



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, NOVEMBER 13, 2018, 4:30 PM
CITY HALL, ROOM 207
Immediately following Finance which meets at 4:30 p.m.

A. Roll Call.

- I. Members: Ald. Bill Galvin, Chair, Ald. Kathy Lefebvre, Vice Chair, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax

B. Approval of the Agenda.

C. Approval of Minutes.

- I. Approval of the minutes from September 25, 2018.

D. Regular Business.

- I. Consideration with possible action on request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Paralegal - Law
 - b. Evidence Technician - Police
 - c. Laborer (Street) - Public Works
 - d. Laborer (Sanitation) - Public Works
 - e. Bridgetender - Public Works
 - f. Mechanic - Public Works
 - g. Parking Enforcement Officer - Public Works
2. Consideration with possible action on request to fill Patrol Officer and Fire Fighter vacancies in 2019 that were approved as part of the budget.
3. Consideration with possible action on request for out of state travel for Fleet Manager and (2) Equipment Operators to travel to EZ-Liner Industries in Orange City, Iowa in late November or early December for pre-delivery inspection of pavement marking machine at no cost to the City for room, board or transportation.
4. Consideration with possible action on request by Ald. Wery to explore options to restore an assistant to the City Council position.

5. Consideration with possible action on review of SWAT Team Minimum Call-In grievance.

The Committee may convene in closed session pursuant to § 19.85(1)(a), Wis. Stats., for the purpose of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Committee may, thereafter, reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report any actions taken during closed session and to consider all other matters on the agenda.

E. Public Hearings.

F. Informational.

1. Recruitment being initiated for new Sewer Maintenance Worker position approved as part of the 2019 budget.
2. Report of routine personnel actions for regular employees.
3. Next meeting date: November 27, 2018.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Personnel Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

November 13, 2018

PREPARED BY

AGENDA ITEM # D.I.

Consideration with possible action on request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Paralegal - Law
- b. Evidence Technician - Police
- c. Laborer (Street) - Public Works
- d. Laborer (Sanitation) - Public Works
- e. Bridgetender - Public Works
- f. Mechanic - Public Works
- g. Parking Enforcement Officer - Public Works

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 11.13.18
2. Paralegal - RTF Semenuk 10.9.18
3. Evidence Tech - S. Czarneski 9.18
4. Laborer (Street) - J. Hasenberg
5. Laborer (Sanitation) - G. Veaser 09.26.18
6. Bridgetender - K. Hollis 9-5-18
7. Mechanic - J. Drake 11.07.18
8. Parking Enf Officer - S. Tilleman 11.13.18

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Peggy Barden
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: November 9, 2018

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2019 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Paralegal – Replacement position due to the resignation of Jean Semenuk effective October 26, 2018. Salary range: \$23.77 - \$27.96/hour.
- Evidence Technician – Replacement position due to the internal transfer of Michelle Czarneski effective December 3, 2018. Salary range: \$19.57 - \$23.03/hour.
- Laborer (Street) – Replacement position due to the resignation of Gerald Hassenberg effective September 28, 2018. Salary range: \$19.57 - \$23.03/hour.
- Laborer (Sanitation) – Replacement position due to the resignation of Greg Vesser effective October 2, 2018. Salary range: \$19.57 - \$23.03/hour.
- Bridgetender – Replacement position due to the resignation of Kurt Hollis effective September 14, 2018. Salary: \$22.48/hour.
- Mechanic – Replacement position due to the resignation of Jason Drake effective November 23, 2018. Salary range: \$23.77 - \$27.96/hour.
- Parking Enforcement Officer – Replacement position due to the retirement of Shirley Tilleman effective December 7, 2018. Salary range: \$15.71 - \$18.48/hour.

Position Fill Request
Justification Report
October 9, 2018

Position Title: Paralegal

1. **If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

X **Replacement Position** _____ **Not a Replacement Position**

Jean Semenuk has tendered her resignation to pursue an opportunity closer to where she lives, effective 10/26/18.

2. **Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is included in the current budget. The salary range is \$23.77-\$27.96/hour.

3. **Please list the functions and any special information regarding this position.**

The paralegal position is responsible for drafting certain legal documents, including real estate documents, resolutions, standard ordinances, public notices, and the like. In addition, the position is responsible for filing pleadings with the court and ensuring compliance with court rules, drafting standard motions, tracking litigation files both in-house and completed by outside counsel, preparing discovery, tracking contracts and ensuring all documents are fully executed, filing, investigating and tracking liability claims, assisting with the department budget, and timely paying invoices. The position requires substantial interaction with the general public and requires practical knowledge of court rules and general municipal legal principles.

4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

No. However, the position is required to fulfill legal services for the City.

5. **Please explain why current staff is unable to absorb duties of this position.**

Staffing in the law department consists of 4 attorneys, 1 paralegal, and 1 legal assistant. The paralegal position requires a specific degree and skill set not shared by anyone else in the department.

6. **If duties of position are presently being done, how are they done?**

Job duties are currently being completed by the incumbent.

7. What service would be reduced or eliminated if this position is not filled?

The paralegal position's responsibilities are all key functions which ensure the law department continues to operate effectively, without which the general productivity of the law department will be reduced.

8. What are the alternative methods and costs of accomplishing the work?

There are no other available methods and costs to accomplish the work.

9. Are there union issues?

N/A

**Position Fill Request
Justification Report
September 19, 2018**

Position Title: Evidence Technician-Police Department

1. **If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

Michelle Czarneski is transferring to the Criminalistic Specialist position effective December 3, 2018.

2. **Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is in the current budget. The salary range is \$19.57-\$23.03/hour.

3. **Please list the functions and any special information regarding this position.**

Evidence Technicians are accountable for the preservation, safeguarding and disposition of evidence and lost and found items.

4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

This position generates revenue by auction of bikes and other lost and found items. The amount of sales fluctuates.

5. **Please explain why current staff is unable to absorb duties of this position.**

The workload requires two full-time employees. With the incumbent's move to a new position, there is only one employee left to perform the work.

6. **If duties of position are presently being done, how are they done?**

The work is currently being performed by two current Evidence Technicians until the incumbent's move on December 3, 2018.

7. **What service would be reduced or eliminated if this position is not filled?**

The department would be unable to process, secure and dispose of evidence/lost and found items properly and in a timely manner.

8. **What are the alternative methods and costs of accomplishing the work?**

None

9. Are there union issues?

No

10. Other supporting comments.

The Green Bay Police Department is in the process of re-locating evidence storage from the North Quincy facility to a new location on South Broadway Street. This is a large undertaking and will require the second full-time employee to assist with the move and organization of evidence in the new location. This process will be difficult for one Evidence Technician to accomplish and would take other police department employees to assist, which will take them away from their normal duties.

**Position Fill Request
Justification Report
September 18, 2018**

Position Title: Laborer – DPW Operations Division/Street Section

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This position is vacant as the result of the resignation of Jerry Hasenberg, effective at the end of the business day on Friday, September 28, 2018.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is currently funded in the DPW operating budget. The current wage (Grade F) for this position ranges from \$19.57 to \$23.03 per hour (\$40,705 to \$47,902 annually).

- 3. Please list the functions and any special information regarding this position.**

Laborers perform a full range of duties including (but not limited to) operating large commercial vehicles, light vehicles, power equipment, and hand tools. They are assigned to snow removal, leaf collection, grass cutting, beam guard rail repair, roadway repair, traffic control, and other assignments necessary to complete DPW core functions.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

This position does not generate revenue for the City. Conversely, DPW's in-house labor and equipment reduces expenses associated with contracting out for those services, and maintains institutional knowledge necessary to operate at higher efficiencies.

- 5. Please explain why current staff is unable to absorb duties of this position.**

Loss of a Laborer will reduce DPW's ability to provide Street Section services in a timely manner, including snow/ice removal, leaf collection, and grass/weed cutting.

- 6. If duties of position are presently being done, how are they done?**

During periods of short staffing, duties completed normally performed by vacant positions are not completed. They are assigned to others by order of priority. If there is not adequate time to complete all jobs, then lower priority jobs are postponed or not completed.

7. What service would be reduced or eliminated if this position is not filled?

DPW will always perform all of its core services due to safety-critical and customer service responsibilities of its business. However, a reduction in staffing will result in a lower level of service to residents.

8. What are the alternative methods and costs of accomplishing the work?

DPW must comply with State and local laws, ordinances, policies, and rules for care of public infrastructure. The frequency of certain activities cannot be reduced. Loss of Laborers affects the volume of work that can be completed on regular time. One alternative would be working overtime to maintain required services. Another alternative is outsourcing of services. However, both of those alternatives are more costly than merely filling the vacancy.

9. Are there union issues?

No.

10. Other supporting comments.

None.

**Position Fill Request
Justification Report
September 26, 2018**

Position Title: Laborer – DPW Operations Division/Sanitation Section

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This position is vacant as a result of the resignation of Sanitation Section Laborer Greg Veese, effective at the end of the work day on September 26, 2018.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is currently funded in the DPW operating budget. The current salary range for a DPW-Operations Division Laborer (Pay Grade F) is \$19.57 to \$23.03 per hour (\$40,705 to \$47,902 annually).

- 3. Please list the functions and any special information regarding this position.**

Sanitation Section Laborers perform duties including, but not limited to, driving trucks, chipping and hauling brush, collecting bulk waste, operating various pieces of equipment, plowing snow, daily equipment maintenance, and other labor assignments necessary for DPW to perform its core functions.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

This position does not generate revenue for the City. But the use of in-house labor and equipment reduces the need to contract services provided by DPW employees. A complete Sanitation Section roster is very important to the health and well-being of the community.

- 5. Please explain why current staff is unable to absorb duties of this position.**

Loss of a Sanitation Section Laborer represents a reduction in DPW's ability to provide City services in a timely manner, including snow plowing, curbside yard and garden waste collection, brush chipping, trash and recycling collection, etcetera.

- 6. If duties of position are presently being done, how are they done?**

Duties associated with any vacant position are assigned to other Operations Division employees. When there is a lack of personnel, assignments are prioritized. Unassigned tasks are postponed or end up not being completed.

- 7. What service would be reduced or eliminated if this position is not filled?**

DPW cannot reduce or eliminate its core services. However, a reduction in staff will result in a lower level of service to residents, which will increase the amount of time required to complete those services.

- 8. What are the alternative methods and costs of accomplishing the work?**

Reducing the level of services provided to City residents, working overtime to maintain the expected level of service, or outsourcing of services.

9. Are there union issues?

No.

10. Other supporting comments.

None.

**Position Fill Request
Justification Report
September 5, 2018**

Position Title: Sewer/Bridge Section – Bridgetender

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

DPW is seeking replacement of one (1) vacancy due to the resignation of Kurt Hollis effective September 14, 2018.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is currently funded in the DPW-Operations Division budget. The current base salary for a Bridgetender is \$22.48/hour, based on the shipping season schedule from April 1 to December 1 of each year. The City receives reimbursement from the Wisconsin Department of Transportation (WisDOT) for 100% of operational costs associated with the Mason and Walnut Street Bridges. The City receives up to 100% of operational costs associated with the Main Street Bridge, depending on funding left over in the State's bridge operations fund.

- 3. Please list the functions and any special information regarding this position.**

Bridgetenders staff the three lift bridges over the Fox River from April 1 to December 1 each year. Each Bridgetender works an 8-hour shift for six (6) days, followed by two (2) days off. After the two day rest period, the assigned shift rotates to the next shift in the rotation. Shifts are 6 a.m. to 2 p.m., 2 p.m. to 10 p.m., and 10 p.m. to 6 a.m. Each bridge is staffed with four (4) Bridgetenders. This allows the City to staff all bridges 24/7 throughout the shipping season.

Bridgetenders maintain vigilance over the shipping channel, and open/close the bridges as necessary to maintain safe and efficient river traffic during the shipping season. They also have the opportunity to be called in during the off-season for these duties, based on the needs of commercial vessels operating within the Port of Green Bay.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

No, the cost of this position is reimbursed by WisDOT.

- 5. Please explain why current staff is unable to absorb duties of this position.**

Loss of a Bridgetender position represents a reduction in DPW's ability to provide effective lift bridge services to the State. It would not save the City any money, as Bridgetender costs are reimbursed by the State. In addition, without proper lift bridge staffing, existing

Bridgetenders would need to work continuous overtime shifts, and possibly not get their two (2) day rest periods. This would cause employee burnout.

6. If duties of position are presently being done, how are they done?

Current staffing does not permit absorbing these duties without incurring significant overtime cost to the State of Wisconsin. DPW will work Bridgetenders on overtime shifts until the vacancy is filled.

7. What service would be reduced or eliminated if this position is not filled?

DPW will continue to perform all of its core services. However, a reduction in staffing will result in a lower level of service. The biggest concern is overtime expense, and employee burnout related to continued overtime assignments.

8. What are the alternative methods and costs of accomplishing the work?

There are no alternatives. Federal interstate commerce rules require lift bridges to be operated during the shipping season.

9. Are there union issues?

No.

10. Other supporting comments.

None.

**Position Fill Request
Justification Report
November 7, 2018**

Position Title: Mechanic – DPW Operations Division/Motor Equipment Section

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This position will be vacant as a result of the resignation of first shift Mechanic, Jason Drake, effective at the end of the work day on Friday, November 23, 2018.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

Yes, this position is currently funded in the DPW-Operations Division operating budget. The current base wage for a Mechanic is \$23.77/hour to \$27.96/hour (\$49,441 to \$58,156 annually).

- 3. Please list the functions and any special information regarding this position.**

DPW Mechanics maintain and repair all DPW vehicles and equipment; as well as Parking Division, Planning Division, and Mayor's Office vehicles. Mechanics also assist other departments with vehicle and equipment repairs when requested.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

This position does not generate revenue for the City. However, the use of in-house labor and equipment reduces the need to contract these services out to a private vendor

- 5. Please explain why current staff is unable to absorb duties of this position.**

DPW has thirteen (13) Mechanics in its table of organization. Any Mechanic vacancy adds workload to other Motor Equipment Section staff, which reduces the ability of the section to maintain DPW's preventative maintenance and repair programs at the necessary level. Insufficient Mechanic staffing contributes to extended vehicle and equipment down time. DPW cannot maintain all repair requests at all times with a short staff. Replacement of the Mechanic vacancy is necessary.

- 6. If duties of this position are presently being done, how are they done?**

Duties associated with any vacant position are assigned to other employees. If there is a lack of personnel, then assignments are prioritized. Unassigned duties are postponed, not completed, or overtime expenditures are required to complete necessary repairs.

7. What service would be reduced or eliminated if this position is not filled?

DPW cannot reduce or eliminate core services. Motor Equipment Section operates as an internal City service agency for DPW, and other departments. Its clients are DPW, Mason Manor, Inspection Department, Mayor's Office, Parking Division, and Police/Fire Departments when requested. If Mechanic positions are eliminated, DPW would first reduce or eliminate services provided to other departments. DPW must maintain its own fleet first.

8. What are the alternative methods and costs of accomplishing the work?

The alternative to not filling Mechanic vacancies is expenditure of overtime to keep up with workload demand. Using overtime could reduce cost to the City in the short run by not having to cover fringe benefits of eliminated Mechanic positions. However, regular overtime assignments lead to burnout, low morale, increased worker compensation injuries, and increased absenteeism. Another alternative to eliminating Mechanic positions is privatization.

9. Are there union issues?

No.

10. Other supporting comments.

None.

Position Justification Form

November 9, 2018

Position Title: Parking Enforcement Officer (PEO) – DPW Parking Division

1. **If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

Shirley Tilleman is retiring from City service at the end of her regularly scheduled work shift on Friday, December 7, 2018

2. **Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**

This position is funded in the Parking Division's operating budget. Salary range: \$15.71 - \$18.48 per hour (\$32,677 to \$38,438 per year) plus the ability to earn performance raises after rising to the highest pay step.

3. **Please list the functions and any special information regarding this position.**

Parking Division provides well over 90% of the City's parking enforcement services. The remaining parking enforcement activity is provided by the Police Department as they can spare time. There are five (5) Parking Division Enforcement Attendants for the entire City, and enforcement occurs Monday through Saturday.

4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**

Enforcement Attendants generate parking citation revenue, which allows Parking Division to operate without funding from the City tax levy.

5. **Please explain why current staff is unable to absorb duties of this position.**

Without all PEO's on staff, certain parking enforcement shifts will not be filled. This will result in less order and control of the City's public parking system. It will also result in lower Parking Division revenue. If Parking Division cannot support itself through revenue it generates, then it may need to depend on tax levy revenue.

6. **If duties of position are presently being done, how are they done?**

Without Parking Enforcement Officers, there is basically no parking enforcement activity in the City of Green Bay. The Police Department can perform parking enforcement, but they have higher priority issues to address.

7. **What service would be reduced or eliminated if this position is not filled?**

Parking Division would operate at a lower level of parking enforcement for the City, and generate less revenue as a result.

8. What are the alternative methods and costs of accomplishing the work?

Privatization or little to no parking enforcement.

9. Are there union issues?

No.

10. Other supporting comments.

The City attempted to privatize its parking operation in 1998, and was met with significant resistance. After seeing what occurred with privatization of the City of Chicago parking system, Green Bay is not interested in dealing with the increased costs and problems of a privatized public parking system, especially given the fact that the current system is functioning well.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

November 13, 2018

PREPARED BY

AGENDA ITEM # D.2.

Consideration with possible action on request to fill Patrol Officer and Fire Fighter vacancies in 2019 that were approved as part of the budget.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2019 Police and Fire Vacancies

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Jennifer Smits, PHR, SHRM-CP
Human Resources Generalist

Re: Request to fill Patrol Officer and Fire Fighter vacancies in 2019 that were approved as part of the budget.

Date: November 13, 2018

The Police Department and Fire Department are requesting authorization to fill Patrol Officer and Fire Fighter vacancies in 2019 that were approved as part of the budget.

This request is being made to maintain consistent staffing levels and to limit overtime. When vacancies occur in Patrol Officer or Fire Fighter positions, other Patrol Officers and Fire Fighters are required to staff these vacancies on overtime until the vacancy is filled. Granting approval to fill these vacancies at this time will allow the Human Resources Department to expedite the process as vacancies occur, so that overtime, as a result of vacancies, can be kept to a minimum.

c: Fire Chief David Litton
Police Chief Andrew Smith



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

November 13, 2018

PREPARED BY

AGENDA ITEM # D.3.

Consideration with possible action on request for out of state travel for Fleet Manager and (2) Equipment Operators to travel to EZ-Liner Industries in Orange City, Iowa in late November or early December for pre-delivery inspection of pavement marking machine at no cost to the City for room, board or transportation.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Out of State Travel Request - DPW Mechanics

OUT OF STATE TRAVEL REQUEST

Date Request Submitted	November 8, 2018
Requesting Department	Public Works
Employee(s) Requesting Travel	Nathan Wachtendonk (Fleet Manager), Mike Herlache (Equipment Operator) and Brian Teresinski (Equipment Operator)
Date(s) of Travel	Late-November/Early-December 2018 (date dependent on vehicle build schedule)
Location of Out of State Travel	Orange City, IA
Purpose of Travel – Name of Conference or Training	Travel to EZ-Liner Industries manufacturing plant for pre-delivery inspection of new long-line pavement marking machine
Costs Transportation Room and Board Conference and/or Training Fee Total Cost	Costs for transportation and hotel will be covered by EZ-Liner, per terms of the vehicle specification documents. Costs to be covered as follows: • EZ-Liner – Travel, lodging, and meals • City – Wages for the three (3) employees
Will Employee Incur Overtime or Comp Time	No
Funding	All costs other than wages will be covered by EZ-Liner Industries
Additional Information	The three (3) employees noted above will travel to EZ-Liner Industries in Orange City, IA by air. Depending on flight times, they will be on-site for either one (1) or two (2) overnight stays. When on-site, they will go through the machine specifications in detail and compare them to the physical layout of the paint machine. It is very important that the (2) Equipment Operators attend the pre-delivery inspection process as they were very much involved in the preliminary research and the specification development of the new paint machine because of their expertise in operating this type of equipment. This visit and process is necessary to assure that the unit meets DPW specification before final assembly and delivery to Green Bay. All transportation and hotel costs associated with this trip will be covered by EZ-Liner Industries. These costs are included in the previously approved bid price for the paint unit.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

November 13, 2018

PREPARED BY

AGENDA ITEM # D.5.

Consideration with possible action on review of SWAT Team Minimum Call-In grievance.

The Committee may convene in closed session pursuant to § 19.85(1)(a), Wis. Stats., for the purpose of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Committee may, thereafter, reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report any actions taken during closed session and to consider all other matters on the agenda.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Police Department Letter to Personnel Committee
2. Union Step 3 Grievance Documents



Department of Police

Andrew Smith
Chief of Police

November 6, 2018

Personnel Committee
City of Green Bay
100 N. Jefferson Street
Green Bay, WI 54301

RE: Step 3 – Police Department Grievance Response (Minimum Call-in Time)

Dear Personnel Committee,

The Green Bay Professional Police Association (GBPPA) has filed a grievance with the Personnel Committee requesting that the SWAT Team members be given minimum call-in time to leave SWAT Team training at the Green Bay Police Department to execute a search warrant for a suspect. The City of Green Bay Police Department asks the Personnel Committee to deny the GBPPA's grievance.

SWAT Team members were present at the police department on June 18, 2018 from 2:45 to 7:00pm for training that had been scheduled several months in advance. At 5:30pm the SWAT Team members in training were redirected to execute a search warrant for a wanted suspect from Michigan. The SWAT Team members returned from serving the warrant and all of the SWAT Team members were out of their gear and finished by 7:00pm. In addition, 6.4 of the current bargaining agreement states as follows:

6.4 MINIMUM CALL-IN TIME. Employees shall be compensated for a minimum of 3-hours for any call-in time worked on a scheduled work day, a day on which an officer works a full 8½-hour work day pursuant to posted shift overtime, or for a call-in while an officer is attending either a voluntary school or in-service training (an officer receiving call-in pay on a day attending school shall still be entitled to compensatory time as if no call-in occurred if the officer successfully completes the school in question, and if the school is not successfully completed, shall receive compensatory time for those hours in attendance). The department may engage police officers in police business on site during in-service training without paying call-in, provided such shall



TITLETOWN USA

Department of Police

Andrew Smith
Chief of Police

not jeopardize the officer receiving full credit for the class interrupted. Employees shall be compensated for a minimum of 6-hours for any call-in time on a day off or scheduled vacation. This call-in time shall be compensated at the base rate of pay.

The dispute is whether the SWAT Team should be given minimum call-in time for the deployment of the execution of the warrant when the SWAT Team members were already present at the police department attending previously scheduled SWAT Team training. The Police Department argues that no minimum call-in time should be afforded to the SWAT Team members.

First, minimum call-in time is meant to pay individuals who are *inconvenienced* for having to come in to the station and provide police work. There is no inconvenience to ask a SWAT Team member to execute a search warrant when the SWAT Team member is already present at the police department and in full SWAT gear. Second, there are no exceptions or language in the contract that allows minimum call-in time for SWAT Team members who are asked to serve a warrant during a scheduled training session. Lastly, all of the officers were appropriately compensated for the time at training and serving the warrant. The officers' compensation varied based on whether the officer was on his or her regular shift during the time of the training, how many hours the officer was in attendance at the training, and based on the number of hours each officer had accumulated within the FLSA period. Overall, the minimum call-in provision of the contract does not apply to this situation and the SWAT Team members were appropriately compensated for the training and deployment.

Furthermore, please see the attached Step 1 and Step 2 responses from the City that further outlines the rationale for denying this grievance.

In closing, the City respectfully asks that the Personnel Committee decide this matter on the submissions of the parties as there is no dispute to material facts and deny this matter because there is no contract violation for not giving the SWAT Team members call-in time for the deployment to execute the search warrant.

Respectfully submitted,

307 South Adams Street ☐ Green Bay, WI. 54301-4582 ☐ 920 448 3200 ☐ Fax 920 448 3248 ☐ Emergency 9-1-1

World Wide Web <http://www.ci.green-bay.wi.us/>



Department of Police

Andrew J. Smith
Chief of Police

Grievance #2018-005 – Chief's response:

Grievance:

SWAT team was attending training on June 18, 2018 from 14:45 to 19:00. During this time frame a SWAT call was initiated to execute a warrant for a wanted individual from Michigan. The time of the initiation was 17:30 and the warrant was concluded at 18:30. SWAT team members want call in pay for the time spent on the warrant as they believe that the danger level is higher executing a warrant versus training. SWAT team members on their off time want to be compensated at one and half times pay for the time spent executing the warrant and gearing down which concluded at 19:00.

The Union believes that this grievance falls under past practice as SWAT may have been paid call in time for search warrants that occurred during prior training. The Administration will argue that circumstances have changed relating to how payback time is administrated and compensated.

Administration Response:

The Union's belief that payback time does not equate to pay for the officers is flawed as the union does not take into consideration the new payback rules. Payback is a comp time bank that is paid in cash to officers if they have 100 hours of accumulated time in their "payback" bank. Seven officers were compensated at their regular rate of pay for all the training they attended including the SWAT warrant because they are at the maximum 100 hours in their bank. One officer received time and one half because he had over 171 hours in the FLSA period that ended July 7, 2018 and was at the maximum hours in his bank. These officers were similarly situated as the officers that were attending SWAT training on their regular duty time and only received their regular pay for the SWAT call. The remaining five officers had time added to their payback bank.

The Union argues that this is fiscally "de Minimis" to the City and that the probability of this situation happening again is statistically improbable. The counter argument to this is that the officers were compensated and if this was statistically improbable then there would not be a past practice claim by the union. The Union also fails to take into account the changes to the search warrant policy whereas SWAT is to be utilized where forced entry is to be made.

The union argues that the inherent risk of a SWAT call is reason to pay officers time and one half. If this were to case then the officers that were on their regular shift for SWAT training should also be covered by the grievance but the Union failed to list them as part of the grievance.

Administration denies the grievance.

ANDREW J. SMITH
Chief of Police



*The City of Green Bay is a leader in employee health and wellness with its **Health | 1265** program and a goal to engage all employees in their own health and well-being*

August 30, 2018

Officer Erik O'Brien
Green Bay Police Department
307 S. Adams Street
Green Bay, WI 54301

Sent via email: erikob@greenbaywi.gov

RE: Step 2 – Grievance Response (Minimum Call-in Time)

Dear Officer O'Brien,

The following is my review of the grievance regarding the compensation consistent with contract language 6.4 – Minimum Call-In Time.

- The language of 6.4 of the current bargaining agreement states as follows:

6.4 MINIMUM CALL-IN TIME. Employees shall be compensated for a minimum of 3-hours for any call-in time worked on a scheduled work day, a day on which an officer works a full 8½-hour work day pursuant to posted shift overtime, or for a call-in while an officer is attending either a voluntary school or in-service training (an officer receiving call-in pay on a day attending school shall still be entitled to compensatory time as if no call-in occurred if the officer successfully completes the school in question, and if the school is not successfully completed, shall receive compensatory time for those hours in attendance). The department may engage police officers in police business on site during in-service training without paying call-in, provided such shall not jeopardize the officer receiving full credit for the class interrupted. Employees shall be compensated for a minimum of 6-hours for any call-in time on a day off or scheduled vacation. This call-in time shall be compensated at the base rate of pay.

- On June 18, 2018 the SWAT Team had SWAT Team training from 2:45pm to 7:00pm.
- The SWAT Team was made aware before the training that the team may be deployed during the training to execute a search warrant on an individual. At 5:30pm the SWAT Team was deployed. By 7:00pm the SWAT Team had returned and was changed out of their gear.
- Each SWAT Team member was compensated for the team member's participation in the training and the deployment. The compensation for each team member varied

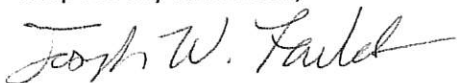
based on whether the officer was on his or her regular shift during the time of the training, how many hours the officer was in attendance at the training, and based on the number of hours each officer had accumulated within the FLSA period.

- Payback is a compensatory time bank that allows officers to store payback time up to 100 hours. This time is considered compensatory time that the officer can use to take time off. Any payback time that is earned over 100 hours will be paid out to the police officer as straight time.
- The officers that received payback time for the time at the SWAT Team training and deployment either banked their time or were paid out their regular rate of pay.
- One officer received time and one half because the officer had worked over 171 hours within the FLSA period that ended on July 7, 2018.
- Some officers that attended the training during their regularly scheduled shift did not receive payback or time and one half pay.
- The SWAT Team argues that payback time should only be given for the time used for training. The SWAT Team argues that once the team was deployed into the field, the SWAT Team should have been given the minimum call-in time of 3 hours.

After reviewing the grievance, the grievance is denied for the following reasons. First, 6.4 of the contract language for minimum call-in time is meant for officers who are not on-duty and are called in for duty. There are exceptions where call-in time applies when an officer is in attendance for school or in-service training, but those exceptions do not apply to SWAT Team training. The 6.4 contract language does not state that an officer should receive minimum call-in time for having to leave SWAT Team training for a SWAT Team assignment. Since all of the members of the SWAT Team were already at training, the SWAT Team members did not need to be called-in and are not afforded the minimum call-in time.

Second, the officers on the SWAT Team were all compensated appropriately for their time training and deployment into the field as outlined above. Based on my review of the grievance, the grievance is denied.

Respectfully submitted,



Joseph W. Faulds
Human Resources Director

Cc: Police Chief Andrew Smith (via email only)
Attorney Jon Cermele (via email only)
GBPPA Representative Phil Scanlan (via email only)



Green Bay Professional Police Association

Representing the brave men and women serving and protecting "Titletown, USA"

RECEIVED

SEP 19 2018

HUMAN RESOURCES

09-19-18

Personnel Committee
City of Green Bay
100 N. Jefferson Street
Green Bay, WI 54301

GBPPA Grievance #18-005

Dear Members of the Committee,

Attached with this letter is a Green Bay Professional Police Association Contract Violation Information Form being turned over to your office for step III of the grievance process. I included the following documents for your review; a copy of the original Contract Violation Information Form given to Chief Smith at Step I of the grievance; a description of the grievance provided by Officer Eric O'Brien; Chief Smith's response provided to our association on 08-02-18 and Director Joe Faulds Response issued on 08-30-18.

In summary, members of the GBPD SWAT team were training when called to duty to execute a high risk warrant to take a wanted suspect from Michigan into custody. The suspect was wanted for drug related deaths and was reported to be armed and threatening to not be taken alive. The team was activated and successfully took the man into custody.

When members of the GBPD Swat team are training, they train as a team. Some members are training during their actually on-duty work time, meaning they were on duty at the time. Some members may be training following or before their 8.5 hour work day and others may be training on their day off. The compensation for members training outside of their duty time is "payback."

Initially, members of the team were told by the SWAT Commander to stop their training time and put in call in pay, essentially "overtime" with a minimum call in pay amount set by the labor agreement. The Association believes the SWAT Commander (Lieutenant) was correct in that assessment. Members of the team were later advised by the SWAT Commander that the overtime was denied and were informed the decision to deny the overtime came from Chief Smith. All members who submitted for overtime had their compensation changed to their standard "payback" time for training.

The Association believes the labor agreement supports the minimum call in pay and met with management to meet in the middle. The association was aware that all named members of the team were already present at the training and considered agreeing to time for time overtime pay during the duration of the SWAT activation to settle the disagreement. Unfortunately, no such agreement was made.



Green Bay Professional Police Association

Representing the brave men and women serving and protecting "Titletown, USA"

It's the association's position that "payback" compensation for officers working outside of their duty time is for voluntary events such as schools, training, PR Events etcetera and not for general police work including but not limited to investigations, patrol, swat calls or mandatory work calls etc.

Respectfully,

A handwritten signature in black ink, appearing to read "P. Scanlan".

Detective Phil Scanlan

GBPPA President

Green Bay Police Department

307 S. Adams Street

Green Bay, WI 54301-4582

920-448-3200 ext 0241

philsc@greenbaywi.gov

Grievance # 2018 - 005

**Green Bay Professional Police Association
Contract Violation Information Form**

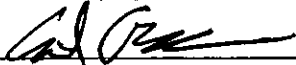
Date of Occurrence: <u>6-18-18</u>	Grievance step - check one 1 ☐ 2 ☐ 3 ☒
Officer's Name/Rank: (If association as a whole write GBPPA) <u>SWAT</u> <u>OFF O'BRIEN ET AL</u>	Division/Assignment:
This grievance alleges a violation of article <u>6</u> section <u>4</u> of the labor agreement and/or department policy pertaining to: _____	

Description of Grievance - state all facts including time, place of incident, persons involved, etc.

See attached

Relief Sought:

See attached.

Signature of Employee: 	Signature of Association Representative: 	Date Filed: <u>7-19-18</u>
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Employer Representative Response:

Employers representative signature	Title	Date Grievance received:	Date Answered

Matter resolved: Yes ☐ No ☐ If yes, How?

Grievance # 2018-005

Green Bay Professional Police Association
Contract Violation Information Form

Date of Occurrence: <u>6-18-18</u>	Grievance step - check one 1 ☒ 2 ☐ 3 ☐
Officer's Name/Rank: (If association as a whole write GBPPA) <u>SALZMAN, Herbert, Bell, Brian, Eickholt, Hansmann, Scudlan, Giller, Bilskey, Merrill, Nejeckla, Kempf, LAURDA</u>	Division/Assignment: <u>SWAT</u>
This grievance alleges a violation of article <u>6</u> section <u>4</u> of the labor agreement and/or department policy pertaining to:	

Description of Grievance - state all facts including time, place of incident, persons involved, etc.

SEE ATTACHED

Relief Sought:

SEE ATTACHED

Signature of Employee: <u>[Signature] et al.</u>	Signature of Association Representative: <u>[Signature]</u>	Date Filed: <u>7-23-18</u>
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Employer Representative Response:

Employer representative signature <u>[Signature]</u>	Title <u>Chief</u>	Date Grievance received: <u>6-7-18</u>	Date Answered <u>8-2-18</u>
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Matter resolved: Yes ☐ No ☐ If yes, How?

Erik OBrien

On Monday 06-18-18 Green Bay Police SWAT Team members assembled at the department for regularly scheduled team training at 14:45. At that time the team was notified that a possible SWAT deployment could take place during the training time window. The team moved forward with training until notice was given at approximately 17:30 that the team had been activated for a deployment. The SWAT deployment was carried out and concluded around 18:30 hours. After gearing down from the deployment, around 19:00 which was the scheduled conclusion time for that days training, SWAT Team members were advised to enter "Minimum Call In Time" Into Telestaff (Reference GBPPA and City of Green Bay Contract Agreement 2016-2019 Article 6.4) This has been the established past practice for the GBPD SWAT team transitioning from training to a real world deployment.

The following day, SWAT Team members' entries in Telestaff were subsequently changed from "Minimum Call-In" time to Payback time. This is contrary to the established past practice that clearly delineated between training time and deployment time compensation. SWAT Team member and Union Board member Erik O'Brien met with Commander Ebel to discuss the issue further. Erik and Commander Ebel discussed having SWAT Team members compensated for the actual time of the deployment at time and a half but not receive the full Call-In time as all members were already on scene and there was no inconvenience for members to respond to the deployment. This seemed like a reasonable and fiscally responsible compromise. Commander Ebel agreed to consult with Chief Smith regarding the proposed resolution and discussed memorializing this resolution in the next contract. Erik was informed that Chief Smith would not agree to the proposed resolution. Erik discussed the matter further with Chief Smith but the Chief was adamant that he would not pay time and a half for the SWAT Team to deploy when they were here on training and would instead call in the county should he have to.

We are grieving this situation for the following reasons

- This does not follow the long standing past practice of transitioning from training time to deployment time (compensation).
- Payback is not an acceptable form of compensation for SWAT deployments as acknowledged by Administration when addressing an issue that arose with the Dive Team receiving Minimum Call-In pay for transitioning to a real world search during training. Administration used the rationale to justify only giving payback for the training and real world deployment as, "It is not like SWAT, if you are searching for a body or a just training it is the same level of danger and nothing really changes."
- The impact of this situation is fiscally de minimis. The SWAT team is scheduled for training for 12 ½ hours per month out of a total of 720 possible hours which is less than 2% of the time. The likelihood of this situation repeating itself with any frequency is statistically improbable.

Desired resolution – All SWAT Team members receive compensation at time and a half for the real world deployment, 17:30-19:00

Erik O'Brien
Green Bay Police Department
FTO/District C Afternoon Shift Patrol Officer
GBPD Training Unit
W-920.448.3208
C-920.370.6337



Department of Police

Andrew J. Smith
Chief of Police

Grievance #2018-005 – Chief's response:

Grievance:

SWAT team was attending training on June 18, 2018 from 14:45 to 19:00. During this time frame a SWAT call was initiated to execute a warrant for a wanted individual from Michigan. The time of the initiation was 17:30 and the warrant was concluded at 18:30. SWAT team members want call in pay for the time spent on the warrant as they believe that the danger level is higher executing a warrant versus training. SWAT team members on their off time want to be compensated at one and half times pay for the time spent executing the warrant and gearing down which concluded at 19:00.

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Administration Response:

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Administration denies the grievance.

ANDREW J. SMITH
Chief of Police



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August 30, 2018

Officer Erik O'Brien
Green Bay Police Department
307 S. Adams Street
Green Bay, WI 54301

Sent via email: erikob@greenbaywi.gov

RE: Step 2 – Grievance Response (Minimum Call-in Time)

Dear Officer O'Brien,

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- The language of 6.4 of the current bargaining agreement states as follows:

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- On June 18, 2018 the SWAT Team had SWAT Team training from 2:45pm to 7:00pm.
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- Each SWAT Team member was compensated for the team member's participation in the training and the deployment. The compensation for each team member varied

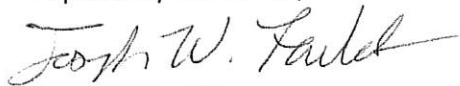
based on whether the officer was on his or her regular shift during the time of the training, how many hours the officer was in attendance at the training, and based on the number of hours each officer had accumulated within the FLSA period.

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Second, the officers on the SWAT Team were all compensated appropriately for their time training and deployment into the field as outlined above. Based on my review of the grievance, the grievance is denied.

Respectfully submitted,



Joseph W. Faulds
Human Resources Director

Cc: Police Chief Andrew Smith (via email only)
Attorney Jon Cermele (via email only)
GBPPA Representative Phil Scanlan (via email only)



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

November 13, 2018

PREPARED BY

AGENDA ITEM # F.I.

Recruitment being initiated for new Sewer Maintenance Worker position approved as part of the 2019 budget.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Sewer Maintenance Worker Informational Memo

MEMORANDUM



Human Resources Department

To: Joseph Faulds, Human Resources Director
Personnel Committee

From: Rayme Van Beaver
Human Resources Generalist

Re: Informational Item – Sewer Maintenance Worker

Date: November 7, 2018

During the 2019 budget process, the City Council approved adding an additional full-time Sewer Maintenance Worker to the Public Works Department's table of organization due to the continued emphasis by regulatory agencies to have a properly managed and maintained infrastructure, the need to maintain the City's second sewer system, and the need to clean and maintain several storm sewers throughout the City.

The Public Works Department currently employs eleven full-time Sewer Maintenance Workers (Pay Grade G – \$21.66-25.49/hour) that perform maintenance of all parts of sanitary and storm sewer system using specialized jetting, rodding, bucketing and flushing, flatwork and mechanic techniques.

The Human Resources Department will be initiating recruitment efforts to fill this position. Budget authorizations allow for this position to be filled effective January 1, 2019. The projected annual fiscal impact is \$73,449 as detailed below.

Category	Sewer Maintenance Worker (Step 4 - \$23.58/hour)
Salary	\$49,046
FICA	\$3,752
WRS	\$3,286
Worker's Comp	\$103
Health Insurance	\$15,739
Dental Insurance	\$1,438
Life Insurance	\$85
TOTAL COMPENSATION	\$73,449

c: Steve Grenier, Department of Public Works Director

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES**

November 13, 2018

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Relief Crossing Guard	Police	Cheryl Calewarts	9/26/18
Bus Operator	Transit	Shannon Smith	9/26/18
Mechanic (N)	Public Works	Richard Vanden Avond	10/1/18
4K Teacher	Parks, Recreation & Forestry	Timothy Drankus	10/2/18
Crossing Guard	Police	Julie Walter	10/30/18
Dispatcher	Transit	Ashton James	11/5/18
Patrol Officer	Police	Marco Rodriguez	11/9/18
Operations Supervisor	Transit	Bret Van Nuland	11/26/18
Patrol Officer	Police	Shawna Coron	11/26/18
Patrol Officer	Police	Christopher Vaubel	11/26/18
<u>Transfer</u>			
4K Teacher	Parks, Recreation & Forestry	Jane Morse	10/2/18
4K Naturalist			
Relief Crossing Guard	Police	Deanna Dupart	10/15/18
Crossing Guard			
Relief Crossing Guard	Police	Robert Wozniak	10/22/18
Crossing Guard			
Evidence Technician	Police	Michelle Czarneski	12/3/18
Criminalistic Specialist			
<u>Promotion</u>			
Design & Development Supt.	Parks, Recreation & Forestry	Dan Ditscheit	9/24/18
Parks, Recreation & Forestry Director			
Firefighter	Fire	Jerame Schuler	9/30/18
Engineer			
Engineer	Fire	Chad Allen	9/30/18
Lieutenant			
Lieutenant	Fire	Anthony Piontek	9/30/18
Battalion Chief			
Battalion Chief	Fire	Ryan Gibbons	9/30/18
Assistant Chief EMS			
Interim Building Inspection Mgr.	Community & Economic Dev.	Paul Van Calster	10/29/18
Chief Building Official			
Patrol Officer	Police	Robby Hock	11/5/18
Advanced Patrol Officer			
Patrol Officer	Police	Miranda Walvort	11/5/18
Advanced Patrol Officer			

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>Grade/Step Change</u>			
Patrol Officer Step 3	Police	Garth Russell	10/10/18
Patrol Officer Step 3	Police	Benjamin Harvath	10/10/18
Patrol Officer Step 4	Police	Christopher Kuptz	10/10/18
Patrol Officer Step 2	Police	Luke Van Donsel	10/18/18
Patrol Officer Step 2	Police	Jacob Wallner	10/18/18
Patrol Officer Step 2	Police	Logan Peterson	10/18/18
Assistant Finance Director Step 5	Administrative Services	Pamela Manley	10/3/18
Firefighter Step 3	Fire	Dennis Jolly Curtis Halbach John Decker Mark Mattson Garrett Wenzel Daniel Alderfer Benedict Felckowski Micah Roddy Tyler Sanftleben Jacob Heiman	10/3/18
Support Assistant Step 5	Community & Economic Dev.	William Peters	10/15/18
Municipal Court Administrator Step 6	Municipal Court	Neil Basten	9/30/18
Erosion Control Specialist Step 4	Public Works	Michael DeBauche	8/22/18
Bus Operator Step 2	Transit	Ed Short	9/12/18
HR Assistant Step 6	Human Resources	Adam Reidinger	9/30/18
Lieutenant Step 3	Police	Michael Sobieck	10/25/18
Property Manager Step 3	Community & Economic Dev.	Jayne Valentine	11/12/18
Patrol Officer Step 2	Police	Matthew Woods	11/6/18
Patrol Officer Step 2	Police	Gerald Gorin	11/6/18
Patrol Officer Step 2	Police	Eric Elbe	11/6/18

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
Patrol Officer Step 2	Police	Dan Skenandore	11/16/18
Patrol Officer Step 2	Police	Alex Roberts	11/16/18
Parking Maintenance Technician Step 2	Public Works	David Falk	11/7/18
Parking Building Technician Step 2	Public Works	Joshua Sonesen	11/21/18

Name Change

Document Center Lead	Administrative Services	Erica Kirchen Erica Manteufel	10/3/18
Patrol Officer	Police	Erin Nething Erin Bloch	9/14/18

End of Employment

Laborer - Sanitation	Public Works	Greg Veaser	9/26/18
Laborer - Street	Public Works	Gerald Hasenberg	9/28/18
Dispatcher	Transit	David Wittlinger	10/12/18
Crossing Guard	Police	Judith Lewis	10/15/18
Paralegal	Law	Jean Semenuk	10/26/18
Bus Operator	Transit	Geoff Smith	11/1/18
Crossing Guard	Police	Gerald Krausert	11/5/18
Bus Operator	Transit	Colleen Koski	11/10/18
Records Clerk	Police	Jill Cornell	11/13/18
Specialist II	Police	Steven Krouth	12/21/18
Specialist II	Police	Scott Schuetze	12/21/18
Specialist II	Police	Kurt Meier	12/21/18

Longevity

Bridgetender 8th year	Public Works	Bruce Kollman	10/31/18
Crossing Guard 8th year	Police	Terry Kazmer	11/8/18
Crossing Guard 8th year	Police	Robert Dombroski	11/8/18
Crossing Guard 8th year	Police	Thomas Depas	11/8/18