



AGENDA OF THE PERSONNEL COMMITTEE

**TUESDAY, JANUARY 29, 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 January 8, 2019.

D. Regular Business.

- I. Consideration with possible action on request from Parks, Recreation & Forestry Department to reclassify the vacant Mechanic Foreperson position to a Mechanic position.
2. Consideration with possible action to amend City of Green Bay Personnel Policy Chapter 11 Travel and Reimbursement to eliminate prior authorization for cost neutral or out-of-state travel.
3. Consideration with possible action to amend Chapter 17 – Safety and Chapter 22 – Dress Code to include policies for Key/Card Access Control and Employee Identification Badges.

E. Informational.

- I. Report of routine personnel actions for regular employees
2. Next meeting date: February 12, 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 29, 2019

PREPARED BY

AGENDA ITEM # D.I.

Consideration with possible action on request from Parks, Recreation & Forestry Department to reclassify the vacant Mechanic Foreperson position to a Mechanic position.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Mechanic Foreperson Reclassification 01-2019

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joseph Faulds, Human Resources Director

From: Melanie Falk, PHR
Human Resources Operations Manager

Re: Request to fill and reclassify the Parks Department Mechanic Foreperson position to a Mechanic

Date: January 25, 2019

RECOMMENDATION

- A. Classification and Fiscal Impact: The Parks, Recreation & Forestry Department requests that a vacant full-time Mechanic Foreperson position in Pay Grade I (\$25.86 - \$30.42 per hour) be reclassified to a full-time Mechanic position in Pay Grade H (\$23.77 - \$27.96 per hour). The cost impact is a savings of \$6,948 annually for reclassifying this position.
- B. Rationale: Effective January 13, 2019, the Mechanic Foreperson was promoted to a Park Supervisor position. During the last several weeks, Park Department management personnel have assessed the need for the Foreperson position and have determined that it should be reclassified to a Mechanic. In addition to performing the same work as a Mechanic, the Mechanic Foreperson is responsible for overseeing the work of the Mechanics; assigning daily tasks; ensuring proper training and use of equipment and securing and monitoring the use of needed equipment and supplies.

The Park Supervisor is responsible for planning, scheduling and supervising the (5) Mechanics, the Mechanic Foreperson and the Parts Clerk. In addition, this position will assist the Mechanics with vehicle and equipment maintenance as needed. As a result, there is duplication in the oversight of (5) Mechanics, which is not necessary.

The Mechanic Foreperson position was a holdover from years ago. In addition, when the Zippin Pippin was being built and put into service, the Park Supervisor spent a significant amount of time at Bay Beach and supervisory gaps would occasionally occur at the Park Shop. The Mechanic Foreperson would provide oversight at the shop during these times. According to Park Superintendent Keith Wilhelm, this is no longer an issue.

The Mechanic Foreperson that was recently promoted to the position of Park Supervisor has more than 25 years of experience in the Park Department as either a Mechanic or Mechanic Foreperson, and it has been determined that he can perform his duties as the Park Supervisor without the assistance of a Mechanic Foreperson. The division has experienced Mechanics at Bay Beach and the Park Shop, and with upgraded communication equipment and the expectation that the Park Supervisor monitors the work daily at both sites; he feels that the Park Supervisor is able to supervise both sites adequately. Admittedly, as Bay Beach grows over the next several years with more rides and a swimming beach, the need for some type of on-site Foreperson at Bay Beach may be warranted.

FISCAL IMPACT

C. The following is a breakdown of costs for the Mechanic Foreperson reclassification to a Mechanic.

Category	Mechanic Foreperson	Mechanic
Salary	Step 3 - \$56,950	Step 2 - \$50,877
FICA	\$4,357	\$3,892
Worker's Comp	\$120	\$107
WRS	\$3,730	\$3,332
Health Insurance	\$16,211	\$16,211
Dental Insurance	\$1,361	\$1,361
Life Insurance	\$86	\$86
TOTAL COMPENSATION	\$82,815	\$75,867

c: Parks, Recreation & Forestry Director Daniel Ditscheit
Park Superintendent Keith Wilhelm



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 29, 2019

PREPARED BY

AGENDA ITEM # D.2.

Consideration with possible action to amend City of Green Bay Personnel Policy Chapter II Travel and Reimbursement to eliminate prior authorization for cost neutral or out-of-state travel.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Amended Travel Policy -Strikethrough- Personnel Committee 1-29-19



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 ~~TRAVEL AUTHORIZATION. Travel is authorized by department heads based on funds allocated by the Common Council through the budget process. 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.~~



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 29, 2019

PREPARED BY

AGENDA ITEM # D.3.

Consideration with possible action to amend Chapter 17 – Safety and Chapter 22 – Dress Code to include policies for Key/Card Access Control and Employee Identification Badges.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Memo - Card Access Control Policy and Employee ID Badges
2. Revised Ch. 17 Safety - Access Card Control Policy
3. Revised Ch. 22 Dress Code - Employee ID Badges

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds, Human Resources Director

Re: City Hall Key/Access Card Control Policy and Employee Identification Badges

Date: January 29, 2019

City Hall Security and Employee Identification Badges

The City is in the process of upgrading security measures and protocols throughout City Hall. Part of that process is installing electronic door access throughout the building. In doing so, employees will be provided key cards to access City Hall and rooms in City Hall that are necessary to fulfilling the employee's job responsibilities. Attached to this memo is an amendment to Chapter 17 – Safety that provides for the key/card access control policy for all City Hall employees and the acknowledgement sheet for employees who receive access cards.

Moreover, City Hall employees will be issued an employee identification badge. Employees will be required to wear the employee identification badge in a visible spot during work time (see attached Revised Ch. 22 Dress Code.)

Encl. Revised Ch. 17 – Safety – Key/Access Card Control Policy
Revised Ch. 22 Dress Code – Employee Identification Badges
Access Card Acknowledgement Form



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Safety	Policy Reference Chapter 17
Policy Source Human Resources Department	Legal Review Date August 22, 2011
Personnel Committee Approval September 13, 2011	City Council Approval September 20, 2011

- 17.1 **PURPOSE.** The purpose of this policy to set forth responsibilities and procedures to be followed by City personnel regarding safety and accident prevention related to persons and property.

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17.7 **CITY HALL EMPLOYEE KEY/CARD ACCESS CONTROL POLICY.**

17.7.1 **Purpose:** The purpose of the City Hall Key/Card Access Control Policy is to provide reasonable safety, security, and privacy to employees working in City Hall by limiting access to City Hall to assigned employees. This policy will provide individuals assigned to work in City Hall with the guidance and regulation of the issuance, maintenance, control, and return of all keys/access cards used to control access to City Hall.

17.7.2. **Scope:** This policy applies to all locking devices securing City Hall and those individuals authorized to use them.

17.7.3 **Policy.** It is the policy of the City to issue building and room keys/access cards to City Hall employees. A violation of this City policy may result in discipline up to and including termination.

- a. The Human Resources Department and the IT Department are responsible for issuing and tracking keys/access cards and maintaining accurate records. Risk Management and the IT Department are responsible for installation, maintenance, and control of all locks and keys/access cards for City Hall.
- b. City Hall employees will be issued the least number of key/access cards at the lowest level in the locking system hierarchy that is necessary to provide the required access. An employee may or may not be given a key/access card depending on his or her required access.

- c. All keys/access cards are the property of the City of Green Bay and must be returned to the Human Resources Department upon termination of employment. Obsolete or unneeded keys/access cards must be returned to the Human Resources Department for disposal.
- d. Since the loss of keys/access cards can expose the City to potential privacy and security risks including unnecessary safety risks to employees, City Hall employees are responsible to safeguard keys, access cards or other access devices in such a manner as to not be susceptible to loss or theft.
- e. If an individual loses a key/access card or it is stolen, the individual must immediately report this to the Human Resources Department at 920-448-3147 and also notify his or her supervisor. There may be a fee or cost of replacement with the loss, theft, damage, alteration or late return of keys/access cards.
- f. City Hall employees are not to allow unauthorized possession or use of keys, access cards, or other access devices.
- g. Only the Human Resources Department and the IT Department are authorized to approve duplication of keys/access cards. It is a violation of this policy for any individual to duplicate any key/access card issued by the City.
- h. Department heads and supervisors are responsible for monitoring compliance with this policy within his or her department.
- i. The Human Resources Department shall have the authority to recall all access issued.

CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Dress Code	Policy Reference Chapter 22
Policy Source Human Resources Department	Legal Review Date August, 2010
Personnel Committee Approval October 26, 2010	City Council Approval December 7, 2010

- 22.1 **PURPOSE.** City employees present the first impression of the City of Green Bay to members of the public, and therefore, must present a professional image at all times. Professional attire complements an environment that reflects an efficient, orderly, professionally-operated organization.

The purpose of this policy is to provide guidelines for employees and management as to what does and does not constitute appropriate professional attire. This policy is not an all-inclusive list of what is and is not acceptable and employees must exert judgment in their choice of clothing that is worn to work.

This policy is primarily intended for office workers at City Hall and other City office settings. The policy does not apply to employees listed in 22.4. This policy shall apply when on City business or otherwise representing the City.

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- 22.2.3 **EMPLOYEE IDENTIFICATION BADGES.** The City of Green Bay will provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow coworkers, vendors, and the public to know who employees are and they are an important part of providing a secure environment for our employees. Employees are expected to wear their employee identification badges in a visible spot during their work time. Employees will return the employee identification badge to the Human Resources Department upon termination of employment.

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

January 29, 2019

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Patrol Officer Recruit	Police	Michael O'Donnell	1/2/2019
Patrol Officer	Police	Mackenzie Burdgick	1/7/2019
Patrol Officer	Police	Ashley Kurtzbach	1/7/2019
Patrol Officer	Police	Nathan Hennig	1/7/2019
Patrol Officer	Police	Steven Nurkala	1/7/2019
Transit Operator	Transit	Timothy Moore	2/4/2019
Transit Operator	Transit	Craig Brown	1/28/2019
<u>Rehire</u>			
Seasonal Maintenance	CED	Isabella Kelley	12/26/2018
<u>Transfer</u>			
Specialist II Detective	Police	Eric Jaeger	1/6/2019
Community Service Intern Parking Enforcement Officer	Police Public Works - Parking Division	Benjamin Bouche	1/19/2019
<u>Grade/Step Change</u>			
Operations/Laborer	Public Works - Streets	Darren Olson	1/15/2019
Public Arts Coordinator	Community & Economic Development	Laura Schley	1/20/2019
Time Clerk	Department of Public Works	Cindy Tappy	1/22/2019
<u>End of Employment</u>			
Bus Operator	Transit	William Heffernan	2/1/2019
Seasonal Maintenance	CED	Isabella Kelley	1/24/2019