Department Director(s) whose department is impacted by any such modifications and in the best interest of the City of Wausau and to satisfy administrative and/or legal mandates, including modifications that have a fiscal impact of not more than \$5,000."

"Despite this authority, the Director of Human Resources will report all modifications enacted under his/her authority to the **Human Resources Committee** and will present the entire handbook to Department Directors for input before presenting the entire handbook to the **Human Resources Committee** and the Common Council for their review on an annual basis. This review shall occur prior to the budgeting planning process, for financial and statistical review and projection estimations."

Recommendation

In reviewing the sources of duties and responsibilities for 5 of the 7 standing committees of the Common Council (Parks and Rec and Executive Committee excluded), and to maintain consistency, I have recommended that the Council consider the principal duties of the various committees and upon recommendations for changes by the Mayor or standing committees, adopt an updated "report" of the general duties of each committee, or enact the duties as part of an ordinance.

Periodically, or at each term, there should be a review of the number, title, makeup and duties of the standing committees of the Council, as each new term adopts its "rules," which are enacted in ordinance and list the names of the standing committees. The duties can then either be enacted in ordinance or included in the Resolution adopting the rules each term.

I have included a copy of Madison's ordinance respecting the duties of the Committee on Employee Relations.

Human Resources Committee – references in Wausau Municipal Code

2.02.010 – Purpose. During 1974, the *Human Resources Committee* determined to undertake a general realignment and reorganization of the officers, officials and employees of the City. In 1975, the *Human Resources Committee* recommended to the Council that several existent ordinances be renumbered, amended or repealed, and that several new ordinances be created.

...

Past experience indicates the personnel policies established by these ordinances and the table of organization will need constant review. Frequent changes in federal and state laws will require some amendments. Other amendments will arise as the scope of various offices and positions expands or contracts to meet changing needs of the citizens, the Council and the municipal corporation. Amendments may only be made by action of the Common Council. Therefore, all City officers, officials and employees should anticipate and facilitate these continuing adjustments to the changing scope of the work.

2.02.080 - The *Human Resources Committee* shall:

(a) Jurisdiction. Have charge of all matters arising under Wis. Stats. ch. 111.

(b) Election, certification, decertification, fact finding and mediation. The *Human Resources Committee* shall direct the conduct on behalf of the City of all proceedings involving the Wisconsin Employment Relations Commission relative to fact finding proceedings and mediations and relative to the election, certification and decertification of collective bargaining units, including proceedings for the determination of the number of employees, type of bargaining unit and eligibility of employees in the classified service to participate in such elections.

(c) Collective bargaining and negotiations. Collective bargaining and negotiations with certified bargaining units shall be carried on as the *Human Resources Committee* shall from time to time direct.

(d) Agreement. The agreements reached at the conclusion of such collective bargaining shall be reduced to writing and submitted in the form of a proposed ordinance or resolution to the Common Council for its approval, amendment or rejection.

(e) Enforcement. Upon direction of the *Human Resources Committee*, the City Attorney and/or labor negotiator shall be authorized to institute legal proceedings to prevent employees from continuing to engage in practices prohibited by or in violation of Wis. Stats. ch. 111 and to enforce any ordinance or resolution by the Common Council relating to agreements reached at the conclusion of collective bargaining procedures, as provided for in subsections (c) and (d).

(f) Employees not included in recognized bargaining units. The *Human Resources Committee* and *Human Resources Director* shall annually review the wages, hours and conditions of employment of all employees not represented by recognized City employee organizations and submit their recommendations to the Common Council each year for the following year.

2.06.040 - An officer appointed under this chapter may be removed by the Council, for cause, on its own or another's written complaint. The complainant shall cause to be served a verified complaint upon the subject officer, the Mayor, or the president of the Common Council. The Mayor or Council President shall then request that the **Human Resources Committee** meet in a closed session to consider the allegation of the complaint. The complaint shall specify the grounds for removal as: (a) neglect of duty; (b) misconduct in office; or (c) inefficiency; and shall state facts to support the allegations.

[Charter Personnel Appointments, appointed by the Mayor, subject to confirmation by a majority of the Council: Assessor, Attorney, Finance Director, Public Works Director]

2.06.050 - All officers appointed under the terms of this chapter shall be interviewed at least once annually by the Mayor, together with the **Human Resources Committee**, to provide each a formal opportunity to discuss mutual concerns, goals and objectives.

[Assessor, Attorney, Finance Director, Public Works Director]

2.10.050 - All officers appointed under the terms of this chapter shall be interviewed at least once annually by the Mayor, the appointing authority, and the **Human Resources Committee** to provide each a formal opportunity to discuss mutual concerns, goals and objectives.

[Nonenumerated Appointments – officials, officers or employees who report to boards, commissions, joint City-County committees, utilities and quasi-governmental organizations and carry out the policies set by such bodies shall be appointed by such bodies. . .]

2.12.040 - All persons appointed under the terms of this chapter shall be interviewed at least once annually by the appointing authority and/or the **Human Resources Committee**, to provide each a formal opportunity to discuss mutual concerns, goals and objectives.

[Enumerated Appointments]:

Position	By Whom Appointed	Term
Street Superintendent	Director of Public Works and Utilities	Indefinite
Electrical, Plumbing, and Building Inspectors	Chief Inspector and Zoning Administrator	Indefinite
Engineer	Mayor	Indefinite
Project Manager	Director of Public Works and Utilities	Indefinite
Project Engineer	Director of Public Works and Utilities	Indefinite
Community Development Director	Mayor	Indefinite
Chief Inspector and Zoning Administrator	Mayor	

2.22.070 - Subsequent to the complaint and investigation procedures as specified in section 2.22.040, and upon recommendation of the **Human Resources Committee**, persons found in violation of this

chapter may be subject to disciplinary action including, but not limited to, oral or written reprimand, suspension without pay, or dismissal.

13.04.030 – Management and Control (of the Utility)

(b) Director of Public Works and Utilities. The Director of Public Works and Utilities shall serve at the discretion of the Utility Commission and will report directly to the president (Mayor). A detail of the job description of the Director of Public Works and Utilities' shall be maintained by the *Human Resources* Department. The Director of Public Works and Utilities will abide by and participate in all policies, benefits, compensation packages, etc., as established by the *Human Resources* Department and *Committee* which are ratified by the Common Council.

Human Resource Committee Packet

March 2024

Agenda Item
Discussion and Possible Action to discuss hiring outside Attorney for upcoming negotiations with Transit Union
Background
The City has hired a new Transit Director who started on March 4, 2024. Because of the Transit Director's short length of service with the Wausau Transit Department, and the Transit Union's decision to bring in their Vice President to conduct negotiations, the City requests the aid of an outside attorney to negotiate the next transit contract.
Fiscal Impact
Attorney's rate is \$260 per hour. Paralegal rate will not exceed \$215 per hour.
Staff Recommendation
Discuss and possible action to hire outside Attorney to negotiate the next transit contract.
Staff contact: James Henderson (715-261-6634)



Wausau Fire Department

Benefits of a Community Care
Paramedic

Objectives



- ▶ Improve the overall health of the Wausau Community
- ▶ Reduce the use of ambulances as the first access point to healthcare
- ▶ Reduce emergency room usage by non-acute and repeat patients
- ▶ Reduce readmissions of patients to hospitals for the same diagnoses
- ▶ Build relationships with other healthcare resources within the community
- ▶ Assist the community outreach coordinator with access to health care for clients

Wisconsin Department of Health Statement

“Community Emergency Medical Services (CEMS) work collaboratively with stakeholders within their healthcare system to address the unique needs of their community. CEMS programs facilitate integration with primary care services, reduce hospital readmissions, and re-route unnecessary emergency department visits. CEMS paramedics and practitioners center the social determinants of health in their practice to effectively mitigate healthcare needs and to improve efficiency in the system.”



Example Programs

- ▶ Madison Fire Department
 - ▶ CARES Program
 - ▶ Community Care Paramedic Program
- ▶ Greenfield Fire Department
 - ▶ Full-Time 40-hour CCP



Madison CARES: A New Approach to Behavioral Health

A look back at the first year of services

September 2021 through August 2022



Referral Process

Area hospitals refer patients being discharged that don't qualify for home health but could benefit from a home visit

The CCP receives and reviews the referral and then makes home visits

The CCP would evaluate several factors in the patients home

Referral Diagnoses (not limited to)

COPD

CHF

Pneumonia

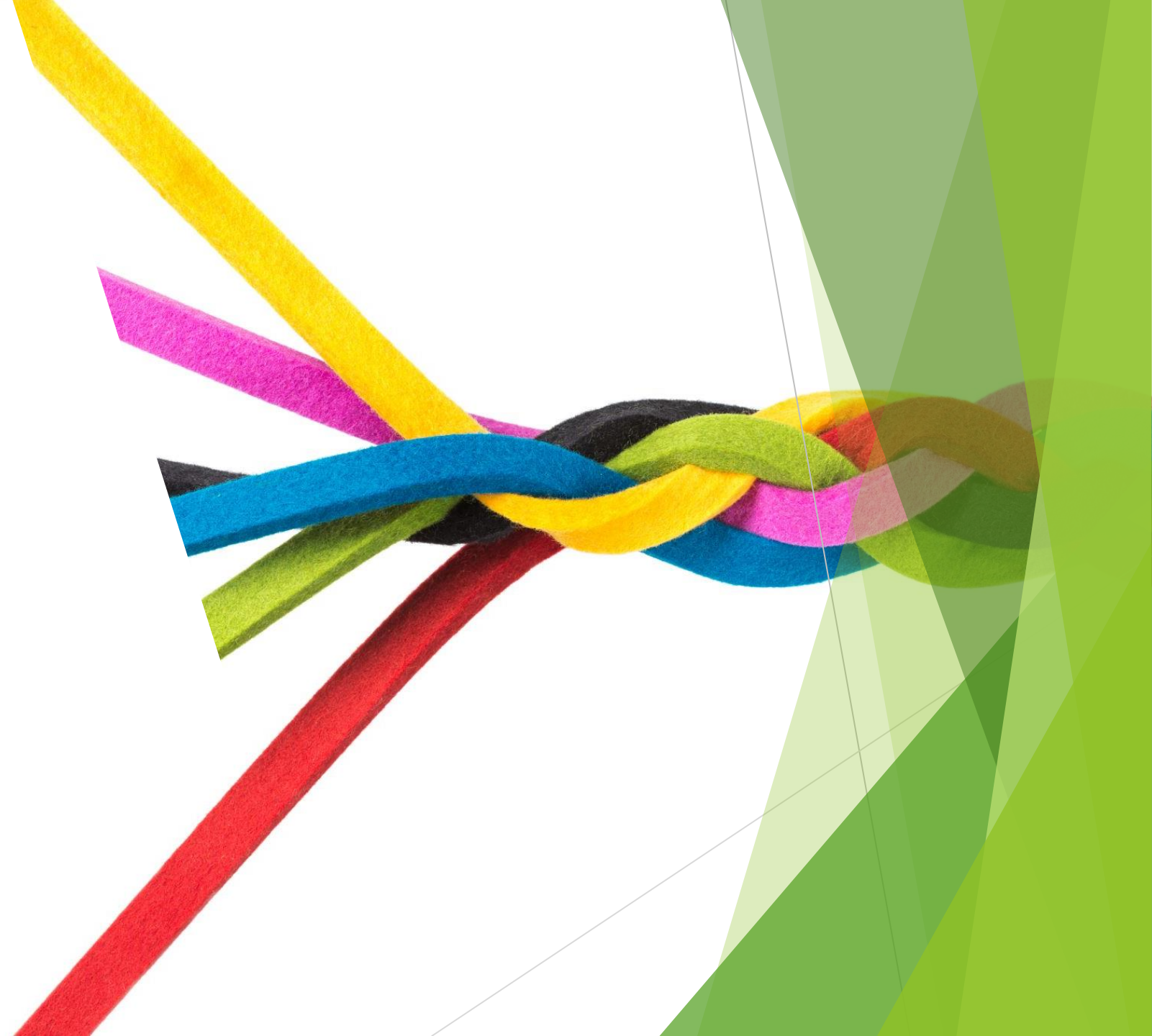
Diabetes

Stroke

Homeless

First Home Visit Assessment Tools

- ▶ Food security assessment
 - ▶ Does the pt. have good nutritional resources in the home
- ▶ Trips and fall hazard assessment
 - ▶ Possible ADRC referral for trips, falls training
- ▶ Fire and life safety assessment
- ▶ Prescription drugs assessment
 - ▶ Evaluation of all meds patient is taking and prescribing MD





Homeless Healthcare Access

- ▶ CCP would serve as an asset to the WPD community outreach coordinator in providing alternative access to healthcare needs
- ▶ Build relationships with Public Health, North Central Health Care, and other healthcare assets in the community to reduce the use of ambulance calls and Emergency Department visits.

Community Care Paramedic Position

- ▶ Paramedic with three years of experience, preferably in Wausau
- ▶ Preferably a background in Community Care medicine
- ▶ Must be a relationship builder and work well independently
- ▶ Equipped with a cardiac monitor and proper evaluation tools
- ▶ Dedicated department-labeled vehicle



Wausau CCP Program Proposal

Community Supported/Funded Position

City of Wausau

Aspirus Hospital and Foundation

Marathon County Health Dept.

Community Grants

Three-year trial

Quarterly and Annual progress reports

Data-driven program

Must prove a positive impact

Possibility for growth and collaboration with SAFER, Riverside Fire Departments and other departments

Critical Care Paramedic Program Costs

First-Year (2024) Community Care Medic	
Wages & Benefits	\$110,000
Equipment (First year)	\$65,000
Training & Professional Affiliations	\$5,000
Vehicle Lease	\$12,000
Total Estimated First Year	\$192,000

On-going (2025 +) Community Care Medic	
Wages & Benefits	\$113,000
Equipment	\$5,000
Training & Professional Affiliations	\$3,000
Vehicle Lease	\$12,000
Total Estimated Annual Cost	\$130,000

Cost Benefit Analysis

Several concepts across the U.S. have shown a positive benefit.

Primary cost savings are spread between hospitals and payers (patients).

Extensive study of seven Community Care Paramedic programs in California showed consistent findings in six out of seven programs

All California programs showed improved patient well-being

Program did reduce repeat calls of frequent users of EMS system.

“In most cases yielded savings for health plans and hospitals.”

<https://www.chcf.org/blog/community-paramedicine-delivers-better-care-at-lower-cost/>

“Win-Win-Win Situation”

“Californians appear to be benefiting from these new models of health care. We found that hospitals, ambulance providers, Medicare, and Medi-Cal all experienced notable financial benefits. Our analysis of the projects’ data and interviews with community paramedics across California revealed many examples of how partnering with patients, rather than simply transporting them to emergency rooms — often repeatedly — is yielding positive results. The findings suggest that the benefits of CP programs will grow as they mature, solidify partnerships, secure stable funding, and find their optimal structure and niche.”

Questions and Comments



Marathon County Overview

- Laura E. Scudiere RN, MPH, CHES
 - Marathon County Health Officer



Current State

Marathoncountypulse.org



marathon county

PULSE

[Build A Report](#) ▾

[Resources](#) ▾

[Learn More](#) ▾

ard > Adults who Feel Life is Slipping Out of Control > County



Number of Marathon County Falls-Related EMS Calls

County: Marathon 

2,383

Source: Wisconsin Ambulance Run Data System (WARDS)

Measurement period: 2023

Maintained by: Marathon County Health Department

Last update: January 2024

COMPARED TO



Prior Value
(2,389)



Trend

Graph Selections

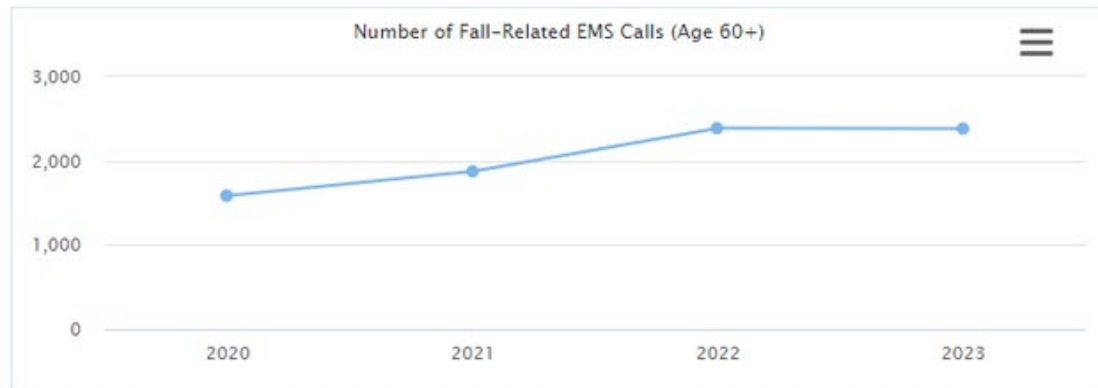
INDICATOR VALUES

Change over Time

VIEW BY SUBGROUP

Hospitalization?

Location of Fall



Age-Adjusted Death Rate from Falls

County: Marathon 

13.6

deaths/ 100,000 population

Source: Wisconsin Department of Health Services

Measurement period: 2018-2020

Maintained by: Conduent Healthy Communities Institute

Last update: October 2021

Graph Selections

INDICATOR VALUES

Change over Time

VIEW BY SUBGROUP

Gender

COMPARED TO



WI Counties



WI Value
(23.3)



US Value
(9.8)

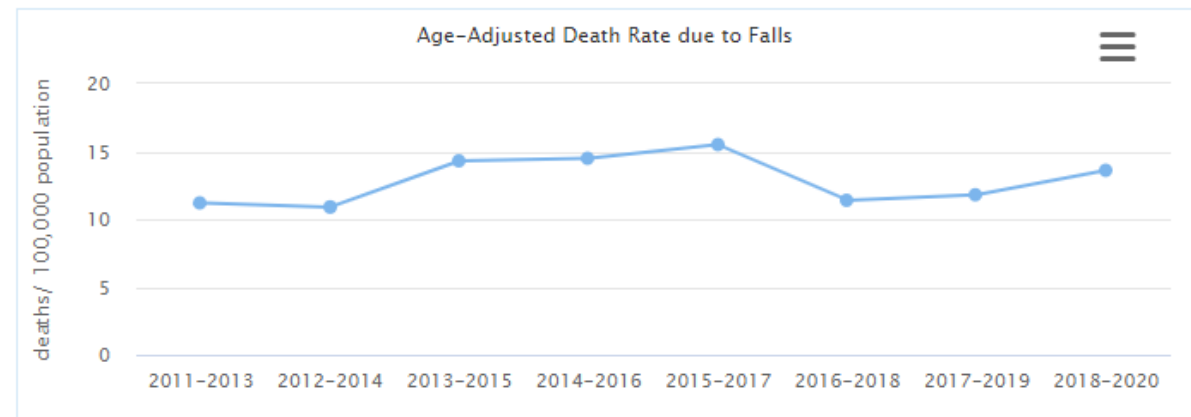


Prior Value
(11.8)

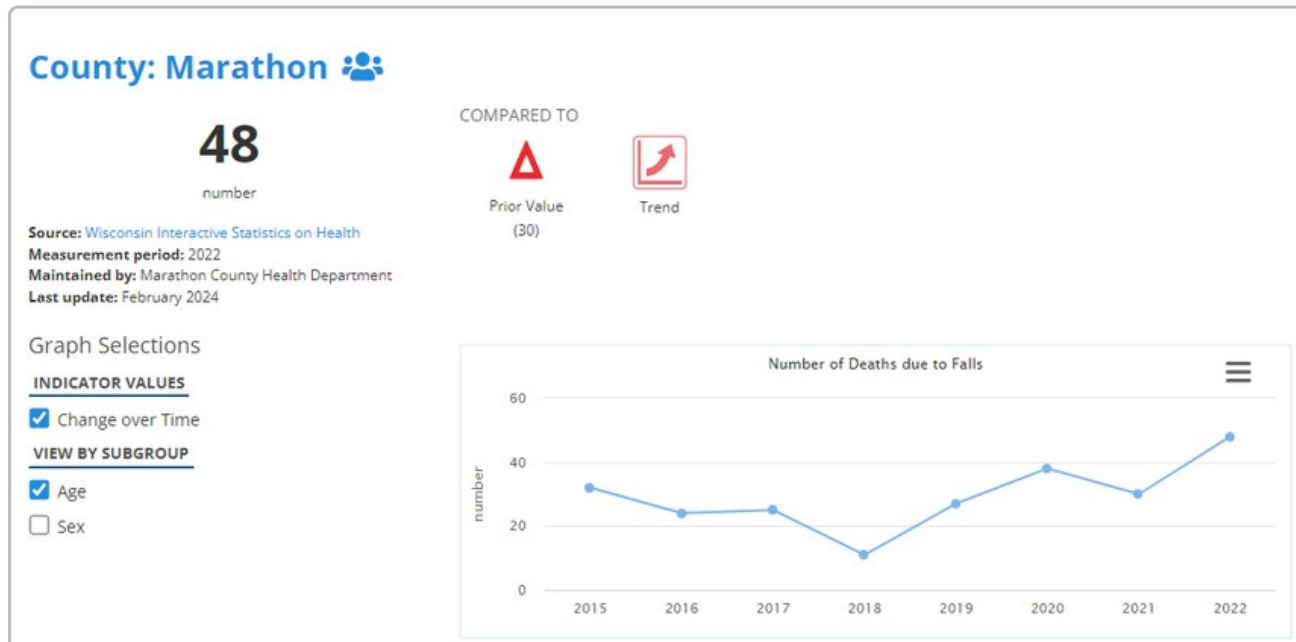


Trend

Technical note: Rates may be revised by the source. Please consult the source for the most current rates.



Number of Marathon County Deaths Due to Falls



Health Provider Shortage Area (HPSA)

The City of Wausau is short for low-income populations by 3.67 FTE Medical Providers

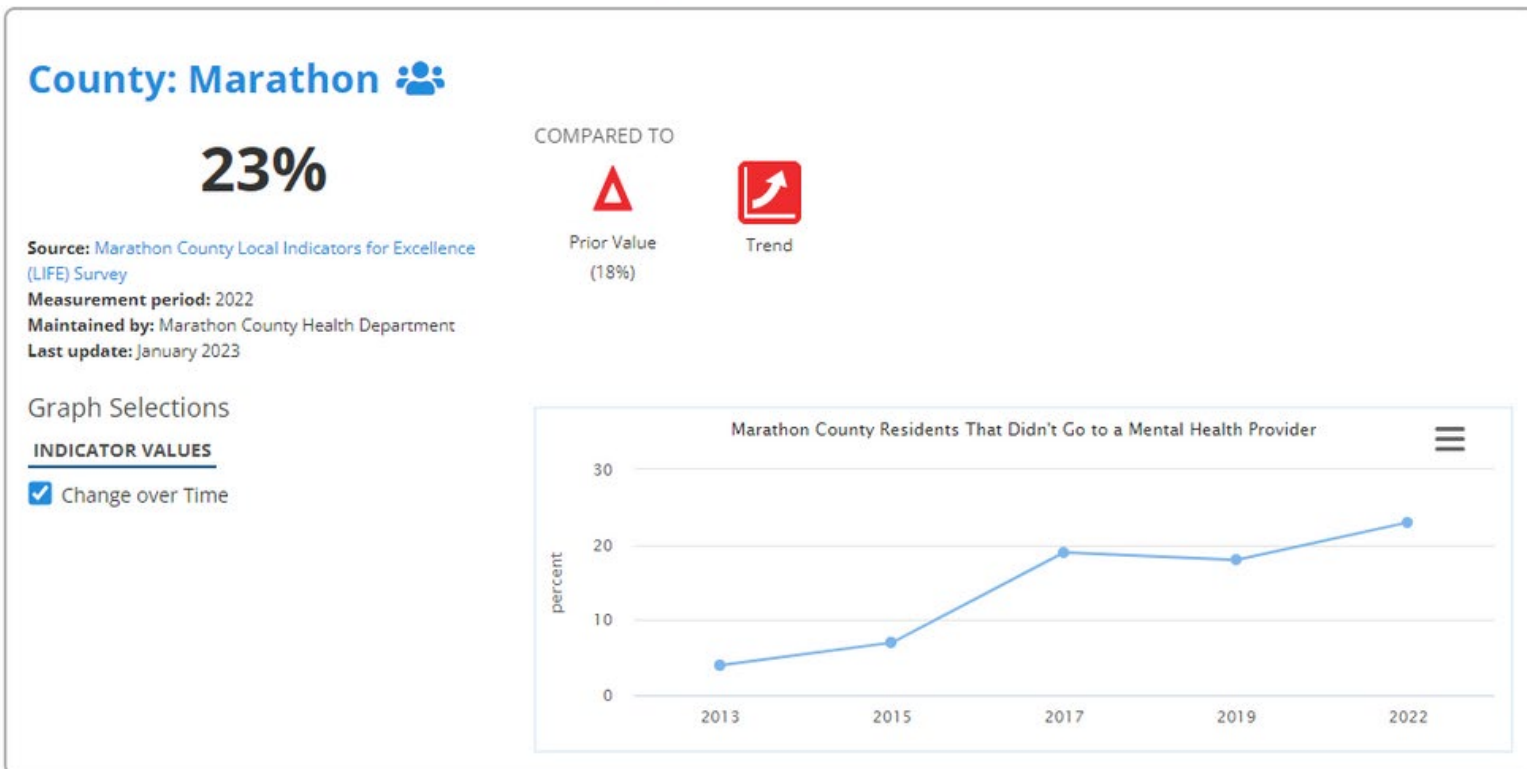
Marathon County is listed as a High Needs Geographic HPSA and is short 3.86 FTE Mental Health Providers

<https://data.hrsa.gov/tools/shortage-area/hpsa-find>



Mental Health

Number of Marathon County Residents that Did Not Go to a Mental Health Provider



Mental Health

Adults Who Feel that Life is “Slipping out of control”



Mental Health

Households that received Mental Health Care

County: Marathon 

7.0%

Source: Claritas Consumer Profiles

Measurement period: 2022

Maintained by: Conduent Healthy Communities Institute

Last update: March 2023

Graph Selections

INDICATOR VALUES

Change over Time

COMPARED TO



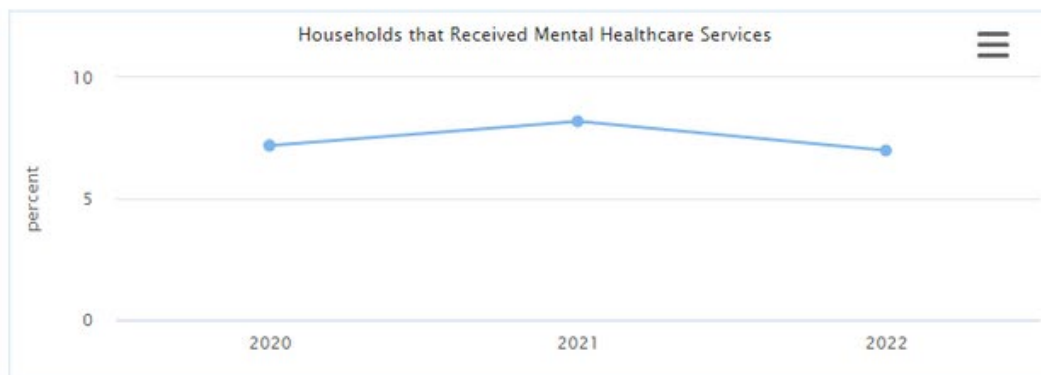
WI Value
(7.5%)



US Value
(8.0%)

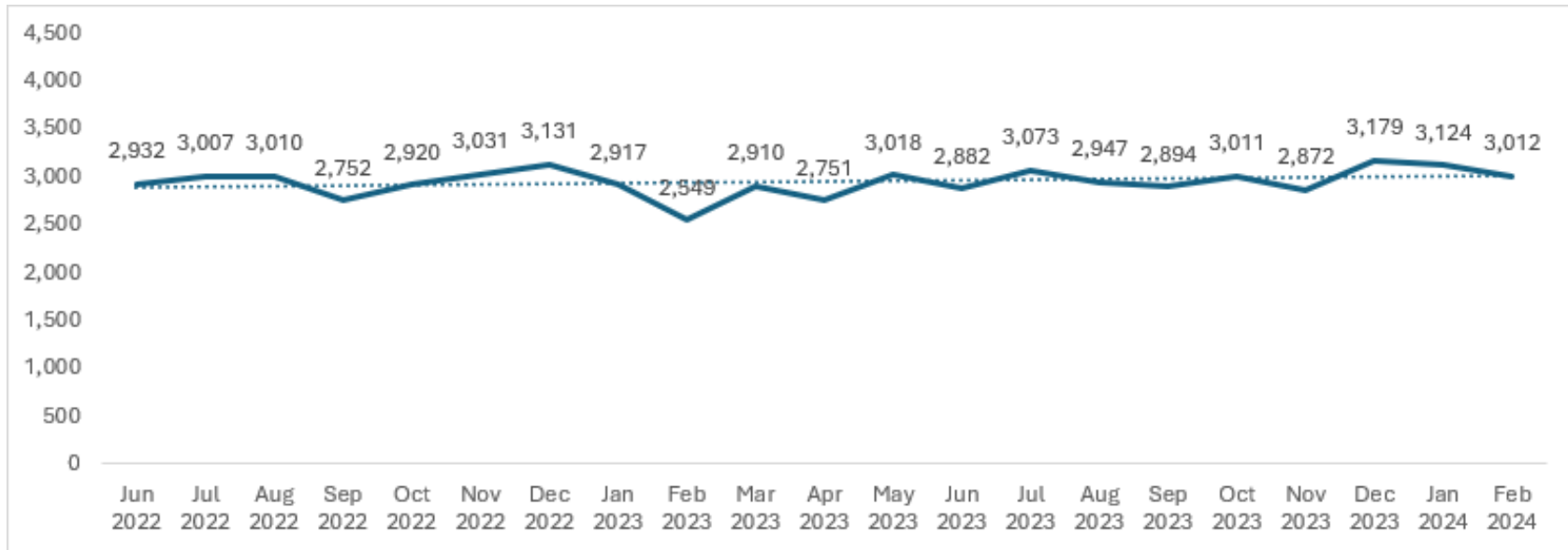


Prior Value
(8.2%)



Current State

Emergency Department admission volumes are steadily increasing along with the complexity of patient needs.



Why is Aspirus Invested?

The Community Paramedic Program will align with the areas of focus with the Aspirus health system

Hospital-related focus areas:

- Falls Prevention
- Readmissions
- Length of Stay
- Patient education to help them understand how to access the right care at the right time
- Disease-specific (Diabetes, COPD, etc.)

Community health and health equity focus areas:

- Mental Health, Substance Use, and Falls Prevention
- Screening for social needs and referring to community resources
 - Social Determinants of Health (SDOH) are non-medical factors that influence health outcomes such as transportation, safe housing, economic stability, food insecurity, social and community context, neighborhood and built environment, etc.

Why is Aspirus Invested?

- In a healthcare landscape that is continuously changing and increasing in demand, we must implement programs that allow for our patient's needs to be met in a more versatile way. Support for a Community Paramedic Program would allow for EMS to provide point of contact medical care, as well as aide in decisions around plan of care. This will help address many of the social determinants of health that are impacting our community—all the while offsetting resource demand and improving patient outcomes. – *Mason Lucca, Director of Nursing, Aspirus Wausau Hospital Emergency Department*

Why is Aspirus Invested?

- “The development of a community paramedic program by Wausau Fire will represent a significant first step in the development of EMS as an integrated partner in the healthcare system, not just a “transportation asset” as EMS is currently classified by Medicare. EMS’s interactions with patients occur in a distinct setting and framework which allows EMS the opportunity to intervene in unique ways. In addition, EMS is uniquely positioned to assess and address social determinants of health. While one position may not seem like it may have a large impact, but that one paramedic acts as a force multiplier for the rest of the EMS system and lays the groundwork for future developments in the care delivery by EMS.” - *Michael Clark, MD, Emergency Services*

Human Resource Committee Packet

March 2024

Agenda Item
Discussion and Possible Action to discuss hiring a Community Care Paramedic for Fire.
Background
<p>As the nation faces the possibility of increasing healthcare costs, there is significant opportunity for EMS systems to be part of the solution and help reduce the incidence of costly care for Marathon County patients. CCP could reduce downstream emergency department and hospitalization costs while increasing patient care quality and safety by changing their service delivery. CCP could triage of patients calling 911 without dispatch of an ambulance, treat patients without transport, transport patients to a clinic or other provider for an unscheduled visit, for example.</p> <p>The Community Paramedic model increases the availability of preventative services, and as a result, is expected to have the following outcomes:</p> <ul style="list-style-type: none">• Increased care coordination.• Decrease in injuries including falls.• Reduced emergency department visits.• Reduced hospital readmissions.• Increased referrals to community services.• Decrease overall healthcare costs.
Fiscal Impact
<p>An analysis funded by the HHS Office of the Assistant Secretary for Preparedness and Response indicates that approximately 15 percent of Medicare patients transported to the ED by ambulance can be safely cared for in other settings if available in a community. National models suggest that if these patients were transported to a physician’s office, Medicare could save \$559.871 million per year and if they were treated at home, it is expected the savings would be significantly higher. Cost data for Medicaid are not available but expected to be even greater.</p> <p>First year: Wages and benefits \$110,000 Equipment (first year) \$65,000 Training and Professional Affiliations \$5,000 Vehicle lease \$12,000</p> <p>On-going per year: Wages and Benefits \$113,000 Equipment \$5,000 Training and Professional Affiliations \$3,000 Vehicle Lease \$12,000</p> <p>I would like to ask the city for a commitment of 15-20 percent of funding of this position for the initial 3 years and possibly 100 percent of wages and benefits after three years. We will explore extending the partnerships and funding at the three-year mark with possible funding coming from the partners depending on success of the position.</p>
Staff Recommendation

Human Resource Committee Packet

March 2024

Discuss and possible action to hire a Community Care Paramedic
Staff contact: James Henderson (715-261-6634)



JOB DESCRIPTION

Community Care Paramedic

Job Title:	Community Care Paramedic	Reports To:	EMS Division Chief
Department:	Fire	FLSA Status:	Non Exempt
Division:	Fire	EEO Code:	4-Protective Services Worker
Salary Grade:	Per Contract	Occupational Code:	1101
Employee Group:	Fire Contract-Local 415	Training Category:	E-Specialized
Created:		Last Revision:	

This description is not an announcement of a position opening. To view current openings please visit www.ci.wausau.wi.us. The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.

Purpose of the Position

The Community Care Paramedic (CCP) at Wausau Fire Department plays a vital role in addressing the unique healthcare needs of the community through proactive and patient-centered care. The CCP collaborates with primary care services, reduces hospital readmissions, and redirects unnecessary emergency department visits to enhance community well-being.

Essential Duties and Responsibilities

1. Conduct home visits for patients referred by area hospitals or WFD paramedics, evaluating various factors and providing necessary assistance.
2. Utilize assessment tools to evaluate food security, identify trip and fall hazards, conduct fire and life safety assessments, and assess prescription drug usage.
3. Respond to 911 calls and scheduled visits, offering direct assistance and transportation to appropriate facilities as conditions permit.
4. Address a range of scenarios and conditions, including non-violent psychiatric situations, anxiety, depression, substance abuse, homelessness, medication non-compliance, and victims of abuse.
5. Focus on fall risk, home safety, mental health, chronic illnesses, and physiological and socio-economic needs navigation to provide comprehensive support and resources.
6. Collaborate with the Wausau Police Department community outreach/social worker to facilitate access to healthcare for clients.
7. Engage in homeless outreach initiatives to provide personalized care to homeless individuals, breaking the cycle of homelessness and emergency service utilization.
8. Maintain strong relationships with healthcare resources within the community to ensure seamless coordination and communication.
9. Utilize tracking forms or electronic medical records to monitor response time, evaluate effectiveness of interventions, and ensure timely and efficient patient care.
10. Participate in quality assurance measures, including case and chart reviews, to adhere to established protocols and standards of care.
11. Respond to non-emergency calls for assistance and safely perform assigned functions required to assist the public, including but not limited to providing information, lifting assistance, and pest removal.
12. Perform routine maintenance and janitorial duties on buildings and grounds of the fire department.
13. Participate in the department's wellness program.
14. Perform related work as required.

Education and Experience Requirements

Must be at least 18 years old. High School Diploma, GED, or HSED. Associate Degree or a minimum of 60 college-level credits (Fire Protection, Fire Science, Paramedic, or related field preferred). Valid Driver's License.

- Certified Paramedic with a minimum of three years of experience, preferably in Community Care medicine.
- Strong relationship-building skills and ability to work independently.
- Proficiency in utilizing evaluation tools and conducting comprehensive assessments.
- Possession of a dedicated department-labeled vehicle for community visits.
- Willingness to collaborate with diverse stakeholders and community partners.
- Commitment to data-driven results and continuous program improvement.
- Ability to adapt to the evolving healthcare landscape and address the critical healthcare needs of the community.
- Firefighter I Certification (WTCS Board or IFSAC Accredited)
- National Incident Management System (NIMS) Incident Command System (ICS) 700 and 100 Certifications
- Hazardous Materials Operations Certificate
- CPAT Certification within previous 12 months of hire date

Preferred Qualifications:

- Hazardous Materials Technician Certification
- Driver/Operator-Pumper Certification
- Driver/Operator-Aerial Certification

Knowledge, Skills and Abilities

- Ability to wear respirators, to include Self-Contained Breathing Apparatus.
- Ability to distinguish color within NFPA standards 1582.
- Ability to drive and operate fire apparatus, ambulances, and other department vehicles; properly utilize equipment for extrication of persons trapped in vehicles or buildings.
- Maintain knowledge of streets, addresses, water supply and pre-plans within the City of Wausau.
- Thorough knowledge of all firefighting and emergency techniques and procedures authorized by the Wausau Fire Department.
- Ability to communicate effectively verbally and non-verbally, written or electronic. Specifically, having the ability to accurately document fire reports, fire prevention inspection reports and patient care reports.
- Ability to keep accurate records and use state of the art technology.
- Ability to read and interpret technical written materials, codes, ordinances and standards.
- Ability to establish effective working relationships with supervisors, co-workers, the public and City personnel.
- Physical ability and endurance to efficiently and effectively perform strenuous physical labor in threatening and stressful situations.
- Ability to obtain and maintain certifications and licensure as required by the position and the department.
- Ability to recognize and protect possible evidence at a fire scene and assist in determining origin and cause.
- Thorough knowledge of the uses, maintenance requirements and locations of all firefighting and emergency equipment, tools, and apparatus used by the department.

Physical and Working Environment

Significant physical demands typically found in heavy industry or construction work, and with significant exposure to workplace hazards. Position requires regular and frequent lifting, moving, bending, twisting, and turning.

Significant and frequent exposure to disagreeable and environmental conditions which typically requires the use of extensive or specialized clothing and/or personal protective equipment is normal for the position.

DRAFT

Acknowledgement

All requirements of the described position are subject to change over time. The employee may be required to perform other duties as requested by the City.

Signature of Department Director: _____ Date: _____

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____ Date: _____

The City of Wausau is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

DRAFT

Human Resource Committee Packet

March 2024

Agenda Item
Discussion and Possible Action to discuss revision to the following sections in the Employee Handbook: <ul style="list-style-type: none">• 2.01 Employee Conduct and Work Rules• 2.07 Political Activity• 2.08 Drug/Alcohol/Tobacco Free Workplace• 2.12 Social Media
Background
The City Attorney has received multiple requests to review and update several sections of the employee handbook and other policies. With the aid of an outside Attorney, I have attached recommended changes to policies 2.01, 2.07, 2.08 and 2.12.
Fiscal Impact
None
Staff Recommendation
Discuss and possible action to update the employee handbook sections 2.01, 2.07, 2.08 and 2.12.
Staff contact: James Henderson (715-261-6634)

2.01 – Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, the City expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

Some of the rules and regulations of the City are addressed in this Chapter. However, the rules and regulations addressed in this Chapter should not be viewed as being all-inclusive. Types of behavior and conduct that the City considers inappropriate, and which could lead to disciplinary action up to and including termination of employment without ~~prior~~ further warning at the sole discretion of the City include, but are not limited to, the following:

- Failure to abide by the City's Core Values or other work rules or policies;
- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of city-owned or another employee-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in prohibited areas;
- Sexual or other unlawful or unwelcome harassment;
- Speaking publicly on internal City matters of a sensitive nature;
- Expressing public opinions on issues that may cause harm to the public perception of the City, except as otherwise protected by law;
- Untruthfulness in the course of employment;
- Unauthorized absence from workstation during the workday;
- Violation of personnel or departmental policies;
- Unsatisfactory performance or conduct;
- Unauthorized disclosure of proprietary or confidential information.

2.07 – Political Activity

City employees shall not take part in any political campaigning in their capacity as a City employee. Employees are not precluded from being ~~an~~ active and engaged citizens ~~or~~ ~~and~~ engaging in the political process provided it does not interfere with normal work performance and is not during normal working hours. When engaging in political activity or engaging in discussion of issues of public importance, employees are expected to ensure that their actions and positions are not attributed to the City. No City bulletin board or social media account of the City may be used to promote a political position. Political discussions in the workplace are discouraged to avoid dissension in the workplace. Further, City resources may not be used for promoting a particular candidate or a political party.

2.08 – Drug/Alcohol/Tobacco Free Workplace

The use of any alcohol or tobacco product including e-cigarettes is not permitted at any time in all City buildings, facilities, and equipment.

The City of Wausau maintains a drug, alcohol, and tobacco free workplace. The City prohibits use of alcohol or tobacco products in all City buildings and properties except for those outside areas designated by the Mayor. The City prohibits use, manufacture, distribution, possession or dispensing of any illegal drugs or controlled substances, except medication taken as prescribed, by any employee while at work, on City property, in City vehicles, or while off the premises performing work for the City. Employees are prohibited from reporting for work while under the influence of alcohol or a controlled substance, except non-impairing medication taken as prescribed. In the event an employee is prescribed a medication that may adversely impact his/her behavior, attitude or performance, the employee must notify his/her supervisor prior to reporting for work with the medication in his/her system.

When random or mandatory drug testing is required by law, such testing shall be conducted in accordance with imposed requirements. Any such testing shall be conducted by trained medical personnel at the City's expense with the results of such test, or tests, to be disclosed to and used by the City. The circumstances under which testing will be performed and the specific procedures which will be used in drug/alcohol testing are found in the City's Policy, a copy of which can be obtained from the City's intranet or the Human Resources Department.

2.12 – Social Media

Personal Use

In order to best serve our community, it is important to remember professionalism, ethics, and integrity in all arenas, including social media, whether on or off the job. The City respects an employee's right to use social networking sites as a means of self-expression outside of work hours. However, employees may not include statements that by their nature may compromise public confidence or cause significant disruption to the City. Every employee must take personal responsibility for posts made as a reflection on their status as a City employee. This policy applies to written and oral statements, websites, conversations, blogs, e-mail and social networking sites. Employees are expected to exercise good judgement as regards all social media activity.

The following standards must be met:

1. Whether on or off the job, an employee may not use City computers to access a social media site without prior express permission for a legitimate City purpose.
2. No City e-mail address may be used to register for or respond to social media sites unless authorized by the employee's supervisor or the Mayor.
3. Employees may not post, transmit, reproduce and/or disseminate information (text, pictures, video, audio, etc.) to the Internet or any other forum (public or private) that would tend to discredit or reflect unfavorably upon the City or any of the City's employees.
4. City employees may not use the City logo without prior written permission of the Mayor.
5. Harassing, bullying, discriminatory, intimidating or retaliatory conduct directed at any person is prohibited.
6. The City strictly prohibits knowingly or recklessly posting false information about the City, its agencies, management, coworkers, public officials, and others who have a relationship with the City.
7. Employees may comment on matters of public concern to the extent permitted by the First Amendment but may not comment on matters related to personal grievances.
8. If an employee identifies that they are an employee of the City, he or she must clearly state that the views expressed are their own. The following statement is recommended: "The postings on this site are my own and don't necessarily represent the City's positions, strategies or opinions."
9. Uphold all laws concerning copyright, faire use, privacy, financial disclosure, defamation, libel and other similar issues.
10. Never post City confidential or proprietary information, including conversations intended to be private.
11. Avoid citations or references to any City clients, citizens, or suppliers without their approval.
12. Ensure that behavior on social media appropriately reflects the respectful communication that would be expected from a City employee. This includes manner of speech and respect for privacy.
13. If you identify yourself as a City employee in online social networks, ensure your profile and related content is consistent with how you wish to present yourself to co-workers, residents and community partners.

The City may monitor employee publications and posts. Violations of this policy may lead to disciplinary action, up to and including termination.

~~Employees who have personal social networking sites should use these sites for sharing personal views and opinions. Employees should refrain from sharing official government views. Employees must be mindful that members of the general public will make certain assumptions about their access to information, authority or levels of influence solely as a result of affiliation with the City.~~

Official City Use

All government-related communication through City sponsored social media outlets shall be approved by the Mayor and should remain professional in nature and always be conducted in accordance with the ~~organization's~~ City's core values, communications policies and practices, and expectations. Employees must not use City social networking sites for political purposes, to conduct private commercial transactions, or to engage in private business activities. Employees using social media to communicate on behalf of ~~a local government~~ the City should be mindful that any statements ~~made are on behalf of the organization~~ published will not only reflect upon, but be directly imputed to the City; therefore, employees should use discretion before posting or commenting. In addition, the following guidelines must be honored.

~~The City may monitor content out on the Internet. When posting on social media sites, employees must use the following disclaimer when discussing job related matters, "The opinions expressed on this site are my own and do not necessarily represent the views of the City of Wausau". Employees may not post confidential or sensitive information about the City, employees, residents, or applicants. Additionally, employees may not post obscenities, slurs or personal attacks that can damage the reputation of the City, residents, employees or applicants.~~

In most cases, City of Wausau ("City") social media sites will be used as a means of conveying information to members of the public about the City's mission, meetings, activities, and current issues. The City has an overriding interest and expectation in protecting the integrity of the information posted on its social media sites and the content that is attributed to the City and its officials.

However, use of social media can pose risks to the City. To minimize these risks, to avoid loss of productivity and distraction, and to ensure that IT resources and communications systems are used appropriately, the City of Wausau expects its employees to adhere to the following guidelines and rules regarding social media use on behalf of the City. This policy is not intended to restrict communications or actions protected or required by state or federal law.

Definitions

"Social media sites" refers to interactive online pages that allow for and encourage multiple postings or interactions and whose information is constantly altered by its readers and producers.

"City social media sites" refers to social media sites which the City establishes and maintains,

and over which it has control over all postings, except for advertisements or hyperlinks by the social media site's owners, vendors or partners. City social media sites shall supplement, and not replace, the City's required notices and standard methods of communication. All official City presence on social media sites is an extension of the City's existing information systems and networks.

"Social Media Content" refers to any information or materials posted to such sites by users via tools provided either by the City or the web site.

"Posts" or "postings" refer to information, articles, pictures, videos or any other form of communication posted on a City social media site.

"City-related content" will be determined based on the substance of the information or materials posted rather than the identity of the poster, the equipment used, or the site on which It is posted.

"City-supported" or "City-sponsored" social media web sites are defined as sites created and/or maintained by designated City employees and used for the purpose of posting City-related social media content.

"Social Media Coordinator" refers to the person designated with oversight of City social media sites with authority to authorize social media sites and access to them.

Any City of Wausau social media account shall clearly stated that such sites are maintained by the City and comply with the City's social media policies. The City Department shall be identified clearly and the comment policy will be listed. The page will further state that violations of the comment policy may result in blocking the user. Each page must also provide the official contact for that page.

Any and all social media and other online accounts and profiles created or used on behalf of the City of Wausau or otherwise for the purpose of promoting or marketing the City or similar business purposes, including such accounts and profiles featuring or displaying City of Wausau's name and trademarks ("City Social Media Accounts"), belong solely to the City of Wausau. The City of Wausau owns all City Social Media Accounts regardless of the employee who opens the account or uses, manages, or accesses it. City Social Media Account includes any and all log-in information, data, passwords, trademarks, and content related to the profile or account, including all followers, subscribers, and contacts. City Social Media Accounts do not include any social media accounts or profiles that are created or used by an employee exclusively for an employee's own personal use.

Individuals shall not create, develop, or maintain any City Social Media Accounts without the City of Wausau's express prior authorization. All approved City of Wausau Social Media Accounts shall where possible be registered, in whole or in part, using the City of Wausau's

name and contact information. After registration, the log-in and password information for each the City of Wausau Social Media Account shall promptly be reported to the Social Media Coordinator and password changes must be recorded within 24 hours with the Social Media Coordinator.

If you have any questions about creating or managing a social media account on behalf of the City of Wausau, please review the City of Wausau's Social Media Policy for guidelines and restrictions related to the creation, development, and maintenance of any City Social Media Accounts and all business use of social media or contact the Social Media Coordinator.

Upon the City of Wausau's request at any time during the course of employment or immediately upon and after your separation of employment from the City of Wausau for any reason, you agree to cease accessing, using, updating, and modifying the City Social Media Accounts. The Social Media Coordinator shall change passwords within 48 hours following termination.

Upon your separation of employment from the City of Wausau for any reason, the City of Wausau will retain ownership and control of all City Social Media Accounts created or used during the course of your employment, including all related data and information. Prior to your separation of employment, any employee responsible for social media will provide to the City of Wausau the log-in information, including usernames and passwords, for way represent the official position of the City.

Once granted access by the department, employees may post to social media sites in an official capacity only information that pertains to City of Wausau business or operations. City employees, in their role as designated representatives of the City of Wausau, must never post personal information to a City- sponsored social media site. Instead, City representatives who wish to post personal information on social media sites must maintain separate personal pages on sites such as Facebook or Twitter. Personal messages and the like received on an "official" page must be referred to the owner's personal page. Messages relating to City business sent to a personal page must be forwarded to an official City page.

The same principles and policies that govern interactions with the public generally apply also to social media. Employees representing the City of Wausau on social media sites must, at all times, conduct themselves in accordance with all state and local laws and all existing City policies. The City requires all employees who participate in social media on behalf of their departments to adhere to and follow all existing work rules and the City's Code of Ethics.

With the exception of elected officials, City employees posting official information to social media sites generally may do so only for the department they represent. They may post information or links to information already published on existing City web pages or social media sites but may not post any new or original materials relating to the activities or operations of other City departments, governments, organizations, or individuals without prior approval from the

group or person discussed. City representatives should refer any questions, comments, or discussion outside of their department's responsibility or their personal expertise to an appropriate responder within their own or another City department.

Employees representing the City of Wausau on social media sites must act responsibly in the posting of material and in their online demeanor. Employees must respond honestly to appropriate queries and should not become hostile or argumentative. They should always exercise good judgment regarding the content and potential need for confidentiality (omitting addresses, phone numbers, and other personal data) of posted information.

Employees representing the City must refrain from using social media tools to express personal opinions or concerns. They may never use their access as City representatives to social media sites for personal gain or to promote endeavors of relatives, friends, or associates. Employees may not post information on City-sponsored social media sites that is protected under copyright, trade secret, or is proprietary in nature without the express written permission from the lawful holder of the information, prior to posting on a City-sponsored site.

Departments must ensure that their employees constantly monitor material posted to social media sites to:

- Respond promptly to questions or replies.
- Replace stale, outdated, and/or incorrect information.
- Remove inappropriate content (as defined below.)

If an employee posts content to someone else's social media website using their city associated identity, the content is considered a public record. Each department must develop a method to retain these records.

The City of Wausau reserves the right to remove comments and/or materials solely at its discretion if the City deems that comments and/or materials:

- Are profane, obscene, violent, or pornographic in language or content;
- Promote, foster, or perpetuate discrimination on the basis of gender, race, creed, color, national origin or ancestry, age, disability, lawful source of income, marital status, sexual orientation, gender identity, past or present membership in military service, or familial status;
- Unlawfully defame or attack an individual or group;
- Make direct or indirect threats against any person or organization;
- Support or oppose a political campaign;
- Advertise or solicit business for a personal or private business or endeavor;
Promote or endorse a specific financial or commercial entity
- Defraud or defame any financial, commercial, or non-governmental agency
- Violate any federal, state, or local law or encourage any illegal activity;

- Violate any existing copyrights, trade secrets, or legal ownerships;
- Compromise the safety and/or security of city employees, officials, the public or public systems; or
- Are unrelated to the original topic.

Any content removed based on these guidelines must be retained - including the time, date, identity of the poster, identity of the staff who removed it, and the reason for the removal.

The content of all communications posted by City employees on City-sponsored social media sites is the sole property of the City of Wausau. Unless prohibited or otherwise provided for by the terms of service enforced by social media sites used by the City, postings made by other users may also be considered City property.

Violation of this policy by a City employee may result in discipline up to and including discharge. Users should be aware that the information made available by the City of Wausau on social media sites may not be timely, accurate or complete. Any communication from or to the City through these sites will not be considered legal or official notice for any purpose. The City of Wausau reserves the right to revise or modify this policy at any time, without prior notice.

Human Resource Committee Packet

March 2024

Agenda Item
Discussion and Possible Action to discuss revision to the Social Media Policy for Elected Officials.
Background
<p>The City Attorney has received multiple requests to review and update several sections of the employee handbook and other policies. With the aid of an outside Attorney, I have attached recommended changes to the social media policy for elected officials.</p> <p>The Attorney who reviewed this policy chose to take the employee portion of the social media policy and move it to the handbook, leaving the elected officials policy as a separate document.</p>
Fiscal Impact
None
Staff Recommendation
Discuss and possible action to update the social media policy for elected officials.
Staff contact: James Henderson (715-261-6634)

City of Wausau Policies and Procedures

SOCIAL MEDIA POLICY FOR ELECTED OFFICIALS

Elected officials hold unique positions in City government, and frequently utilize social media sites to communicate with constituents. This Social Media Policy for Elected Officials ("Policy") policy establishes guidelines for the establishment and use of social medial websites by City of Wausau ("City") elected officials as a means of conveying information to members of the public about the City's mission, meetings, activities, and current issues. The City has an overriding interest and expectation in protecting the integrity of the information posted on its social media sites and the content that is attributed to the City and its officials.

The City of Wausau recognizes that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, LinkedIn, Twitter, Instagram, Pinterest, Tumblr, biogs, and wikis. However, use of social media can pose risks to the City. To minimize these risks, to avoid loss of productivity and distraction, and to ensure that IT resources and communications systems are used appropriately, the City of Wausau Common Council expects its members and other elected officials to adhere to the following guidelines and rules regarding social media use. This policy is not intended to restrict communications or actions protected or required by state or federal law.

Definitions

"Social media sites" refers to interactive online pages that allow for and encourage multiple postings or interactions and whose information is constantly altered by its readers and producers.

"City social media sites" refers to social media sites which the City establishes and maintains, and over which it has control over all postings, except for advertisements or hyperlinks by the social media site's owners, vendors or partners. City social media sites shall supplement, and not replace, the City's required notices and standard methods of communication. All official City presence on social media sites is an extension of the City's existing information systems and networks.

"Social Media Content" refers to any information or materials posted to such sites by users via tools provided either by the City or the web site

"Posts" or "postings" refer to information, articles, pictures, videos or any other form of communication posted on a City social media site.

"City-related content" will be determined based on the substance of the information or

materials posted rather than the identity of the poster, the equipment used, or the site on which it is posted.

"City-supported" or "City-sponsored" social media web sites are defined as sites created and/or maintained by designated City employees and used for the purpose of posting City-related social media content.

"Social Media Coordinator" refers to the person designated with oversight of City social media sites with authority to authorize social media sites and access to them.

General Practices

City social media sites shall contain the following information in a prominent place on the site:

1. Clearly state that such sites are maintained by the City and that the sites comply with the City's Social Media Policy. This will contain a link to the policy which will be on the public web.
2. City Department clearly identified
3. The comment policy for the site will be listed
4. Stated purpose of the page/site
5. Notification that violations of comment policy will result in blocking the user
6. Official Contact for page

City social media sites shall link back to the City's official website for forms, documents, online services and other information necessary to conduct business with the City.

The City's Social Media Policy shall be displayed to users and made available by hyperlink.

Authorization and Access

The City of Wausau reserves the right to deny access to post Information on City-sponsored social media sites to any employee or representative of the City who violates this Social Media Policy.

Notwithstanding other provisions of this policy, the policy does not intend in any way to limit or restrict the ability of public officials to speak as private citizens on matters relating to City business. Public officials may post comments, questions, or opinions on social media sites, including City-sponsored sites, so long as they make clear that they are acting as an individual and that their statements in no way represent the official position of the City. Personal pages or posts must be made on personal accounts outside work hours.

Official and Acceptable Use

If granted access by the City, elected officials may post to social media sites in an official capacity only information that pertains to City of Wausau business or operations. City

employees and elected officials, in their role as designated representatives of the City of Wausau, must never post personal information to a City-sponsored social media site. Instead, City representatives who wish to post personal information on social media sites must maintain separate personal pages on sites such as Facebook or Twitter. Personal messages and the like received on an "official" page must be referred to the owner's personal page. Messages relating to City business sent to a personal page must be forwarded to an official City page.

The same principles and policies that govern interactions with the public generally apply also to social media. Elected officials representing the City of Wausau on social media sites must, at all times, conduct themselves in accordance with all state and local laws and all existing City policies. The City requires all elected officials who participate in social media on behalf of the City to adhere to and follow the City's Code of Ethics.

Elected officials representing the City of Wausau on social media sites must act responsibly in the posting of material and in their online demeanor. Elected officials must respond honestly to appropriate queries and should not become hostile or argumentative. They should always exercise good judgment regarding the content and potential need for confidentiality (omitting addresses, phone numbers, and other personal data) of posted information.

Elected officials representing the City must refrain from using City-sponsored social media tools to express personal opinions or concerns. They may never use their access as City representatives to social media sites for personal gain or to promote endeavors of relatives, friends, or associates. Elected Officials may not post information on City-sponsored social media sites that is protected under copyright, trade secret, or is proprietary in nature without the express written permission from the lawful holder of the information, prior to posting on a City-sponsored site.

User Responsibilities

The City of Wausau participates in and provides information through social media sites as a public service. The City anticipates that users will use such sites as a means of conveying useful information to and engaging in productive discourse with elected officials, City employees and other representatives.

The City expects that all participants on City-sponsored social media sites, including City employees, other representatives and users will display respect and civility when posting comments or information. The City of Wausau reserves the right to remove comments and/or materials solely at its discretion if the City deems that comments and/or materials:

- Are profane, obscene, violent, or pornographic in language or content;
- Promote, foster, or perpetuate discrimination on the basis of gender, race, creed, color, national origin or ancestry, age, disability, lawful source of Income, marital status, sexual orientation, gender identity, past or present membership in military service, or familial status;

- Unlawfully defame or attack an individual or group;
- Make direct or Indirect threats against any person or organization;
- Support or oppose a political campaign;
- Advertise or solicit business for a personal or private business or endeavor;
- Promote or endorse a specific financial or commercial entity
- Defraud or defame any financial, commercial, or non-governmental agency
- Violate any federal, state, or local law or encourage any illegal activity;
- Violate any existing copyrights, trade secrets, or legal ownerships;
- Compromise the safety and/or security of city employees, officials, the public or public systems; or
- Are unrelated to the original topic.

Any content removed based on these guidelines must be retained - including the time, date, identity of the poster, identity of the staff who removed it, and the reason for the removal. A good faith effort will be made to contact the person with the removed comment and notify him/her of the removal, if possible.

Ownership of Social Media Accounts, Data, and Information

Any and all social media and other online accounts and profiles created or used on behalf of the City of Wausau or otherwise for the purpose of promoting or marketing the City or similar business purposes, including such accounts and profiles featuring or displaying City of Wausau's name and trademarks ("City Social Media Accounts"), belong solely to the City of Wausau. The City of Wausau owns all City Social Media Accounts regardless of who opens the account or uses, manages, or accesses it.

Individuals shall not create, develop, or maintain any City Social Media Accounts without the City of Wausau's express prior authorization. All approved City of Wausau Social Media Accounts shall, where possible, be registered, in whole or in part, using the City of Wausau's name and contact information. After registration, the log-in and password information for each the City of Wausau Social Media Account shall promptly be reported to the Social Media Coordinator and password changes must be recorded within 24 hours with the Social Media Coordinator.

Social media accounts created and used solely for campaigning purposes shall not be considered City of Wausau Social Media Accounts. However, these accounts will remain subject to open record obligations, and are subject to the strictures of the Legal Requirements section below.

Upon the end of an elected official's term, the City of Wausau will retain ownership and control of all City Social Media Accounts created or used during the course of your service, including all related data and information. Prior to the official's departure, the official agrees to provide to the City of Wausau the log-in Information, including usernames and passwords,

for each City Social Media Account that you created, used, or managed.

Legal Requirements

Public records laws of the State of Wisconsin and local ordinances may require retention of any information, materials, and/or discussion on social media sites that involve City of Wausau employees and relate to official City business. Individual City departments will be responsible for ensuring proper retention of content posted by their employees to social media sites.

For purposes of complying fully with existing laws, retention of social media content as public records would include any comments, queries, information, or materials submitted by end users, including under certain circumstances, personal information submitted voluntarily such as the user's name and/or address. Departments will retain these records in an accessible and usable format that preserves the integrity of the original records for the period designated by appropriate records retention schedules.

Communication among members of governmental bodies using social media may constitute a "meeting" under the Wisconsin Open Meetings Law. For this reason, members of these bodies are strongly discouraged from interactions with other members on social media sites.

Various social media sites adhere to their own policies regarding the privacy of site users. The City of Wausau makes no claim to protect or preserve the privacy of users who interact with employees or representatives of the City via these sites beyond those protections which the site owner provides. Further, the City of Wausau retains the right to review all information or materials written or contributed by users on City social media sites, therefore users should have no expectation of privacy when posting to City social media sites.

The content of all communications posted by City employees on City-sponsored social media sites is the sole property of the City of Wausau. Unless prohibited or otherwise provided for by the terms of service enforced by social media sites used by the City, postings made by other users may also be considered City property.

