



AGENDA OF THE PERSONNEL COMMITTEE

**TUESDAY, JANUARY 8, 2019, 4:30 PM
CITY HALL, ROOM 207**

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 November 27, 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. Legal Assistant - Law
 - b. Public Works Superintendent (Parking) - Public Works
 - c. Parking Maintenance Technician - Public Works
 - d. Human Resources Generalist - Human Resources
2. Consideration with possible action on request by Ald. Johnson to eliminate the requirement for prior authorization for budgeted or cost neutral out-of-state travel.

3. Consideration with possible action on request to approve the following wage agreements with a 2% general salary increase effective in which October 1, of the respective year occurs.
 - a. Parks & Forestry Labor Association 2018
 - b. Parks & Forestry Labor Association 2019
 - c. Public Works Labor Association 2018
 - d. Public Works Labor Association 2019
 - e. Public Works Labor Association - Electrical Division 2018

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

4. Update and discussion on Bus Operator labor negotiations.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

E. Informational.

1. Recruitment initiated for Park Facilities Supervisor (Food & Beverage) that was approved as part of 2019 budget.
2. Report of routine personnel actions for regular employees
3. Next meeting date: January 29, 2019.

F. Public Hearings.

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

January 8, 2019

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. Legal Assistant - Law
- b. Public Works Superintendent (Parking) - Public Works
- c. Parking Maintenance Technician - Public Works
- d. Human Resources Generalist - Human Resources

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 01.08.19
2. Legal Assistant Banks 12.18
3. Public Works Superintendent (Parking) - Scanlan 12.26.18
4. Parking Maintenance Technician - J. Lester 12.28.18
5. Request to Fill - HR Generalist 12-2018

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Adam Reidinger
Human Resources Assistant

Re: Request to Fill Vacant Positions

Date: January 4, 2019

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.

- Legal Assistant – Replacement position due to the retirement of Mary Sue Banks effective December 31, 2018. Salary range: \$19.57 - \$23.03 per hour.
- Public Works Superintendent (Parking) – Replacement position due to the retirement of Mary Scanlan effective May 1, 2019. Salary range: \$66,851 - \$78,644.
- Parking Maintenance Technician – Replacement position for John Lester effective December 20, 2018. Salary range: \$19.57 - \$23.03 per hour.
- Human Resources Generalist – Replacement position due to the transfer of Rayme Van Beaver to the Water Utility effective January 7, 2019. Salary range: \$49,441 - \$63,273.

**Position Fill Request
Justification Report
January 8, 2019**

Position Title: Legal Assistant

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**

Mary Sue Banks retired effective December 31, 2018.

The current title of Legal Secretary will be revised to Legal Assistant.

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 at pay grade F (\$19.57-\$23.03/hour).

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

Prepares and files legal documents and agreements, including routine pleadings, condemnation documents and warrants, hold harmless agreements and real estate documents. Performs research. Assists the City Prosecutor in all matters related to Municipal Court, including providing litigation support as needed such as tracking subpoenaed officers and civilians. Serves as the recording secretary for the Sex Offender Board, including attending meetings as support staff, compiling data, and acting as intermediary between members of the public and the Board. Pursues collection efforts on behalf of the City for outstanding invoices and accounts, including sending collections letters and initiating tax refund intercepts on delinquent accounts. Assists in drafting ordinances and resolutions for Council approval, and in preparing documents for Committee and Council meetings. Primarily responsible for maintenance of all Law Department records and files. Performs legal administrative duties, including work classified as confidential. Position involves considerable public contact from telephone inquiries and walk-in traffic.

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 legal assistant requires a specific skill set not shared by anyone else in the department.

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

The incumbent performed these functions until her retirement date of December 31, 2018. Since then the workload has been distributed to other staff members.

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

The legal assistant 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?**

This is a non-union position.

10. **Other supporting comments.**

This position is an essential component to the daily function of the Law department.

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

Position Title: Public Works Superintendent – DPW-Parking System 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**

This position will be vacant as the result of the retirement of Public Works Superintendent Mary B. Scanlan, effective at the end of the workday on Wednesday, May 1, 2019. Because this position is critical to the successful daily operation of the Parking Division, DPW is seeking to over-hire for the upcoming vacancy as soon as possible. Over-hiring will allow for the proper training of Mary Scanlan's replacement.

- 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 funded through the Parking System Division (non-levy supported) and Operations Division (levy supported) operating budgets. A portion of the salary is paid by Operations Division budget because this position assists with DPW core duties and responsibilities beyond parking activity. This modification was made years ago when the Operations Division management staffing level was reduced. The current salary range for the Public Works Superintendent is \$66,851 to \$78,644 per year, with the possibility for salary increases above the top of the range based upon performance.

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

The Parking Superintendent is responsible for 1) daily task coordination and completion/success of the City's public parking programs, and 2) proper expenditure of operating budget funds. The Superintendent sets work priorities along with the Operations Director and Public Works Administrative Supervisor to assure that parking field services align with established policy and back office processes. The Superintendent is responsible for inventory, bills, scheduling, reporting, research, and reports regarding day-to-day operation of City-owned parking lots and ramps. This position also supervises all Parking Division field employees, and is involved in associated hiring and personnel disciplinary functions.

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

This position does not directly generate revenue for the City. However, this position is responsible for effectively managing personnel and programs that generate parking system revenue. The Parking Division is funded only through public parking user fees and parking citation revenue. If the parking system does not function properly, then its revenue stream is adversely affected. This is a critical position because without it, the Parking Division will have no management of its field services functions.

Due to the narrow and unique niche that the parking industry fills, the Parking Division is seeking to over-hire for this vacancy. The Parking Division cannot function without a field operations leader. Therefore, the new Public Works Superintendent needs to be hired before Mary Scanlan retires. The over-hire process will allow Mary to directly train the new Superintendent, and transfer some of her 32 years of Parking Division institutional knowledge to her replacement.

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

See answer to question 4 above. Additionally, this position leads daily field operations of the Parking Division. Without leadership, the section has no organizational structure for daily operations. All Parking Division field staff, besides the Superintendent, are represented employees. There is no other manager to fill this vacancy.

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

Duties of the Parking Division Superintendent are currently being completed by the Parking Division Superintendent. As noted in the answer to question 4 above, the Parking Division intends to over-hire for the Parking Superintendent vacancy to maintain continuity of daily operations for the City's public parking program.

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

The Parking Division must continue to perform all of its core services. The City cannot stop managing its parking system unless it is willing to get out of the parking business. A reduction in staffing will result in no management of City parking field services. The effect would be catastrophic.

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

There are no known alternatives to compensate for a missing key leadership position. Parking Division must have a leader to manage the daily field operations. If not, the Parking Division will cease to function. The only alternative would be to outsource all City parking services.

9. Are there union issues?

No.

10. Other supporting comments.

None.

**Position Fill Request
Justification Report
December 28, 2018**

Position Title: Parking Maintenance Technician – 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**

Replacement position for John Lester effective December 20, 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 funded in the Parking Division operating budget. The current wage range is \$19.57 to \$23.03 per hour (\$40,706 to \$47,902 per year) plus the night shift differential.

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

The Parking Maintenance Technician position is scheduled four days per week on ten (10) hour work shifts from 8:00 p.m. until 6:30 a.m. and maintains work coverage 7 days per week, on a 4-week rotation. Each PMT gets three (3) days off per week (not always in a row) and every other weekend off.

Parking facility maintenance must be completed when facilities are empty. The PMT/Night position is responsible for completing the following tasks:

- Plowing/salting surface parking lots
- Plowing/spreading/snow removal interior and ramp roofs
- Sweeping and litter control
- Pressure washing parking decks and other surfaces
- Re-lamping light fixtures
- Other maintenance as assigned

PMT's also enforce parking violations on-street, in parking facilities, and on private property as prescribed during nighttime hours. This position also oversees contracted security activity on weekends.

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

This position generates revenue from parking citations. Note that the dollar figure listed below shows revenue at the "issued" or face value of the citation issuance. Late fees increase actual revenue received.

PMT Ticket Issuance History

YEAR	PMT/NIGHT CITATIONS ISSUED	DOLLAR VALUE
2016	11,422	\$300,220 (short-staffed)
2015	15,195	\$387,075
2014	15,753	\$326,440

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

There are 4 full-time PMT's in the Parking Division Table of Organization. If one or more of them is out, then:

- 1) PMT shifts must be modified for proper coverage, typically requiring overtime
- 2) The new PARCS program requires Parking Division to staffing 24/7/365. Employee vacancies cannot occur.
- 3) Lower PMT staffing means lower Parking Division revenue. Parking Division is self-revenue-generating, so it must maintain its revenue stream in order to remain financially solvent.

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

Parking Division continues to do its best to cover all responsibilities. However, lower staffing levels require certain duties to be prioritized and/or not completed.

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

Failing to fill this position will result in lost revenue from parking citations, reduced maintenance in the ramps, and lower levels of parking system security.

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

Force daytime Parking Division maintenance staff to work night hours. However, doing so would create shortfalls in daytime work tasks.

9. Are there union issues?

No.

10. Other supporting comments.

None.

**Position Fill Request
Justification Report
January 4, 2019**

Position Title: HR Generalist I/II

- 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**

Rayme VanBeaver transferred to the Water Utility effective January 7, 2019.

- 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 current budget at a sliding pay grade of grade H and grade I in the administrative salary schedule. The salary range for the HR Generalist I/II is \$49,441 - \$63,273 dependent upon the experience and qualifications of the individual hired.

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

This position performs a variety of technical and administrative tasks in all areas of Human Resources administration including all aspects of the hiring process, policy review and development, processing and administering unemployment claims, preparing and presenting employee training programs, serving on employee committees, conducting compensation/reorganization studies and assisting with labor relations activities (grievances, employee performance issues/investigations, fitness for duty evaluations, etc.). This position also provides guidance and support to department heads/managers on matters that require the interpretation of policy, contract language and employment laws and regulations.

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

This position does not generate revenue. However, the position is vital in order to maintain compliance with employment related laws and to prevent costly employment related claims against the City.

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

There are 2 HR Generalists in the department, and they are currently working on filling 42 vacant positions. Priority is consistently given to the recruitment function, particularly in the Police and Fire Departments and both Generalists play a key role in this area.

In addition to the recruitments, staff has had to direct various employee relations issues that are typically time consuming and have the potential of resulting in liability to the City if they are not handled in compliance with policy or employment laws/regulations.

Last year, the HR department implemented a new salary plan, and recently completed the annual performance review process for several hundred employees. This year, we will be reviewing the current performance evaluation form and policy, and we anticipate that there will be revisions. Since the new plan has been in place, the Generalists have assisted a few departments with reorganizations and position reclassifications.

There are other programs and activities that will need to be addressed in 2019. We are currently negotiating with the Green Bay Metro Bus Drivers, and the Fire Fighter and Police contracts will be opening for bargaining. In addition, time should be dedicated to training management personnel and City employees on various laws, regulations and City policy. This is critical to the organization and must be in place to effectively minimize liability and costly employment claims.

It should also be noted that effective January 7, 2019 the department will be down another position with the retirement of Peggy Barden who has several responsibilities including HRIS functions. In accordance with the budget, this position will not be filled until July 1, 2019 and existing staff will be picking up those responsibilities. As a result of the functions that need to be performed and the workload of the department, it is critical that the vacant HR Generalist position be filled.

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

The incumbent performed these functions until her transfer date of January 7, 2019. This workload has been distributed to other staff members.

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

Our response time and effectiveness will be diminished if this position is not filled.

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

Hiring temporary personnel or interns to assist with some of the functions. However, this is not an ideal arrangement as temporary personnel or interns more than likely would not possess the level of skill needed to perform the work. Training will become a regular occurrence and lack of continuity may become an issue as those employees find permanent jobs. The result is much less efficient service.

9. Are there union issues?

This is a non-union position.

10. Other supporting comments.

None.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 8, 2019

PREPARED BY

AGENDA ITEM # D.2.

Consideration with possible action on request by Ald. Johnson to eliminate the requirement for prior authorization for budgeted or cost neutral out-of-state travel.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Memo - Out of State Travel - 1-08-19
2. Chapter-11---Travel-and-Reimbursement-PDF

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds, Human Resources Director

Re: Ald. Johnson communication pertaining to out of state travel

Date: January 8, 2019

City of Green Bay Travel Policy

The City of Green Bay's current travel policy (see attached) has different authorizations for "in state" and "out of state" travel. "In state" travel (including Chicago or Minneapolis areas) is authorized by the department heads based on funds allocated through the budget process.

"Out of state" travel—which is not approved within the budget process—must seek approval from the Personnel Committee and Common Council before the travel can occur. In the event that travel occurs before approval can be granted by the Personnel Committee and Common Council, emergency authorization can be obtained from the Mayor, Personnel Committee Chairperson, and the President of the Common Council.

The City of Green Bay also requires approval for out of state travel even if it is cost neutral to the budget (i.e. cost of room, board, and travel is not paid from City funds).

Municipal Travel Authorization Survey Results

Other municipalities have differing final authorization for "out of state travel" as depicted in the chart below. For Fond du Lac, the Department Head approves out of state travel, except for higher expense out of travel that must be approved by the City Manager. Similarly, in Racine, certain out of state travel must be approved by the Mayor or Administrative Manager. For all of the below municipalities, they also require approval for cost neutral out of state travel.

Approval Out-of-State Travel Request				
Municipality	Mayor/City Manager	Personnel Committee	Department Head	Cost Neutral
Appleton	x			x
Manitowoc		x		x
Sheboygan			x	x
Fond du Lac	x			x
Oshkosh			x	x
Racine	x			x
Green Bay		x		x



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Travel and Reimbursement	Policy Reference Chapter 11
Policy Source Human Resources Department	Legal Review Date
Personnel Committee Approval September 26, 2006	City Council Approval October 3, 2006

11.1 **AUTHORIZATION.** The procedure for employees to receive authorization for travel differs for "in state" or "out of state" travel.

11.1.1 **In State.** Travel within the State of Wisconsin or to the Chicago or Minneapolis areas is authorized by department heads based on funds allocated by the Common Council through the budget process.

11.1.2 **Out of State.** All departments, with the exception of the Mayor's Office, which are able to project the cost and destination of a trip outside of the areas mentioned in 11.1.1 during the budget cycle preceding the year in which the trip will be taken, will submit the request with their budget and, if approved, need not seek further approval from the Personnel Committee or Common Council prior to the conference.

For trips in which the destination and/or cost are not available during the budget process, the department head may budget for the estimated costs and, if approved, must then seek approval of the Personnel Committee and Common Council prior to the trip. Where the traveler is not afforded the appropriate time to receive such approval, emergency authorization may be obtained from the Mayor, Personnel Committee Chairperson and the President of the Council.

11.2 **REIMBURSEMENT.** To obtain reimbursement for the reasonable and necessary expenses of approved travel, it will be necessary for the employee to complete the travel voucher and attach all required receipts. Requests for reimbursement and all refunds of unused cash advances must be completed no later than thirty days from the date that the employee returns to the City of Green Bay.

11.2.1 **Cash Advances.** Travel advances will be granted for specific purposes related to City business. Requests must be made to the Comptroller's Office in a manner prescribed by the Finance Director/Comptroller. Travel expenses of less than \$50.00 will not be advanced.

11.2.2 **Receipts.** Credit cards and vendor receipts are acceptable, supplemented by a cash register receipt when available. In the event that required receipts are not

available for certain purposes, it will be necessary for the employee to document the reason for not providing such receipt on the travel voucher.

11.3 REIMBURSABLE EXPENSES. The following items shall be considered appropriate items for reimbursement while on official City business:

- 11.3.1 Mileage. Reimbursement shall be at the standard rate per mile allowed by the Internal Revenue Service when operating a personal vehicle. Employees will also be reimbursed for necessary parking and tolls. When air fare is less expensive than driving the employee will be reimbursed the cost of air fare whether they drive or fly.
- 11.3.2 Travel in City Vehicles. Reimbursement for travel in City vehicles shall be as provided in Section 5, City Vehicle Use Policy.
- 11.3.3 Air Fares. Actual cost of an airline ticket will be reimbursed, but flight reservations shall be made as soon as possible in order to take advantage of discounts available. Where airfare is less expensive than driving the employee will be reimbursed the cost of air fare whether they drive or fly.
- 11.3.4 Rental Cars. Actual expenses will be reimbursed for any compact or intermediate rental car. Receipts will be required for reimbursement and rental cars will be allowed only when other modes of transportation are too costly, too inconvenient or unavailable.
- 11.3.5 Lodging. Actual expenses will be reimbursed with appropriate receipts; however, employees are required to take advantage of any discounts available for seminar participants rather than opting for a hotel other than the one at which the seminar or conference is being held. Furthermore, reimbursement shall be for single occupancy only.
- 11.3.6 Telephone. Charges incurred while in traveling status are reimbursed when necessary for official business. Employees whose traveling requires overnight stays will be allowed 1-call home on a daily basis. Such calls will be limited to 10-minutes.
- 11.3.7 Meals. A per diem amount totaling \$10 per day for day trips under 12-hours and \$25 per day for trips of 12-hours or more, or an overnight stay, will be allotted for meals and sundry items not herein specified. No reimbursement will be provided for the cost of alcoholic beverages.
- 11.3.8 Taxis and Public Transportation. Reimbursement is limited to the lowest fare available and practical. Employees are to exercise discretion in choosing a taxi over public transportation.
- 11.3.9 Travel with Spouse. When travel is in a non-City owned vehicle, it is acceptable to be accompanied by a spouse while on official City business. However, the spouse's expenses will not be reimbursed and, any costs incurred jointly will be reimbursed at the individual or single rate.
- 11.3.10 Personal Travel. At times, employees will extend their stay in a particular location in order to follow the business trip with a vacation - such behavior is not

discouraged as long as it has been authorized by the department head. However, any expenses incurred prior to, or beyond, the dates of the City business shall be borne entirely by the employee.

11.4 TERMINATING EMPLOYEES. No travel reimbursement shall be made to employees who have accepted employment elsewhere and the City may recover reimbursement made for travel-related reasons during the last three months of employment.

11.5 CITY VEHICLE USE POLICY:

11.5.1 Purpose. This policy applies to employees of the City of Green Bay and provides guidelines for determining the use of City vehicles and personal vehicles.

11.5.2 General Guidelines for use of City owned vehicles or personal vehicles.

- a. All City vehicles shall be marked clearly as a City of Green Bay vehicle, except those vehicles required to remain unmarked for purposes of carrying out official duties of their positions.
- b. City Employees are encouraged to use City vehicles whenever practical and available. They shall be reimbursed for the actual cost of gas, oil, and emergency repairs as indicated by appropriate receipts.
- c. City owned vehicles shall only be used while performing or conducting City business activities.
- d. Except in situations requiring the carrying out of official duties (e.g. Fire rescue transporting patients or Police transporting witnesses or suspects, etc.), travel in a City vehicle shall be limited to City employees, individuals representing the City, and/or other government officials. Other individuals may travel in a City vehicle, if it is directly related to the specific business being conducted at the time. This requires prior approval from the Department Head.
- e. Employees using a personal vehicle for City business are required to maintain a current automobile insurance policy. Employees will be required to provide a certificate of insurance.
- f. All drivers of a City-owned vehicle must have a valid Wisconsin Driver's License and a satisfactory driving record. The driver is responsible for any fines or penalties imposed for violation of traffic or parking laws or ordinances. All accidents shall be reported in accordance with the City Safety Program.
- g. The employee is obligated to immediately inform their supervisor or manager of any unfavorable change in driver's license or insurance status.
- h. Smoking and the use of smokeless tobacco products are not permitted in a City-owned vehicle.
- i. Employees operating a city-owned vehicle must obey all alcohol and drug use regulations set forth in state and local legislation, as well as all

alcohol and drug use rules outlined in the City of Green Bay Drug-Free Workplace Policy.

- j. Travel required outside the City limits or the department's service area requires authorization from the Department Head or their designee.
- k. City Employees using a City vehicle are required to keep the interior of the vehicle clean. Only city business related items/articles are allowed in the vehicle.
- l. An employee using a City vehicle must park the vehicle at a designated City parking area after normal business hours unless the vehicle has been approved for take home.
- m. Employees who are assigned a take home vehicle will be required to report the vehicle mileage to and from their home on a monthly basis and the appropriate payroll taxes will be withheld.

11.5.3 Monthly Automobile and Parking Allowance. Employees who receive a monthly automobile allowance will receive a flat rate of \$30 for 0 to 100-miles per month. Any mileage over 100-miles will be reimbursed at the current IRS rate. These employees will also receive reimbursement for monthly parking expenses at the rate charged by the Green Bay Parking Utility less state sales tax.

11.5.4 Criteria for Assigned Vehicles. The following criteria will be used to determine whether or not an employee is assigned a vehicle. The city retains the right to make vehicle assignments at its discretion.

- a. Annual mileage at or in excess of 6,000 miles. The Department is required to maintain mileage records.
- b. Positions requiring "On Call" status and/or the employee is required to leave home and respond to emergency situations.
- c. An employee must transport equipment or supplies which are not easily transferred or transported in a personal vehicle.
- d. An employee's duties that require a marked vehicle for purposes of identification as a City Official.

11.5.5 Criteria for Take Home Vehicles. Positions requiring "On Call" status and/or the employee are required to leave home and respond to emergency situations. If employees rotate on-call status, the employee is allowed to take the vehicle home only when on-call.

- a. Consideration will also be given in the following situations.
- b. An employee must transport equipment or supplies or animals which are not easily transferred or transported in a personal vehicle.
- c. Employee's duties that require a marked vehicle for purposes of identification as a City Official.

- d. Police School Liaison Officers and the Crime Prevention Officer will be allowed to take a City vehicle home, provided they reside within the corporate City limits. City vehicles will be kept at the Police Station during times of vacation.
- e. Other exceptions to the above outlined criteria for take home vehicles must be brought by the department head to the Personnel Committee for approval. If timing does not allow for Personnel Committee action, the department head may make the exception and report that exception to the Personnel Committee.
- f. If a Police or Fire Department employee is assigned a take home vehicle and that individual resides outside the corporate City limits, they will not be allowed to take the City vehicle home.
- g. If any other City employee is assigned a take home vehicle and that individual resides outside the corporate County limits, they will not be allowed to take the City vehicle home.
- h. In any event, all employees are still responsible to meet any response time requirements for their position and/or must adhere to more restrictive boundaries per labor contracts.

11.5.6 This policy applies to all City employees unless a labor agreement would supersede.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 8, 2019

PREPARED BY

AGENDA ITEM # D.3.

Consideration with possible action on request to approve the following wage agreements with a 2% general salary increase effective in which October 1, of the respective year occurs.

- a. Parks & Forestry Labor Association 2018
- b. Parks & Forestry Labor Association 2019
- c. Public Works Labor Association 2018
- d. Public Works Labor Association 2019
- e. Public Works Labor Association - Electrical Division 2018

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2018 Parks and Forestry Labor Association Agreement - Personnel Committee - 1-08-19
2. 2019 Parks and Forestry Labor Association Agreement - FPersonnel Committee - 1-08-19
3. 2018 Public Works Association Agreement
4. 2019 Public Works Association Agreement - Personnel Committee - 1-08-19
5. 2018 IBEW Agreement - Personnel Committee 1-08-19

Agreement Between

City of Green Bay

And

City of Green Bay
Parks and Forestry Labor
Association

2018

Agreement Between
City of Green Bay
And
City of Green Bay Parks and Forestry Labor Association
2018

This Agreement has been made and entered into between the City of Green Bay, hereinafter referred to as the "City" and City of Green Bay Parks and Forestry Association, hereinafter referred to as the "Association".

ARTICLE 1
RECOGNITION

The City agrees to recognize representatives of City of Green Bay Parks and Forestry Association, as the exclusive bargaining agent for all regular full-time employees in the employ of the Employer in the City of Green Bay Parks, Recreation and Forestry Department excluding temporary, seasonal, supervisory and office clerical employees for all issues specifically addressed in this Agreement.

ARTICLE 2
TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2018 and remain in full force and effect to and including December 31, 2018.

ARTICLE 3
WAGES AND RATES

Attached hereto and marked Appendix A is the City Pay Plan schedule showing the classifications and the wage rates of the employees covered by this Agreement including a schedule that includes a 2% increase effective with the first day of the pay period in which October 1, 2018 occurs. It is mutually agreed that said City Pay Plan Schedule and the contents hereof will constitute part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement approved by the Parks and Forestry Labor Association and approved by the City Council on January 15, 2019.

City of Green Bay

Parks and Forestry Labor Association

James J. Schmitt, Mayor

Michael Wilson, President

Joseph W. Faulds, Human Resources Director

Frank Theys, Secretary

Kris A. Teske, City Clerk

Thomas J. Parins, Jr., Attorney

APPENDIX A

CITY OF GREEN BAY PARKS AND FORESTRY LABOR ASSOCIATION

CITY PAY PLAN

Placement on a step of the schedule is in accordance with the procedures approved by the City Council for placing employees on a step of the new City Pay Plan.

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN January 1, 2018

Pay Grade I ✦ Master Plumber ✦ Mechanic Foreperson	Pay Grade H ✦ Mechanic ✦ Sr. Carpenter
Pay Grade G ✦ Carpenter ✦ Forestry Worker II ✦ HVAC Specialist ✦ Painter ✦ Park Maintenance Foreperson ✦ Parts Clerk	Pay Grade F ✦ Forestry Worker I ✦ Park Maintenance Worker

WAGES IN ACCORDANCE WITH CITY PAY PLAN January 1, 2018

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range	
I	\$25.35	\$26.09	\$26.84	\$27.58	\$28.33	\$29.07	\$29.82	\$29.83	- \$34.29
H	\$23.30	\$23.98	\$24.67	\$25.35	\$26.04	\$26.72	\$27.41	\$27.42	- \$31.52
G	\$21.24	\$21.87	\$22.49	\$23.12	\$23.74	\$24.37	\$24.99	\$25.00	- \$28.74
F	\$19.19	\$19.76	\$20.32	\$20.89	\$21.45	\$22.02	\$22.58	\$22.59	- \$25.97

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN
October 1, 2018

Pay Grade I ✦ Master Plumber ✦ Mechanic Foreperson	Pay Grade H ✦ Mechanic ✦ Sr. Carpenter
Pay Grade G ✦ Carpenter ✦ Forestry Worker II ✦ HVAC Specialist ✦ Painter ✦ Park Maintenance Foreperson ✦ Parts Clerk	Pay Grade F ✦ Forestry Worker I ✦ Park Maintenance Worker

WAGES IN ACCORDANCE WITH CITY PAY PLAN
October 1, 2018

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range
I	\$25.86	\$26.61	\$27.38	\$28.13	\$28.90	\$29.65	\$30.42	\$30.43 - \$34.98
H	\$23.77	\$24.46	\$25.16	\$25.86	\$26.56	\$27.25	\$27.96	\$27.97 - \$32.15
G	\$21.66	\$22.31	\$22.94	\$23.58	\$24.21	\$24.86	\$25.49	\$25.50 - \$29.31
F	\$19.57	\$20.16	\$20.73	\$21.31	\$21.88	\$22.46	\$23.03	\$23.04 - \$26.49

**The Following Guidelines Are For Informational Purposes
And Not Subject To Bargaining**

- **STEP PROGRESSION:** Employees are eligible for an annual step increase, unless otherwise agreed to by the Department Head and Human Resources Director, until they reach Step 7 of the appropriate pay grade, provided the employee's overall performance is rated at meets expectations or higher. Requests for a step increase must be accompanied by a written performance review and recommendation by Department Head or designee.
- Employees hired at Step 1 will be eligible for a step increase after 6-months of employment and thereafter will be eligible for annual increases. Employees hired at Step 2 or higher will be eligible for a step increase after 12-months of employment. All requests for a step increase must be accompanied by a written performance review and recommendation by Department Head or designee.
- **PERFORMANCE INCREASES:** Once an employee reaches Step 7 of the appropriate pay grade, the employee is eligible for a 1% annual increase to the maximum of the range based on the following criteria.
 - a. Performance rated overall as 'Meets Expectations'.
 - b. Other arrangements between Employee, Department Head and Human Resources Director.

Requests for a performance range increase must be accompanied by a written performance review and recommendation by Department Head or designee.

- The Forestry Leadworker will receive \$1.00 per hour above the regular classified rate for each hour worked. Supervisors may assign Leadworker duties in situations in which such additional supervision or direction is warranted.
- Plumber license to be reimbursed at \$300 every 2-years effective in the first pay period in February.
- Maintenance Specialist or Park Maintenance Workers who perform mechanic duties between 2:30 PM and 10:30 PM will receive an additional \$0.50 per hour for those hours.

Agreement Between

City of Green Bay

And

City of Green Bay
Parks and Forestry Labor
Association

2019

Agreement Between
City of Green Bay
And
City of Green Bay Parks and Forestry Labor Association
2019

This Agreement has been made and entered into between the City of Green Bay, hereinafter referred to as the "City" and City of Green Bay Parks and Forestry Association, hereinafter referred to as the "Association".

ARTICLE 1
RECOGNITION

The City agrees to recognize representatives of City of Green Bay Parks and Forestry Association, as the exclusive bargaining agent for all regular full-time employees in the employ of the Employer in the City of Green Bay Parks, Recreation and Forestry Department excluding temporary, seasonal, supervisory and office clerical employees for all issues specifically addressed in this Agreement.

ARTICLE 2
TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2019 and remain in full force and effect to and including December 31, 2019.

ARTICLE 3
WAGES AND RATES

Attached hereto and marked Appendix A is the City Pay Plan schedule showing the classifications and the wage rates of the employees covered by this Agreement including a schedule that includes a 2% increase effective with the first day of the pay period in which October 1, 2019 occurs. It is mutually agreed that said City Pay Plan Schedule and the contents hereof will constitute part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement approved by the Parks and Forestry Labor Association and approved by the City Council on January 15, 2019.

City of Green Bay

Parks and Forestry Labor Association

James J. Schmitt, Mayor

Michael Wilson, President

Joseph W. Faulds, Human Resources Director

Frank Theys, Secretary

Kris A. Teske, City Clerk

Thomas J. Parins, Jr., Attorney

APPENDIX A

CITY OF GREEN BAY PARKS AND FORESTRY LABOR ASSOCIATION

CITY PAY PLAN

Placement on a step of the schedule is in accordance with the procedures approved by the City Council for placing employees on a step of the new City Pay Plan.

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN January 1, 2019

Pay Grade I ✦ Master Plumber ✦ Mechanic Foreperson	Pay Grade H ✦ Mechanic ✦ Sr. Carpenter
Pay Grade G ✦ Carpenter ✦ Forestry Worker II ✦ HVAC Specialist ✦ Painter ✦ Park Maintenance Foreperson ✦ Parts Clerk	Pay Grade F ✦ Forestry Worker I ✦ Park Maintenance Worker

WAGES IN ACCORDANCE WITH CITY PAY PLAN January 1, 2019

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range
I	\$25.86	\$26.61	\$27.38	\$28.13	\$28.90	\$29.65	\$30.42	\$30.43 - \$34.98
H	\$23.77	\$24.46	\$25.16	\$25.86	\$26.56	\$27.25	\$27.96	\$27.97 - \$32.15
G	\$21.66	\$22.31	\$22.94	\$23.58	\$24.21	\$24.86	\$25.49	\$25.50 - \$29.31
F	\$19.57	\$20.16	\$20.73	\$21.31	\$21.88	\$22.46	\$23.03	\$23.04 - \$26.49

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN
October 1, 2019

Pay Grade I ✦ Master Plumber ✦ Mechanic Foreperson	Pay Grade H ✦ Mechanic ✦ Sr. Carpenter
Pay Grade G ✦ Carpenter ✦ Forestry Worker II ✦ HVAC Specialist ✦ Painter ✦ Park Maintenance Foreperson ✦ Parts Clerk	Pay Grade F ✦ Forestry Worker I ✦ Park Maintenance Worker

WAGES IN ACCORDANCE WITH CITY PAY PLAN
October 1, 2019

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range
I	\$26.38	\$27.14	\$27.93	\$28.69	\$29.48	\$30.24	\$31.03	\$31.04 - \$35.68
H	\$24.25	\$24.95	\$25.66	\$26.38	\$27.09	\$27.80	\$28.52	\$28.53 - \$32.79
G	\$22.09	\$22.76	\$23.40	\$24.05	\$24.69	\$25.36	\$26.00	\$26.01 - \$29.90
F	\$19.96	\$20.56	\$21.14	\$21.74	\$22.32	\$22.91	\$23.49	\$23.50 - \$27.02

**The Following Guidelines Are For Informational Purposes
And Not Subject To Bargaining**

- **STEP PROGRESSION:** Employees are eligible for an annual step increase, unless otherwise agreed to by the Department Head and Human Resources Director, until they reach Step 7 of the appropriate pay grade, provided the employee's overall performance is rated at meets expectations or higher. Requests for a step increase must be accompanied by a written performance review and recommendation by Department Head or designee.
- Employees hired at Step 1 will be eligible for a step increase after 6-months of employment and thereafter will be eligible for annual increases. Employees hired at Step 2 or higher will be eligible for a step increase after 12-months of employment. All requests for a step increase must be accompanied by a written performance review and recommendation by Department Head or designee.
- **PERFORMANCE INCREASES:** Once an employee reaches Step 7 of the appropriate pay grade, the employee is eligible for a 1% annual increase to the maximum of the range based on the following criteria.
 - a. Performance rated overall as 'Meets Expectations'.
 - b. Other arrangements between Employee, Department Head and Human Resources Director.

Requests for a performance range increase must be accompanied by a written performance review and recommendation by Department Head or designee.

- The Forestry Leadworker will receive \$1.00 per hour above the regular classified rate for each hour worked. Supervisors may assign Leadworker duties in situations in which such additional supervision or direction is warranted.
- Plumber license to be reimbursed at \$300 every 2-years effective in the first pay period in February.
- Maintenance Specialist or Park Maintenance Workers who perform mechanic duties between 2:30 PM and 10:30 PM will receive an additional \$0.50 per hour for those hours.

Agreement Between

City of Green Bay

And

City of Green Bay
Department of Public Works Labor
Association

2018

Agreement Between
City of Green Bay
And
City of Green Bay Department of Public Works Labor Association
2018

AGREEMENT

This Agreement has been made and entered into between the City of Green Bay, hereinafter referred to as the "City" and City of Green Bay Public Works Labor Association, hereinafter referred to as the "Association" pursuant to the provisions of Chapter 11.70 of the Wisconsin Statutes.

ARTICLE 1
RECOGNITION

The City recognizes representatives of City of Green Bay Public Works Labor Association, as the exclusive bargaining agent for all issues specifically addressed in this Agreement, for all its employees in the Department of Public Works as defined in the certification issued by the Wisconsin Employment Relations Board on November 10, 1965 and September 26, 1978.

ARTICLE 2
TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2018 and remain in full force and effect to and including December 31, 2018.

ARTICLE 3
WAGES AND RATES

Attached hereto and marked Appendix A is the City Pay Plan schedule showing the classifications and the wage rates of the employees covered by this Agreement including a schedule that includes a 2% increase effective with the first day of the pay period in which October 1, 2018 occurs. It is mutually agreed that said City Pay Plan Schedule and the contents hereof will constitute part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement approved by the Public Works Labor Association and approved by the City Council on January 15, 2019.

City of Green Bay

Department of Public Works Labor Association

James J. Schmitt, Mayor

Kevin McNamara, President

Joseph W. Faulds, Human Resources Director

Brian D. VanHorn, Secretary

Kris A. Teske, City Clerk

Thomas J. Parins, Jr. Attorney

APPENDIX A

PUBLIC WORKS LABOR ASSOCIATION NEW PAY SCHEDULE

Placement on a step of the schedule is in accordance with the procedures approved by the City Council for placing employees on a step of the new City Pay Plan.

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN January 1, 2018	
Pay Grade I ✦ Mechanic Foreperson ✦ Sewer Worker Foreperson	Pay Grade H ✦ Mechanic ✦ Sr. Carpenter ✦ Sewer Technical Worker
Pay Grade G ✦ Signs Worker Foreperson ✦ Operator II ✦ Sewer Maintenance Worker ✦ Signs Operator	Pay Grade F ✦ Building Maintenance Tech ✦ Laborer ✦ Operator I ✦ Signs Laborer ✦ Truck Driver

WAGES IN ACCORDANCE WITH CITY PAY PLAN January 1, 2018									
Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Control	Performance Range	
I	\$25.35	\$26.09	\$26.84	\$27.58	\$28.33	\$29.07	\$29.82	\$29.83	- \$34.29
H	\$23.30	\$23.98	\$24.67	\$25.35	\$26.04	\$26.72	\$27.41	\$27.42	- \$31.52
G	\$21.24	\$21.87	\$22.49	\$23.12	\$23.74	\$24.37	\$24.99	\$25.00	- \$28.74
F	\$19.19	\$19.76	\$20.32	\$20.89	\$21.45	\$22.02	\$22.58	\$22.59	- \$25.97

**CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN
October 1, 2018**

Pay Grade I ✦ Mechanic Foreperson ✦ Sewer Worker Foreperson	Pay Grade H ✦ Mechanic ✦ Sr. Carpenter ✦ Sewer Technical Worker
Pay Grade G ✦ Signs Worker Foreperson ✦ Operator II ✦ Sewer Maintenance Worker ✦ Signs Operator	Pay Grade F ✦ Building Maintenance Tech ✦ Laborer ✦ Operator I ✦ Signs Laborer ✦ Truck Driver

**WAGES IN ACCORDANCE WITH CITY PAY PLAN
October 1, 2018**

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range
I	\$25.86	\$26.61	\$27.38	\$28.13	\$28.90	\$29.65	\$30.42	\$30.43 - \$34.98
H	\$23.77	\$24.46	\$25.16	\$25.86	\$26.56	\$27.25	\$27.96	\$27.97 - \$32.15
G	\$21.66	\$22.31	\$22.94	\$23.58	\$24.21	\$24.86	\$25.49	\$25.50 - \$29.31
F	\$19.57	\$20.16	\$20.73	\$21.31	\$21.88	\$22.46	\$23.03	\$23.04 - \$26.49

- Mechanics and Sweeper Operators working the night shift will receive a differential of \$0.50 per hour for all hours worked.
- An employee in Pay Grade F will receive an additional \$0.40 per hour when serving as a Laborer or Truck Driver on Crack Filling, Crack Router or Hot Patch Roller.

The Following Guidelines Are For Informational Purposes and Not Subject To Bargaining

- No employee will suffer a reduction in pay if required to take a temporary job that has a lesser rate of pay. Any employee required to take temporary jobs of a higher pay grade will receive an additional \$2.45 per hour while performing work of the higher pay grade. If the higher paid position is 2-pay grades higher the employee will receive \$4.90 per hour.
- Sewer maintenance employees on stand-by through the weekend, from the end of the workday on Friday through the beginning of the workday on Monday, will receive 9-hours pay (3-hours per day) at their regular hourly rate of pay and 1-additional hour when a holiday falls on a weekend and 4-hours when a holiday falls on a weekday.
- Holiday pay for custodians will be at 8-hours for full day holidays and 4-hours for ½-day holidays.

Agreement Between

City of Green Bay

And

City of Green Bay
Department of Public Works Labor
Association

2019

Agreement Between
City of Green Bay
And
City of Green Bay Department of Public Works Labor Association
2019

AGREEMENT

This Agreement has been made and entered into between the City of Green Bay, hereinafter referred to as the "City" and City of Green Bay Public Works Labor Association, hereinafter referred to as the "Association" pursuant to the provisions of Chapter 11.70 of the Wisconsin Statutes.

ARTICLE 1
RECOGNITION

The City recognizes representatives of City of Green Bay Public Works Labor Association, as the exclusive bargaining agent for all issues specifically addressed in this Agreement, for all its employees in the Department of Public Works as defined in the certification issued by the Wisconsin Employment Relations Board on November 10, 1965 and September 26, 1978.

ARTICLE 2
TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2019 and remain in full force and effect to and including December 31, 2019.

ARTICLE 3
WAGES AND RATES

Attached hereto and marked Appendix A is the City Pay Plan schedule showing the classifications and the wage rates of the employees covered by this Agreement including a schedule that includes a 2% increase effective with the first day of the pay period in which October 1, 2019 occurs. It is mutually agreed that said City Pay Plan Schedule and the contents hereof will constitute part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement approved by the Public Works Labor Association and approved by the City Council on January 15, 2019.

City of Green Bay

Department of Public Works Labor Association

James J. Schmitt, Mayor

Kevin McNamara, President

Joseph W. Faulds, Human Resources Director

Brian D. VanHorn, Secretary

Kris A. Teske, City Clerk

Thomas J. Parins, Jr. Attorney

APPENDIX A

PUBLIC WORKS LABOR ASSOCIATION NEW PAY SCHEDULE

Placement on a step of the schedule is in accordance with the procedures approved by the City Council for placing employees on a step of the new City Pay Plan.

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN January 1, 2019	
Pay Grade I ✦ Mechanic Foreperson ✦ Sewer Worker Foreperson	Pay Grade H ✦ Mechanic ✦ Sr. Carpenter ✦ Sewer Technical Worker
Pay Grade G ✦ Signs Worker Foreperson ✦ Operator II ✦ Sewer Maintenance Worker ✦ Signs Operator	Pay Grade F ✦ Building Maintenance Tech ✦ Laborer ✦ Operator I ✦ Signs Laborer ✦ Truck Driver

WAGES IN ACCORDANCE WITH CITY PAY PLAN January 1, 2019									
Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range	
I	\$25.86	\$26.61	\$27.38	\$28.13	\$28.90	\$29.65	\$30.42	\$30.43	- \$34.98
H	\$23.77	\$24.46	\$25.16	\$25.86	\$26.56	\$27.25	\$27.96	\$27.97	- \$32.15
G	\$21.66	\$22.31	\$22.94	\$23.58	\$24.21	\$24.86	\$25.49	\$25.50	- \$29.31
F	\$19.57	\$20.16	\$20.73	\$21.31	\$21.88	\$22.46	\$23.03	\$23.04	- \$26.49

**CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN
October 1, 2019**

Pay Grade I ✦ Mechanic Foreperson ✦ Sewer Worker Foreperson	Pay Grade H ✦ Mechanic ✦ Sr. Carpenter ✦ Sewer Technical Worker
Pay Grade G ✦ Signs Worker Foreperson ✦ Operator II ✦ Sewer Maintenance Worker ✦ Signs Operator	Pay Grade F ✦ Building Maintenance Tech ✦ Laborer ✦ Operator I ✦ Signs Laborer ✦ Truck Driver

**WAGES IN ACCORDANCE WITH CITY PAY PLAN
October 1, 2019**

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range
I	\$26.38	\$27.14	\$27.93	\$28.69	\$29.48	\$30.24	\$31.03	\$31.04 - \$35.68
H	\$24.25	\$24.95	\$25.66	\$26.38	\$27.09	\$27.80	\$28.52	\$28.53 - \$32.79
G	\$22.09	\$22.76	\$23.40	\$24.05	\$24.69	\$25.36	\$26.00	\$26.01 - \$29.90
F	\$19.96	\$20.56	\$21.14	\$21.74	\$22.32	\$22.91	\$23.49	\$23.50 - \$27.02

- Mechanics and Sweeper Operators working the night shift will receive a differential of \$0.50 per hour for all hours worked.
- An employee in Pay Grade F will receive an additional \$0.40 per hour when serving as a Laborer or Truck Driver on Crack Filling, Crack Router or Hot Patch Roller.

The Following Guidelines Are For Informational Purposes and Not Subject To Bargaining

- No employee will suffer a reduction in pay if required to take a temporary job that has a lesser rate of pay. Any employee required to take temporary jobs of a higher pay grade will receive an additional \$2.45 per hour while performing work of the higher pay grade. If the higher paid position is 2-pay grades higher the employee will receive \$4.90 per hour.
- Sewer maintenance employees on stand-by through the weekend, from the end of the workday on Friday through the beginning of the workday on Monday, will receive 9-hours pay (3-hours per day) at their regular hourly rate of pay and 1-additional hour when a holiday falls on a weekend and 4-hours when a holiday falls on a weekday.
- Holiday pay for custodians will be at 8-hours for full day holidays and 4-hours for ½-day holidays.

Agreement Between

City of Green Bay

And

City of Green Bay

International Brotherhood of Electrical Workers

Local No. 158

(Department of Public Works
Electrical Division)

2018

Agreement Between

City of Green Bay

And

International Brotherhood of Electrical Workers

Local No. 158

2018

AGREEMENT

This Agreement has been made and entered into between the City of Green Bay, hereinafter referred to as the "City" and Local 158, International Brotherhood of Electrical Workers, hereinafter referred to as the "Union".

ARTICLE 1 RECOGNITION

The City agrees to recognize representatives of Local 158, IBEW, as the exclusive bargaining agent for all issues specifically addressed in this Agreement, for all its employees in the Department of Public Works as defined in the certification issued by the Wisconsin Employment Relations Board on August 13, 1964.

ARTICLE 2 TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2018 and remain in full force and effect up to and including December 31, 2018.

ARTICLE 3 WAGES AND RATES

Attached hereto and marked Appendix A is the City Pay Plan schedule showing the classifications and the wage rates of the employees covered by this Agreement including a schedule that includes a 2% increase effective with the first day of the pay period in which October 1, 2018 occurs. It is mutually agreed that said City Pay Plan Schedule and the contents hereof will constitute part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, approved by IBEW Local 158 on _____ and by the City Council on _____.

City of Green Bay

**Local 158, International Brotherhood of
Electrical Workers**

Mayor

Business Manager, Local 158

Human Resources Director

City Clerk

**APPENDIX A
WAGE RATE**

International Brotherhood of Electrical Workers
Local No. 158

CITY PAY PLAN

Placement on a step of the schedule is in accordance with the procedures approved by the City Council for placing employees on a step of the City Pay Plan.

**CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN
January 1, 2018**

Pay Grade: J
✦ Electrician Foreperson

Pay Grade: I
✦ Electrician

**WAGES IN ACCORDANCE WITH CITY PAY PLAN
January 1, 2018**

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range
J	\$27.40	\$28.20	\$29.01	\$29.81	\$30.62	\$31.42	\$32.23	\$32.24 - \$37.06
I	\$25.35	\$26.09	\$26.84	\$27.58	\$28.33	\$29.07	\$29.82	\$29.83 - \$34.29

**CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN
October 1, 2018**

Pay Grade: J
✦ Electrician Foreperson

Pay Grade: I
✦ Electrician

**WAGES IN ACCORDANCE WITH CITY PAY PLAN
October 1, 2018**

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range
J	\$27.95	\$28.76	\$29.59	\$30.41	\$31.23	\$32.05	\$32.87	\$32.88 - \$37.80
I	\$25.86	\$26.61	\$27.38	\$28.13	\$28.90	\$29.65	\$30.42	\$30.43 - \$34.98

The Following Guidelines Are For Informational Purposes And Not Subject To Bargaining

- **STEP PROGRESSION:** Employees are eligible for an annual step increase, unless otherwise agreed to by the Department Head and Human Resources Director, until they reach Step 7 of the appropriate pay grade, provided the employee's overall performance is rated at meets expectations or higher. Requests for a step increase must be accompanied by a written performance review and recommendation by Department Head or designee.
- Employees hired at Step 1 will be eligible for a step increase after 6-months of employment and thereafter will be eligible for annual increases. Employees hired at Step 2 or higher will be eligible for a step increase after 12-months of employment. All requests for a step increase must be accompanied by a written performance review and recommendation by Department Head or designee.
- **PERFORMANCE INCREASES:** Once an employee reaches Step 7 of the appropriate pay grade, the employee is eligible for a 1% annual increase to the maximum of the range based on the following criteria.
 - a. Performance rated overall as 'Meets Expectations'.
 - b. Other arrangements between Employee, Department Head and Human Resources Director.

Requests for a performance range increase must be accompanied by a written performance review and recommendation by Department Head or designee.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 8, 2019

PREPARED BY

AGENDA ITEM # D.4.

Update and discussion on Bus Operator labor negotiations.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

MEMORANDUM



Human Resources Department

To: Joseph Faulds, Human Resources Director
Personnel Committee

From: Rayme Van Beaver
Human Resources Generalist

Re: Informational Item – Park Facilities Supervisor

Date: December 21, 2018

During the 2019 budget process, the City Council approved adding one additional full-time Park Facilities Supervisor to the Parks, Recreation & Forestry Department's table of organization due to the expansion of the size and scope of the department's facilities over recent years. These facilities include Bay Beach Amusement Park, Triangle Sports Area, and the Metro Boat Launch. This position is imperative to ensuring that the operations continue to run efficiently and that these facilities continue to expand and grow.

The new Park Facilities Supervisor will focus on the food and beverage program, employee training programs, supervising seasonal staff, and building a more robust special event program and catering program. The existing Park Facilities Supervisor (Pay Grade J – \$58,136-\$68,369 annually) will focus on personnel and operations with responsibility for conducting seasonal hiring, scheduling, training, supervising staff and coordinating facility and grounds maintenance.

The Human Resources Department has initiated recruitment efforts to fill this position. Budget authorizations allow for this position to be filled effective March 1, 2019. Since we anticipate filling this position on or shortly after March 1, 2019, the fiscal impact reflects the cost for salary and benefits from March 1, 2019 through December 31, 2019. The salary and benefits of this position will be funded by the Bay Beach fund at 58% and the general fund at 42%. The projected annual fiscal impact is \$70,033 as detailed below.

Category	Park Facilities Supervisor (Step 1 - \$49,619)
Salary	\$49,619
FICA	\$3,796
WRS	\$3,250
Worker's Comp	\$104
Health Insurance	\$12,158
Dental Insurance	\$1,021
Life Insurance	\$85
TOTAL COMPENSATION	\$70,033

c: Dan Ditscheit, Parks, Recreation & Forestry Director
Jason Arnoldi, Park Facilities Superintendent

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES**
January 8, 2019

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Bus Operator	Transit	Aleathia Twilley	12/3/2018
Cleaner PT	Park, Rec & Forestry/City Hall Maintenance	Feuy Yang	12/10/2018
Crossing Guard	Police	Sharon Anderson	12/12/2018
Crossing Guard	Police	Andrea Zepnick	12/18/2018
Administrative Clerk	Community & Economic Dev.	Santina Johnson	1/2/2019
Mechanic	Park, Rec & Forestry	Joshua Van Laanen	1/7/2019
<u>Transfer</u>			
Community Investment Manager	Community & Economic Dev.	Bill Paape	11/12/2018
Housing & Zoning Enforcement Coordinator			
Operator I	Public Works	William Leisgang	12/17/2018
Mechanic (N)			
HR Generalist I	Human Resources	Rayme VanBeaver	1/4/2019
HR Coordinator	Water Utility		
Relief Crossing Guard	Police	Michael Palubicki	11/25/2018
Regular Crossing Guard			
<u>Promotion</u>			
Patrol Officer	Police	Erik Obrien	12/3/2018
Advanced Patrol Officer			
Patrol Officer Recruit	Police	Cody Olson	11/26/2018
Patrol Officer			
Firefighter	Fire	Brad Berth	12/22/2018
Engineer			
Lieutenant	Fire	Jeffrey Malchow	12/22/2018
Captain			
<u>Grade/Step Change</u>			
Engineering Technician	Public Works	Douglas Kropp	10/24/2018
Performance Range			
Patrol Officer	Police	Jade Schneider	12/18/2018
Step 2			
Chief of Staff	Mayor	Celestine Jeffreys	12/20/2018
Step 7			
<u>End of Probation</u>			
Planner II	Community & Economic Dev.	David Buck	11/27/2018
<u>End of Employment</u>			
Seasonal Engineering Aide	Public Works	Duane Pierce	11/16/2018
Park Supervisor	Parks, Recreation & Forestry	Christopher Denil	11/20/2018
Civil Engineer II	Public Works	Jessica Peterson	11/21/2018
Patrol Officer	Police	Jacob Tennie	11/26/2018
Commander	Police	James Runge	12/21/2018
Specialist II	Police	Brian Stanton	12/21/2018
Captain	Fire	Robert Linck	12/22/2018
Assistant Fire Chief	Fire	Christopher Ehmann	12/22/2018
Specialist II	Police	Robert Matheny	12/22/2018
HR Generalist II	Human Resources	Peggy Barden	1/4/2019
Parking Maint Tech	Public Works	John Lester	12/20/2018
Relief Crossing Guard	Police	Susan Tompkins	12/21/2018
Legal Secretary	Law	Mary Sue Banks	12/31/2018
<u>Longevity</u>			
Crossing Guard	Police	Judy Kugel	11/24/2018
16th year			