



OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the Personnel Committee of the City of Stoughton, Wisconsin will hold a regular or special meeting as indicated on the date, time and location given below.

Meeting of the:

Personnel Committee of the City of Stoughton

Date/Time:

Monday, April 5, 2021 @ 6:00 pm

Location:

****PLEASE NOTE** This is a teleconference meeting via GoToMeeting. Access with a computer, tablet, or smart phone via GoToMeeting - <https://global.gotomeeting.com/join/709913077>**

You may also join by phone using dial-in number 1 (224) 501-3412

Access Code: 709-913-077

Please sign in to the meeting at least 10 minutes prior to the scheduled start time if possible.

Members:

Lisa Reeves (Chair), Frederick Hundt (Vice Chair), Sid Boersma, Thomas Majewski , and Mayor Timothy Swadley (ex-officio member)

City Personnel:

Director Gillingham

- 1 Call to Order
- 2 Communications/Updates
- 3 Discussion and possible action regarding Fire Vehicle Allocation
- 4 Discussion and possible action regarding COVID Absence Policy
- 5 Discussion and possible action regarding Sick Time Donation Program
- 6 Discussion and possible action regarding Proration of Vacation based on Termination Date
- 7 Discussion and possible action regarding Leadership Backup Plan
- 8 Discussion and possible action regarding Hiring Authorization
- 9 Future Agenda Items
 - Parks & Recreation Structure
 - Work Rules Update
- 10 Adjournment

** May move to closed session per State Statute 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Any person wishing to attend the meeting, whom because of a disability, requires special accommodation, should contact the City Clerk's Office at (608) 873-6692 at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. In addition, any person wishing to speak or have their comments heard but does not have access to the internet should also contact the City Clerk's Office at the number above at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

NOTE: AN EXPANDED MEETING MAY CONSTITUTE A QUORUM OF THE COUNCIL.

Memorandum

To: Personnel Committee
Tim Swadley, Mayor

Date: 3/31/2021

Re: Allowing use of FD Vehicle for DC Miller

I'm proposing allowing DC Miller to be generally allowed to use an SFD Command Car as an assigned vehicle that would normally be taken home when he is able to respond. It would be stored at the station when he is unavailable or out of town. Use of it would be limited to the immediate area around the area Stoughton Fire Department covers, and a ring surrounding our territory that extends a few more miles, when Mark is available to respond to calls.

Operational Aspects

DC Miller is second in command at the Stoughton Fire Department, and has primary responsibility for fire prevention activities for the areas covered by the Stoughton Fire Department. The activities for this request, involve response on calls, and providing a more effective and appropriate response. Recent changes to the department operations involve a "Chief" or "Command Car" to respond on most responses. This gets a smaller, more agile vehicle on scene to assess the situation, and deploy resources appropriately. The first in large apparatus (Engine, Ladder, Squad, etc.) is now able to concentrate on the assigned task, instead of trying to park appropriately and plan for needing to move as the incident details are determined. For example, a large building where we need to make entry for fire extinguishment, but there are a number of doors. If the "Chief or Car" is able to get there ahead of the engine, the engine doesn't have to guess which area to go, which hydrant to connect, to, etc.

Response to the station slows this process. A member needs to get up, respond to the station (usually in the 2-5 minute range), get his/her gear on, get to a vehicle and respond once enough members are present for that apparatus. Even for the Command Car to go, from time of page, it will be 5-6 minutes for DC Miller to get to the station, get his gear on, and go. If he has the car at home, he can don his gear, be in the car, and go enroute in a couple minutes. This puts the car ahead of the first large apparatus, often times by 4 to 5 minutes.

DC Miller responds to calls as a “Chief” when I’m on ambulance duty (Tuesday nights, every 5th weekend) and times when I pick up backup ambulance duty, or are otherwise unavailable. The concept is to ensure we have an officer acting in command, available to respond to calls. This change was started last year, and has been welcomed by the department staff. When I’m available, I respond in my assigned vehicle. When I’m not available to respond, then DC Miller or one of the other Chiefs takes the available car to the call.

DC Miller’s daytime work includes inspections around the territory covered by Stoughton Fire Department. These can occur after “normal” business hours, if necessary due to the operation of the business. This would allow him also take care of these tasks w/o going to the station first.

Compensation Discussion

DC Miller’s compensation is on the low end of comparable staff in the Dane County area. Those that are in his range are either a lower rank/responsibility or have a vehicle assigned. His current pay (approx. \$68K) is significantly less than that of comparable jobs in Fitchburg (Deputy Chief of Operations, range of \$85K to \$97K and takes home a vehicle when available), comparable to the Captain spot in McFarland (fewer responsibilities, range of \$66k to \$76K) and Oregon (Deputy Chief of EMS, Range of \$66k to \$76K, and an assigned take home car).

I would like to make this available, due to the fact that he shows up for calls after normal business hours, (he averaged 81% of the calls in 2020, which was 286 total calls). This means that he responds on nearly every call he is in town for at night and on weekends. Due to his commitment to the department and the city, Mark goes above and beyond to serve the community, and he deserves to be appropriately compensated for doing so.

Rules for Vehicle Use

I’m gathering vehicle use policies that we can use to add to our SOG’s. My intention is that the vehicle would be used for work related activities, and when Mark is available to respond to calls. The assigned vehicle also gives us flexibility to swap between both of us when responding mutual aid, and having appropriate communications and CAD information available to make deployment decisions. The vehicle would only be allowed to leave the territory when being used for official business (Meetings, trainings, etc) or when responding to mutual aid calls.

Stoughton *Wisconsin*

City of Stoughton
Department of Human Resources & Risk Management
207 S Forest Street, Stoughton, WI 53589
www.ci.stoughton.wi.us
(608) 646-0272

Amy Jo Gillingham
Director

March 31, 2021

To: City of Stoughton Personnel Committee
Re: COVID Absence Policy

Effective January 1, 2021-History: The City of Stoughton has been paying employees their regular wage if they are out of work due to a COVID exposure, testing positive for COVID and if the employee must be off due to a child or immediate family member exposure, positive test and or daycare/school closure.

The employee is paid at 100% of their current rate of pay. We have had very little utilization in the past 5-6 months for daycare as employees have identified back up or alternative care and/or working a flex schedule or remote work that is approved by their Director.

The Personnel Committee determined: Continue paying employees throughout the pandemic as noted above with the exception of not covering absences for dependent daycare or school closure.

The Personnel Committee stated they would re-visit the coverage and further discuss the availability of vaccines.

April 5th Personnel Committee will review the status of the COVID policy dated January, 2021.

Option #1 Continue covering absences as approved at the beginning of 2021.

Option #2 Cover COVID positive test results and COVID exposures with symptoms for the following employees:

- Employees who have received their vaccination(s)
- Employees that have received vaccination #1 of the two part series, if applicable
- Employees that received medical advice to not receive the vaccination. A physicians note is required in order for the employees time off, due to the exposure or positive test result, to be covered
- Employees that are not yet qualified to receive the vaccine
- Employees scheduled but not yet vaccinated-must show proof of vaccination scheduling prior to exposure

Note: Employees will be required to show proof of their vaccination, scheduled vaccine date or Physicians note for exposure/testing and results.

If an employee refused the vaccination, and is exposed to COVID, they will need to take time off and utilize their available time (Sick, Vacation or Comp. time). Employees cannot take time off without pay if they have time available in their banks.

FROM THE CDC: People who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months or who are fully vaccinated.

- People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
- People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
- People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Steps to take

Stay home and monitor your health

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

Exposure requirements from Dane County Madison Public Health: If you are symptomatic: Quarantine and get tested for COVID-19, 6 or 7 days after last exposure. If your test is negative, you could end quarantine after 7 days of quarantine. You must have your negative test result before ending quarantine and the test cannot be before day 6. Monitor yourself for symptoms until 14 days after your last exposure.

Option #3 Stop covering all COVID related absences and the employee will need to use any available time in their available time banks, then time off without pay.

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Director

Sick Time Donation Program

If a regular full time or part-time employee is off work due to a sick time qualifying event and has exhausted their sick, vacation and comp. time banks, the Director of the Department will notify the HR Director. The HR Director and Personnel Committee will review the documentation for the absence including FMLA requirements to determine eligibility for the sick time donation program. To be considered for this benefit, the employee must be regular part-time or fulltime status and must meet all of the FMLA requirements including the 1250 hours worked and employed for twelve months.

Employees can donate sick time from their sick time bank but must keep a balance equivalent to their ICI elimination period which is 30, 60 or 90 days. This ensures that the employee donating will have adequate sick time to cover their own elimination period if needed.

- At retirement, an employee can donate their remaining sick days beyond the 130 days paid into their HRA account.
- At termination an employee can donate their remaining balance to the fund.

Sick time will be donated on and day for day basis and is not tied to either employee's wage. Sick time is donated on an hour for hour basis. Sick time cannot be "cashed in" for compensation. Sick time can only be used for sick time qualifying hours.

Any sick time hours that are donated to the Sick Time Donation Bank that are not used will be kept in the Sick Time Donation Bank and will be available for the next employee who may have a qualifying need.

Employee must complete the donation form when donating from their bank and are an active employee. Employees sick time balance at termination and retirement (above 130 days) will be automatically donated to the sick leave donation fund.

AJOG
4/1/21
Sick Time Donation Program

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Vacation Proration Schedule for Termination

The City of Stoughton grants vacation time to eligible employees on January 1, 2020 or at the time of hire. Should employment be terminated by either the employee or the employer, the vacation time in the bank will be prorated based on the schedule below.

Calculation for eligible employees hired on or before January 1:

1. Take the total vacation days granted and divide by 12 months= number of days allocated per month.
2. Take the number of days allocated per month X the number of full months worked = total days allocated
3. Take the number of days granted – days used= days to be paid out. If zero the City does not seek re-payment.

Example: Employee receives their vacation allocation of three weeks and three days for a total of 18 days on January 1st. The employee terminates employment August 10th. The employee worked 7 full months. The employee used 3 days of vacation.

- 18 days granted / 12 months = 1.5 days allocated per month
- Employee worked seven full months times 1.5 days = 10.5 days allocated
- Employee used three days of vacation. 10.5 days – 3 days used= 7.5 days due to the employee.

Calculation for eligible employees hired after January 1

1. Take the total vacation days granted at hire and divide by the number of months remaining in the year = number of days allocated per month.
2. Take the number of days allocated per month X the number of full months worked = total days allocated
3. Take the number of days granted – days used= days to be paid out. If zero the City does not seek re-payment.

Example: Employee is hired and starts on March 1st and terminates employment on September 3rd of the same year. Employee was given one week and two days of vacation time for a total of seven days of vacation time. The employee used five days of vacation time.

- 7 days granted at hire / 9 months = .78 days per month
- .78 X 6 months (number of full months worked)=4.68 days rounds to 5 days.
- Employee used 5 days – 5 days due= 0 days paid out

AJOG

4/1/21

Vacation Time Proration Schedule for Termination