

Thursday, December 8, 2022
5:00PM

Tomahawk City Hall
23 N 2nd Street

**COMMITTEE
MEMBERS**

STEVEN E. TASKAY
CHAIRPERSON

MICKEY LOKA
DISTRICT 1

DALE ERNST
DISTRICT 1

JEFF KAHLE
DISTRICT 2

STEVE BARTZ
DISTRICT 3

JAMES GRAEBER
CITIZEN ADVISORY
MEMBER

“WINTER,
SPRING,
SUMMER,
FALL...
TOMAHAWK
HAS IT ALL”

AGENDA

- A. **CALL TO ORDER**
- B. **PUBLIC COMMENTS** (During this item on the agenda the Committee listens to oral comments from members of the public on non-agenda items. When speaking please state your name and limit your time to five minutes.)
- C. **MINUTES**
 - 1. November 1, 2021
- D. **OTHER BUSINESS**
 - 1. Non-Union Employee Wages and Benefit Package
 - i. Vacation Schedule – “Employees shall be eligible for additional vacation weeks on January 1st of each year following completion of the required years’ service (i.e. third week to be taken in the ninth (9) year of employment after completing eight (8) years of service.)
 - ii. Salary Ordinance for 2023
 - iii. Article II Employee Benefits, Section 2 Disability/Life Insurance – “Each Employee shall be eligible to select disability insurance coverage or life insurance coverage upon initial employment with the City of Tomahawk”
- E. **NEXT MEETING** – Call of the Chair
- F. **ADJOURN**

Any additions to this agenda will be added to the original posted at City Hall. Any person who has a qualifying disability as defined by the American’s with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Clerk-Treasurer at City Hall, 453-4040, at least three days prior to the meeting so any necessary arrangements can be made to accommodate each request.

PLEASE TURN CELL PHONES ON SILENT DURING MEETINGS

MINUTES OF THE PERSONNEL COMMITTEE
City of Tomahawk
City Council Chambers
November 1, 2021

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CALL TO ORDER Mayor Steven Taskay called the meeting of the Personnel Committee to order at 5:18 p.m.

ROLL CALL Committee members present were Steve Taskay, Steve “Ding” Bartz, Dale Ernst, Mickey Loka, and Jeff Kahle. Absent was Jim Graeber.

Also present were Clerk-Treasurer Amanda L. Bartz, Police Chief Al Elvins, and Water Leadperson Glenn Hanna.

PUBLIC COMMENTS There were no public comments.

MINUTES KAHLE MOVED to approve the October 25, 2022 minutes and ERNST seconded. The VOTE was unanimous.

CLOSED SESSION **1.) The Committee plans on adjourning to closed session pursuant to 19.85(1)(e), of Wisconsin Statutes for Negotiations with Tomahawk Professional Police Association Local 225**

KAHLE MOVED to enter into closed session as stated with Clerk/Treasurer Amanda L. Bartz and Police Chief Al Elvins in closed session and ERNST seconded. The VOTE was unanimous. The Committee went into closed session at 5:19 p.m.

KAHLE MOVED to enter back into open session and ERNST seconded. The VOTE was unanimous. Closed session was adjourned at 6:43 p.m.

OTHER BUSINESS **1.) Non-Union Employee Wages and Benefit Package**

Clerk BARTZ requested that the additional pay for the mechanic be increased from \$0.30 per hour to and additional \$0.50 per hour because of the extra duties and responsibilities that go along with the position.

BARTZ asked what classifies the “mechanic”, discussion followed on job descriptions.

BARTZ moved to approve the increase of additional pay for to the mechanic to \$0.50 per hour and ERSNT seconded. The VOTE was unanimous.

ERNST MOVED to increase the Deputy Clerk/Treasurer’s pay by \$1.00 per hour after successful completion of the Clerk’s Institutes and KAHLE seconded. The VOTE was unanimous.

HANNA asked if the boot allowance could be increased due to the rising costs.

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2 ERNST MOVED to increase the boot allowance from \$100 annual to \$150 annually and
3 BARTZ seconded. The VOTE was unanimous.
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5 NEXT The next meeting of the Personnel Committee will be at the Call of the Chair.
6 MEETING
7
8 ADJOURN BARTZ MOVED to adjourn the meeting and ERNST seconded. The VOTE was unanimous.
9 The Chairperson adjourned the meeting at 7:00 p.m.

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12 Approved: Draft _____ Clerk-Treasurer Amanda L. Bartz, CMC, WCMC
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a holiday.

- C. The floating holiday shall be allowed as time off with pay to be scheduled at the request of the employee and with the prior approval of the employee's immediate Supervisor or Department Head.
- D. Employees may request additional time off without pay to observe religious holidays not covered by the provisions of this Section. This time off without pay to observe religious holidays shall be granted with the prior approval of the employee's immediate Supervisor or Department Head so that the services provided to the residents of the City are not severely hampered.
- E. In order to be eligible for holiday pay, the employee must have worked the regular work day immediately before and the regular work day immediately after the holiday unless excused in advance by the immediate Supervisor or Department Head or on authorized leave with pay. Sick leave is not to be used for the extension of holidays and any employee who abuses sick leave to extend holidays shall be subject to discipline by the City.
- F. Each full-time non-union hourly employee who is required to report for work on a holiday shall receive time and one-half (1 1/2) pay for all hours worked on the holiday in addition to regular holiday pay.
- G. Police Dispatch employees shall receive \$50 in additional pay if they work more than four (4) hours on a recognized holiday in Article II, Section 4(A).

SECTION 5 - VACATION

- A. Employees shall be eligible for paid vacation in accordance with the following schedule:

- 1 week paid vacation after 1 year of continuous service
- 2 weeks paid vacation after 2 years of continuous service
- 3 weeks paid vacation after 7 years of continuous service
- 4 weeks paid vacation after 12 years of continuous service
- 5 weeks paid vacation after 20 years of continuous service
- 6 weeks paid vacation after 30 years of continuous service

Employees shall be eligible for additional vacation weeks on January 1st of each year following completion of the required years' service (i.e. third week to be taken in the ninth year of employment after completing eight (8) years of service.)

Police sergeant hired after January 1, 2019 shall follow the vacation schedule listed above.

- B. A vacation week shall be comprised of the normal work week of the employee based on a

normal schedule of hours of work for the employee.

- C. Vacation eligibility shall be determined as of the employee's anniversary date of employment. Vacations cannot be carried over from one year to the next except in extenuating circumstances (i.e. long term illness) when the Controlling Committee and the Common Council may allow carryover of vacation in its sole discretion. Police Department employees may, however, carry over vacation for a period of three (3) months beyond December 31 of each year regardless of the employee's anniversary date of employment. Unused vacation days shall be forfeited.
- D. In order to be eligible for vacation, the employee must have worked the regular work day before and the regular work day after a vacation week or days requested unless prior approval for time off is received from the employee's Department Head or the employee is on excused leave (i.e. sick leave, holiday). Sick leave is not to be used for the extension of vacation days and any employee who abuses sick leave to extend vacation days shall be subject to discipline by the City.
- E. Any leaves of absence without pay in excess of thirty (30) days will reduce vacation eligibility during the following year based upon the length of leave of absence.
- F. Vacations shall be scheduled by each Department Head. Employees shall, whenever possible, request vacation time off in advance and in writing. Vacation days and weeks selected by employees shall be subject to final approval by the Department Head. Vacation for Department Heads and Supervisors shall be approved by the Controlling Committee. Each Department Head shall provide the Controlling Committee with the tentative vacation schedule for all Department employees for the upcoming year at the regular January meeting of the committee.
- G. Employees shall be allowed to take vacation in less than one week increments, if prior approval is received from the employees' immediate Supervisor or Department Head.
- H. In the event an employee resigns or retires from employment with the City, any vacation accrued and unused as of the last anniversary date, may be paid out in a lump sum by the City or may be used by the employee as additional vacation days prior to termination.

SECTION 6 - SICK LEAVE

- A. **Benefit and Accumulation.** All other regular full-time employees shall accrue sick leave at a rate of twelve (12) days for each year of completed service up to a maximum of ninety (90) days. Regular full-time employees shall be eligible to use sick leave after completion of a six (6) month qualification period.
- B. **Advance Notice.** Sick leave benefits shall begin on the first day of absence and continue

**EXAMPLE OF
VACTION EARNED**

Hire Date: 04/05/2021

Before 2021 Change			Current Handbook			Proposed Change		
1	4/5/2022	40.00	1	4/5/2022	-	1	4/5/2022	40.00
2	4/5/2023	80.00	1	1/1/2023	40.00	1	1/1/2023	80.00
3	4/5/2024	80.00	2	1/1/2024	80.00	2	1/1/2024	80.00
4	4/5/2025	80.00	3	1/1/2025	80.00	3	1/1/2025	80.00
5	4/5/2026	80.00	4	1/1/2026	80.00	4	1/1/2026	80.00
6	4/5/2027	80.00	5	1/1/2027	80.00	5	1/1/2027	80.00
7	4/5/2028	80.00	6	1/1/2028	80.00	6	1/1/2028	80.00
8	4/5/2029	120.00	7	1/1/2029	80.00	7	1/1/2029	120.00
9	4/5/2030	120.00	8	1/1/2030	120.00	8	1/1/2030	120.00
10	4/5/2031	120.00	9	1/1/2031	120.00	9	1/1/2031	120.00
11	4/5/2032	120.00	10	1/1/2032	120.00	10	1/1/2032	120.00
12	4/5/2033	120.00	11	1/1/2033	120.00	11	1/1/2033	120.00
13	4/5/2034	180.00	12	1/1/2034	120.00	12	1/1/2034	180.00
14	4/5/2035	180.00	13	1/1/2035	180.00	13	1/1/2035	180.00
15	4/5/2036	180.00	14	1/1/2036	180.00	14	1/1/2036	180.00
16	4/5/2037	180.00	15	1/1/2037	180.00	15	1/1/2037	180.00
17	4/5/2038	180.00	16	1/1/2038	180.00	16	1/1/2038	180.00
	7/1/2038	42.41	Retire	7/1/2038	88.77	Retire	7/1/2038	88.77
		2,062.41			1,928.77			2,108.77

	2023	2022	2021	2020	2019	2018	2017	2016
Non-Union Personnel	3.25%	3.30%	2.00%	2.00%	3.25%	3.00%	3.25%	2.00%
Union Police and Police Personnel	3.25%	3.30%	3.50%	3.25%	2.00%	3.00%	3.25%	3.25%
Clerk/Treasurer	33.08	32.04	31.01	30.41	29.81	28.15	25.81	25.00
Deputy Clerk/Treasurer	21.80	21.11	20.44	20.00	24.51	24.03	23.27	22.54
Administrative Assistant	15.00	15.00	15.00	15.00				
Office Assistant					10.54	10.33	10.00	9.36
Chief Election Inspector	11.00	11.00	11.00	11.00	11.00	11.00	11.00	11.00
Election Inspectors	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Janitorial	10.26	9.94	9.62	9.44	9.25	9.07	8.78	11.70
Director of Public Works	35.00	35.00	35.00	35.35	34.66	32.73	30.25	30.22
Street Lead	30.17	29.32	28.49	25.77	25.28	24.80	24.05	24.29
Crewman III	26.94	26.09	25.26	24.77	24.28	23.80	23.05	22.32
Crewman II	24.38	23.61	22.86	22.41	21.97	21.54	20.86	20.20
Crewman I	21.83	21.14	20.46	20.06	19.67	19.28	18.67	18.08
Park Leads	30.17	29.32	28.49	28.00	25.28	24.80	24.05	22.80
Mechanic	27.46	26.59	25.61	25.12	24.58	24.10	23.35	22.62
Utility Leadperson	31.47	30.58	29.71	26.96	26.45	25.95	25.16	23.28
Advanced Operator	28.24	27.35	26.48	25.96	25.45	24.95	24.16	22.98
Waste Water Basic	27.60	26.73	25.87	25.37	24.87	23.28	23.61	22.45
Water Certified	26.35	25.52	24.71	24.23	23.75	23.28	22.55	21.45
Operator in Training	24.83	24.05	23.28	22.83	22.38	21.94	21.25	20.58
LTE	18.00	18.00	18.00	18.00	18.00			
Summer Intern (Returning)	11.00	10.50	10.50	10.50	10.50	10.50	8.50	8.50
Summer Intern (Starting)	10.50	10.25	10.25	10.25	10.25	10.25	8.25	8.25
Senior Center Staff	15.54	15.05	14.57	14.28	14.00	10.13	9.81	9.50
Custodial Staff	11.24	10.89	10.54					
Police Chief	43.00	41.65	40.32	38.96	37.73	35.56	32.99	31.95
Sergeant	34.98	33.88	32.80	31.69	30.69	30.09	29.14	28.22
Dispatcher 1	14.50	14.04	13.59	13.13	12.72	12.47	11.84	11.47
Dispatcher 2	17.77	17.21	16.66	16.10	15.35	15.02	14.55	14.09
Police Clerk	27.14	26.28	25.44	24.58	23.81	23.34	21.64	19.99
PT Drug Enforc. Officer	24.56	23.79	23.03	22.25	15.35			
Officer After 1 Year	24.56	23.79	23.03	22.25	21.55	21.13	20.47	19.82
Officer After 3 Years	27.69	26.81	25.96	25.08	24.29	23.81	23.06	22.33
Officer After 5 Years	30.87	29.90	28.94	27.96	27.08	26.55	25.72	24.91
Health Insurance (City: 90%)								
	6.82%	-2.25%	3.66%	3.85%	5.66%	6.28%	6.89%	
Single	1,261.97	1,181.40	1,207.98	1,163.76	1,119.00	1,055.67	989.38	921.23
Couple	2,522.92	2,361.84	2,414.97	2,327.52	2,238.00	2,111.33	1,978.75	1,855.24
Employee/Child	2,522.92	2,361.84	2,414.97	2,327.52	2,238.00	2,111.33	1,978.75	1,855.24
Family	3,785.91	3,544.20	3,623.93	3,491.26	3,356.98	3,166.98	2,968.12	2,782.87
Wisconsin Retirement System								
General	6.50%	6.50%	6.75%	6.75%	6.55%			
Protective	12.00%	12.00%	11.75%	11.65%	10.55%			
Utility Administration								
	62,391.73	60,427.82	58,497.41	57,350.40	57,350.40	57,350.40	57,350.40	57,350.40

in the provisions of this Employee Handbook.

SECTION I - HOSPITALIZATION INSURANCE

- A. In 2019 the Chief of Police, Sergeant, Director of Public Works, Clerk-Treasurer, Deputy Clerk-Treasurer, and Police Clerk shall pay 10% of the health insurance premium.
- B. If an employee marries, divorces, or otherwise changes family status, the employee must advise the City Clerk within thirty (30) days of the event.
- C. The City reserves the right to change hospitalization insurance carriers with notice to its employees. Each employee shall be responsible for payment of any non-covered expenses that are covered by the provisions of the hospitalization plan in effect. The City retains the final authority to establish, modify, rescind, add or in any way affect employee benefits. The City reserves the right to select the carrier(s) and to determine the Plan benefits, including deductibles, co-pays and other coverages for health and dental insurances. The City reserves the right to change the structure of the benefit plan, including eligibility, at any time. Specific information concerning the Plan may be found in the appropriate Summary Plan Description which governs all conditions of coverage. The Plan documents are maintained in the business office and provided to employees who enroll in the coverages.
- D. In the event an employee dies, retires or terminates employment with the City, the employee or spouse and family members shall be eligible for continuation in the health plan in accordance with applicable state and federal laws with the employee paying the full cost for the coverage. [See appendix D] An employee shall be considered retired from service with the City of Tomahawk if the employee retires from employment and is not employed full-time elsewhere or is forced to retire due to medical disability and applies for benefits under the State Wisconsin Retirement Fund within sixty (60) days of the date of retirement and is deemed eligible for retirement benefits under the Wisconsin Retirement Fund.
- E. No employee shall make any claim against the City for additional compensation in lieu of, or in addition to , the cost of his/her health insurance coverage because the employee does not qualify for that insurance or the family plan provided under that insurance.

SECTION 2 - DISABILITY/LIFE INSURANCE

- A. Each employee shall be eligible to select disability insurance coverage or life insurance coverage upon initial employment with the City of Tomahawk. In the event an employee fails to qualify for the selected disability insurance or life insurance, the employee shall not be eligible for any other type of coverage provided by the City. Election of coverage

will be documented by completion of the form contain here-in.

- B. This disability/life insurance coverage shall be available for employees who have completed the six (6) month qualification period.
- C. The life insurance benefit provided for by the City shall consist of \$10,000 coverage upon the life of the general employee and \$20,000 for sworn P.D. personnel.
- D. The disability insurance coverage provided by the City shall consist of the following terms and conditions:
 - 1. Coverage under this plan shall begin six (6) weeks after the date of disability. Sick leave and/or vacation time may be used to continue the pay of the employee during this six (6) week period, if available.
 - 2. Coverage shall be limited to 65% of the normal work week wages paid to the employee by the City of Tomahawk.
 - 3. Coverage under this disability plan shall extend for a period of six (6) months after the date of disability. During this six (6) month period, no sick leave shall be charged against the account of the employee and no sick leave shall be earned if an employee is off on disability leave.
 - 4. Upon completion of the six (6) month coverage, the employee may use any accrued sick leave or vacation in order to continue receiving pay from the City of Tomahawk.
 - 5. The level of coverage provided under this disability plan may change in the event the City obtains alternate disability insurance coverage depending upon coverage available and cost of coverage.
- E. No employee shall make any claim against the City for additional compensation in lieu of, or in addition to, the cost of disability/life insurance coverage because the employee does not qualify for such coverage.

SECTION 3 - WORKERS' COMPENSATION

- A. Medical expense and wage loss is covered by provisions of the Workers' Compensation Act if any employee suffers an injury or illness as a result of his employment. Any employment related injury must be reported immediately to the immediate Supervisor or Department Head, but not later than 24 hours after the injury.
- B. Employees who are injured on the job may be allowed to return to work to perform the normal duties of their position provided the City receives medical verification that the