



AGENDA OF THE PERSONNEL COMMITTEE

**TUESDAY, MAY 14, 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 April 9, 2019.

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. Sewer Maintenance Worker (3) - Public Works
 - b. Public Works Superintendent (Streets) - Public Works
2. Consideration with possible action on request to reorganize the Mayor's office staff positions.
3. Consideration with possible action to amend City of Green Bay Personnel Policy Chapter 9, Hours of Work and Fringe Benefits, to include policy regarding a Volunteer Time Off Program.
4. Consideration with possible action to amend City of Green Bay Personnel Policy Chapter 9, Hours of Work and Fringe Benefits, Section 9.2, Hours of Work, to include policies regarding Flex Scheduling and a Summer Work Schedule.

E. Informational.

- I. Report of routine personnel actions for regular employees.
2. Next meeting date: June 11, 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

May 14, 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. Sewer Maintenance Worker (3) - Public Works
- b. Public Works Superintendent (Streets) - Public Works

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 05.14.19
2. Sewer Maint Worker - T. Tassoul 04.30.19
3. Sewer Maint Worker - P. Schreiner 06.03.19
4. Sewer Maint Worker - J. Stencil 06.03.19
5. Public Works Superintendent (Streets) - T. Fietzer - 05.28.19

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: May 7, 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.

- Sewer Maintenance Worker – Replacement position due to the resignation of Tyler Tassoul effective April 30, 2019. Salary range: \$21.66 - \$25.49 per hour.
- Sewer Maintenance Worker – Replacement position due to the retirement of John Stencil effective June 3, 2019. Salary range: \$21.66 - \$25.49 per hour.
- Sewer Maintenance Worker – Replacement position due to the retirement of Peter Schreiner effective June 3, 2019. Salary range: \$21.66 - \$25.49 per hour.
- Public Works Superintendent (Streets) – Replacement position due to the resignation of Tony Fietzer effective May 28, 2019. Salary range: \$66,851 - \$78,644.

**Position Fill Request
Justification Report
May 1, 2019**

Position Title: Sewer Maintenance Worker – DPW Operations Division/Sewer 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 Tyler Tassoull, effective April 30, 2019. (HR has resignation letter)

- 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 through the City's Sanitary Sewerage District and Stormwater Utility operating budgets. The current base rate for this position is Grade "G" of the City Pay Plan, which is \$21.66 to \$25.49 per hour, or \$45,053 to \$53,019 per year.

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

Sewer Maintenance Workers perform a full range of duties including, but not limited to, cleaning storm and sanitary sewers, maintaining other critical sanitary and stormwater drainage infrastructure such as lift stations, and completing other assignments necessary for the Sewer Section to perform its duties.

- 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, the use of in-house labor and equipment reduces the need to contract out for those services.

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

Loss of a Sewer Maintenance Worker position represents a reduction in the City's ability to provide sewer services in a timely manner.

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

When a Sewer Section position is vacant, duties are assigned to other Sewer Section employees as needed. When there is a lack of personnel, assignments are prioritized. Lower priority assignments are either postponed or not completed.

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

The Sewer Section will continue to perform all of its core services. The City cannot stop maintaining its sewer systems, as they directly impact the health and welfare of residents. 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?

One alternative would be working overtime to maintain the required service. Another alternative would be outsourcing of services. Both alternatives pose potentially higher costs to the City.

9. Are there union issues?

No.

10. Other supporting comments.

None.

**Position Fill Request
Justification Report
May 1, 2019**

Position Title: Sewer Maintenance Worker – DPW Operations Division/Sewer 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 retirement of Pete Schreiner, effective June 3, 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.**

Yes, this position is currently funded through the City's Sanitary Sewerage District and Stormwater Utility operating budgets. The current base rate for this position is Grade "G" of the City Pay Plan, which is \$21.66 to \$25.49 per hour, or \$45,053 to \$53,019 per year.

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

Sewer Maintenance Workers perform a full range of duties including, but not limited to, cleaning storm and sanitary sewers, maintaining other critical sanitary and stormwater drainage infrastructure such as lift stations, and completing other assignments necessary for the Sewer Section to perform its duties.

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, the use of in-house labor and equipment reduces the need to contract out for those services.

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

Loss of a Sewer Maintenance Worker position represents a reduction in the City's ability to provide sewer services in a timely manner.

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

When a Sewer Section position is vacant, duties are assigned to other Sewer Section employees as needed. When there is a lack of personnel, assignments are prioritized. Lower priority assignments are either postponed or not completed.

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

The Sewer Section will continue to perform all of its core services. The City cannot stop maintaining its sewer systems, as they directly impact the health and welfare of residents. 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?

One alternative would be working overtime to maintain the required service. Another alternative would be outsourcing of services. Both alternatives pose potentially higher costs to the City.

9. Are there union issues?

No.

10. Other supporting comments.

None.

**Position Fill Request
Justification Report
May 1, 2019**

Position Title: Sewer Maintenance Worker – DPW Operations Division/Sewer 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 retirement of John Stencil, effective June 3, 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.**

Yes, this position is currently funded through the City's Sanitary Sewerage District and Stormwater Utility operating budgets. The current base rate for this position is Grade "G" of the City Pay Plan, which is \$21.66 to \$25.49 per hour, or \$45,053 to \$53,019 per year.

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

Sewer Maintenance Workers perform a full range of duties including, but not limited to, cleaning storm and sanitary sewers, maintaining other critical sanitary and stormwater drainage infrastructure such as lift stations, and completing other assignments necessary for the Sewer Section to perform its duties.

- 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, the use of in-house labor and equipment reduces the need to contract out for those services.

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

Loss of a Sewer Maintenance Worker position represents a reduction in the City's ability to provide sewer services in a timely manner.

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

When a Sewer Section position is vacant, duties are assigned to other Sewer Section employees as needed. When there is a lack of personnel, assignments are prioritized. Lower priority assignments are either postponed or not completed.

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

The Sewer Section will continue to perform all of its core services. The City cannot stop maintaining its sewer systems, as they directly impact the health and welfare of residents. 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?

One alternative would be working overtime to maintain the required service. Another alternative would be outsourcing of services. Both alternatives pose potentially higher costs to the City.

9. Are there union issues?

No.

10. Other supporting comments.

None.

**Position Fill Request
Justification Report
April 30, 2019**

Position Title: Street Section Superintendent – DPW-Operations 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 resignation of Street Section Superintendent Tony R. Fietzer, effective at the end of the workday on Tuesday, May 28, 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.**
Yes, the 2019 salary range for a DPW Superintendent is \$66,851 to \$78,644 per year, with the possibility for salary increases above the top of the range based on performance.
3. **Please list the functions and any special information regarding this position.**
The Street Section Superintendent is responsible for managing daily activities of Operations Division Street Section, including 1) prioritizing and coordinating work assignments, 2) interpretation of labor agreement language as it applies to allowable work duties, 3) problem-solving, 4) project planning, and employee discipline. This position manages and assures proper implementation of the City's infrastructure maintenance programs; including street sweeping, grass maintenance for DPW properties and street R/W, private property grass/weed and snow/ice ordinance enforcement, pavement patching and joint/crack sealing, roadway snow plowing and ice control, traffic control device installation and repair, seasonal yard waste collection, yard waste center operation, and special projects as assigned by Engineering Division.
4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**
Yes, the Street Section Superintendent serves as the City Weed Commissioner. Revenue is generated under the Weed Commissioner's authority through enforcement of the grass/weed ordinance. Similarly, revenue is generated through enforcement of the snow/ice control ordinance. The Street Section Superintendent also manages the sale of processed yard waste material to vendors and contractors, and generates cost accounting records and invoices for services performed.
5. **Please explain why current staff is unable to absorb duties of this position.**
Until the early 1990's, Operations Division had 11 supervisory staff members covering four (4) sections; *averaging 2.75 supers per section*. At that time, there was little (if any) crossover of responsibilities between sections. Operations Division currently has six (6) supervisory staff covering three (3) sections; *averaging 2.0 supers per section*. Workload of the current supervisory staff is maximized.
6. **If duties of position are presently being done, how are they done?**
Existing Superintendents and the Operations Division Director will temporarily cover Street Section Superintendent duties during the vacancy

- 7. What service would be reduced or eliminated if this position is not filled?**
DPW services will not be eliminated if this position is vacant. But the timely and efficient delivery of those services will be impacted. As noted above, the Street Section Superintendent manages daily activity of the Street Section. This position's function is to plan and properly schedule work functions, prioritize assignments, evaluate existing work programs, track and keep records for all functions, address complaints, enforce work rules, and interact with the public and elected officials.
- 8. What are the alternative methods and costs of accomplishing the work?**
There is no alternative method to accomplish this work. To effectively manage the day-to-day activities of Street Section there must be an on-site, focused Superintendent leading daily operations.
- 9. Are there union issues?**
No, this is a non-represented administrative position
- 10. Other supporting comments.**
None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 14, 2019

PREPARED BY

AGENDA ITEM # D.2.

Consideration with possible action on request to reorganize the Mayor's office staff positions.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Memo - Mayor's Office Reorganization 5-14-19
2. Personnel Committee - Executive Secretary to the Mayor JD - 5-14-19
3. Personnel Committee - Community Relations Assistant JD 5-14-19

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds
Human Resources Director

Re: Request to Reorganize Mayor's Office

Date: May 14, 2019

RECOMMENDATION

- I. The Mayor's Office requests the following Reclassification
 - A. Reclassify the Receptionist position from Pay Grade D (\$16.96-\$22.94) to Executive Secretary to the Mayor at Pay Grade G (\$21.66-\$25.49). The effective start date will be April 16, 2019 as the current receptionist has already been performing out of class work as an Executive Secretary to the Mayor on a temporary basis.
 - B. Reclassify the Executive Secretary position from Pay Grade G (\$21.66- \$25.49) to a Community Relations Assistant position at Pay Grade G (\$21.66-\$25.49). The start date will be June 1, 2019.
 - C. Both positions will serve at the pleasure of the Mayor.

BACKGROUND

- II. The Mayor's office has four full-time positions: (1) Mayor; (2) Chief of Staff; (3) Executive Secretary; and (4) Receptionist. Mayor Genrich has evaluated these positions and would like to change the Receptionist to an Executive Secretary to the Mayor and an Executive Secretary to a Community Relations Assistant.

The Executive Secretary to the Mayor will report directly to the Mayor and Chief of Staff. In summary, the position will be responsible for answering phone calls for the Mayor's office and law department, screening calls and directing them to the appropriate staff, manage the Mayor's calendar, arrange meeting, schedule appointments, make travel arrangements and reservations, coordinate events for the Mayor's office, and assist in tracking expenditures for the Mayor's office budget.

The Community Relations Assistant will report directly to the Mayor and may take

direction from the Chief of Staff. In summary, the Community Relations Assistant will focus on constituent relations for both the Mayor and the Common Council, research projects, assisting with recruiting appointees for Boards and Commissions, and administers the special events process for the City.

Both positions will be placed in Pay Grade G at the recommendation based upon Carlson & Dettman's review.

FISCAL IMPACT

- III. The restructuring results in a decrease for the 2019 budget of \$1,975.13. This takes into consideration the back pay for the receptionist who was performing Executive Secretary Duties and the proposed starting wages and benefits for both the Executive Secretary and the Community Relations Assistant.

Current Positions	Total Budget 2019		New Positions	Total Budget 2019
Receptionist	\$30,033.66		Executive Secretary to the Mayor	\$31,034.57 (Back Pay: \$221.32)
Executive Secretary	\$35,871.65		Community Relations Assistant	\$32,674.29
	\$65,905.31			\$63,930.18
			Total Decrease	\$1,975.13

FUTURE EVALUATION

- IV. As the Community Relations Assistant is a new position, the Mayor will continue to evaluate the Community Relations Assistant and the Chief of Staff positions to determine what the best job duties and responsibilities are for these positions to support his office and the City. The Mayor and Human Resources expect to evaluate these positions in the next three to four months to determine if any future reclassification needs to be done for the responsibilities and/or the pay grade.

c: Mayor Eric Genrich

JOB DESCRIPTION

City of Green Bay

Position Title:	Executive Secretary to the Mayor
Department:	Mayor's Office
Reports To:	Mayor (may take direction from the Chief of Staff)
Position Status:	Fulltime non-exempt position.
Salary Range:	Pay Grade <u>G31</u> , (\$ <u>21.6640,962</u> - \$ <u>29.3148,035</u>) plus an excellent benefit package.
Job Summary:	Position requires the highest degree of confidentiality and ability to handle multiple tasks at the same time. The position reports directly to the Mayor and Chief of Staff. An employee in this position must demonstrate integrity, honesty, loyalty, compassion and empathy towards the residents. This position also requires the employee to be an ombudsperson, hostess and confidant. The employee in this position may be asked to represent the Mayor's Office in a wide variety of internal and external activities.
Essential Functions:	1) <u>Answers calls for the Mayor's office and law department, screening callers and directing them to the appropriate staff; fields media inquiries; and explains policies and procedures. Prepares invoices, reports, memos, letters other documents, using word processing, spreadsheet, data base or presentation software.</u> 2) <u>Directs resident concerns to appropriate staff.</u> 3) Maintains Mayor's calendar, arranges meetings, schedules appointments, makes travel arrangements and reservations. 4) Assists the Mayor and Members of the Council with constituency relations; including <u>the distribution of composing</u> proclamations, congratulatory letters, responding to inquiries, and general correspondence. 5) Tracks various City Commissions and Boards and prepares appointment and reappointment letters as necessary. 6) Reads and analyzes incoming memos, submissions, and reports to determine their significance and plans their distribution. 6) Files and retrieves documents, records, and reports. Distributes and processes <u>hang tags for boards and commissions.</u> 7) <u>Assists with tracking expenditures for the Mayor's office budget.</u> 8) <u>Coordinates events for the Mayor's office. Manages the events that are coordinated through the Mayor's Office.</u> 9) Completes research, as required, for the development of speeches delivered by the Mayor. 10) Completes, as required, a review and briefing of Committee and Council materials for the use of the Mayor and Council members as requested. 10) Develops and oversees the development and expenditures of the budget for the Mayor's Office. 10) Initiates purchase requisitions for materials and supplies, monitors expenditures, processes bills. Answers telephone, screens callers, explains policies and procedures, and responds to various inquiries. Files and retrieves documents, records, and reports. Maintains filing system <u>and</u>, opens and distributes mail, and

~~January 28, 2013~~ May 14, 2019

	maintains attendance records. 11) Performs other appropriate duties as assigned.
Knowledge, Skills And Abilities	▪ Knowledge of administrative and clerical procedures and systems such as word processing, excel, managing files and records, designing forms, and other office procedures and terminology. ▪ Knowledge of electronic equipment, computer hardware and software, including applications and programs. ▪ Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction. ▪ Comprehensive knowledge of business letter writing and forms, letter procedures, forms and terminology, standard office procedures and routine and departmental operations. ▪ Comprehensive skill in providing a full range of secretarial services including use of discretionary judgment in dispensing information. ▪ Considerable skill in organizing and maintaining a variety of office records and confidential files, determining the formats for reports and various documents and correspondence, composing letters or memoranda, preparing reports and establishing and maintaining files and records. ▪ Ability to work independently without specific instructions and handle confidential material with discretion; transcribe minutes; supervise and train employees; communicate effectively both orally and in writing; establish and maintain effective working relationships with staff and the public. ▪ Ability to work the required hours of the position. ▪ Typing and other testing tools will be used to assess skills.
Minimum Education And Experience	▪ Associate degree preferred, Bachelor's degree highly desirable. ▪ Three to five years related experience desired. ▪ A combination of equivalent experience and/or education may be considered. ▪ Must have advanced word processing and other office software skills.
Physical Requirements	Ability to perform the following activities: • Lifting and carrying up to 20 pounds. • Frequent standing and sitting. • Ability to focus for long periods of time on projects. • Ability to reach, stoop, and lift.

The above is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

~~January 28, 2013~~ May 14, 2019

Employee Signature

JOB DESCRIPTION

City of Green Bay

Position Title:	Executive Secretary to the Mayor <u>(Community Relations Assistant)</u>
Department:	Mayor's Office
Reports To:	Mayor (may take direction from the Chief of Staff)
Position Status:	Fulltime non-exempt position.
Salary Range:	Pay Grade 31G , (\$21.66-\$29.31) <u>40,962 – \$48,035</u>) plus an excellent benefit package.
Job Summary:	Position requires the highest degree of confidentiality and ability to handle multiple tasks at the same time. The position reports directly to the Mayor and Chief of Staff. An employee in this position must demonstrate integrity, honesty, loyalty, compassion and empathy towards the residents <u>as this position focuses on constituent relations</u> . This position also requires the employee to be an ombudsperson, hostess and confidant. The employee in this position may be asked to represent the Mayor's Office <u>and Common Council</u> in a wide variety of internal and external activities.
Essential Functions:	1) Prepares invoices, reports, memos, letters other documents, using word processing, spreadsheet, data base or presentation software. 2) Maintains Mayor's calendar, arranges meetings, schedules appointments, makes travel arrangements and reservations. 2) Assists the Mayor and Members of the Council with constituency relations; including composing proclamations, congratulatory letters, responding to inquiries, and general correspondence. Concentrates on constituent relations for the Mayor and Members of the Common Council, receives and handles citizen complaints, investigates complaints and develops responses. Coordinates with the appropriate City staff to ensure service and timely resolution of complaints. Performs follow-up and develops response letters to complaints. 3) Assists the Mayor with composing proclamations, congratulatory letters, responding to inquiries and general correspondence. 4) Works with Mayor and Chief of Staff to recruit and appoint individuals to Boards and Commissions. Tracks various City Commissions and Boards and prepares appointment and reappointment letters as necessary. 5) Reads and analyzes incoming memos, submissions, and reports to determine their significance and plans their distribution. Works closely with the Chief of Staff and keeps Mayor advised of pending State and Federal Legislation, which may affect the City. Analyzes, studies, and researches items of special interest or concern for the Mayor. 6) Files and retrieves documents, records, and reports. 7) Manages the events that are coordinated through the Mayor's Office; recruit special events for the City of Green Bay; coordinate and oversee the administrative process of special events with the event organizer and City staff.- 8) Completes research, as required, for the development of speeches delivered by the Mayor. 8) Completes, as required, a review and briefing of Committee and Council materials for the use of the Mayor and Council members as requested.

January 28, 2013 May 14, 2019

	9) Develops and oversees the development and expenditures of the budget for the Mayor's Office. 9) Initiates purchase requisitions for materials and supplies, monitors expenditures, processes bills. Answers telephone, screens callers, explains policies and procedures, and responds to various inquiries. Maintains filing system, opens and distributes mail, and maintains attendance records. 10) Performs other appropriate duties as assigned.
Knowledge, Skills And Abilities	▪ <u>Comprehensive knowledge of the major principles, practices, methods and techniques of public administration, knowledge of municipal, state and federal laws, knowledge of Council proceedings, general organization, responsibilities, functions and procedures of a municipality. Comprehensive knowledge of business letter writing, forms, procedures, and terminology. Considerable knowledge of ramifications and impact of federal grant programs.</u> ▪ <u>Skill in planning and working with others; skill in analyzing problems and developing appropriate recommendations. Good management and conflict resolution skills; good team skills.</u> ▪ <u>Considerable ability to plan, formulate policy and procedures. Ability to proficiently utilize a computer and the required software. Ability to work independently without specific instructions and handle confidential material with discretion.</u> ▪ <u>Ability to communicate effectively both orally and in writing.</u> ▪ <u>Ability to establish and maintain effective working relationships with staff, elected officials and the public.</u> ▪ <u>Ability to work the required hours of the position.</u> ▪ Knowledge of administrative and clerical procedures and systems such as word processing, excel, managing files and records, designing forms, and other office procedures and terminology. ▪ Knowledge of electronic equipment, computer hardware and software, including applications and programs. ▪ Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction. ▪ Comprehensive knowledge of business letter writing and forms, letter procedures, forms and terminology, standard office procedures and routine and departmental operations. ▪ Comprehensive skill in providing a full range of secretarial services including use of discretionary judgment in dispensing information. ▪ Considerable skill in organizing and maintaining a variety of office records and confidential files, determining the formats for reports and various documents and correspondence, composing letters or memoranda, preparing reports and establishing and maintaining files and records. ▪ Ability to work independently without specific instructions and handle confidential material with discretion; transcribe minutes; supervise and train employees; communicate effectively both orally and in writing; establish and maintain effective working relationships with staff and the public.

~~January 28, 2013~~ May 14, 2019

	▪ Ability to work the required hours of the position. ▪ Typing and other testing tools will be used to assess skills. ▪
Minimum Education And Experience	▪ <u>Requires Bachelor's degree in Public Administration, Business Administration, or related field.</u> ▪ <u>Minimum of one year related experience required.</u> ▪ Associate degree preferred, Bachelor's degree highly desirable. ▪ Three to five years related experience desired. ▪ A combination of equivalent experience and/or education may be considered. ▪ Must have advanced word processing and other office software skills. ▪
Physical Requirements	Ability to perform the following activities: • Lifting and carrying up to 20 pounds. • Frequent standing and sitting. • Ability to focus for long periods of time on projects. • Ability to reach, stoop, and lift.

The above is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

I have read the above position description and understand the duties and responsibilities of the position.

Employee Name (Please Print)

Date

Employee Signature



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 14, 2019

PREPARED BY

AGENDA ITEM # D.3.

Consideration with possible action to amend City of Green Bay Personnel Policy Chapter 9, Hours of Work and Fringe Benefits, to include policy regarding a Volunteer Time Off Program.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Memo - VTO Policy 5-14-19
2. Chapter 9 - City VTO Policy - Personnel Committee 5-14-19

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Mayor Eric Genrich
Joseph W. Faulds, Human Resources Director

Re: Volunteer Time Off (VTO) Policy

Date: May 14, 2019

City of Green Bay Volunteer Time Off (VTO) Policy

The City of Green Bay is dedicated to enhancing the quality of life for all residents, businesses and employees through diligent management of our assets and wise investment in our strategic growth. To further this mission, the City would like to implement a Volunteer Time Off (VTO) Policy for employees. The VTO Policy is a benefit for employees that allow them to take paid time off to volunteer for local causes, charities, and nonprofits.

The overarching purpose of this policy is for the City of Green Bay to give back to the community. The City—through the nature of its operations as a local municipality—is already dedicated to giving back to the community and providing exceptional services and resources to its residents and businesses. The addition of a VTO policy creates another outlet for the City to give back and support our community. Employees will be able to take time out of their work day to volunteer in local causes, charities, and nonprofits that make a difference in the community. The volunteer opportunities may be to benefit local hospitals, schools, animal shelters, or to assist with children, the elderly, and people of all abilities. Overall, the implementation of the VTO policy shows that the City is committed to continuing to build this community into a place where people want to live, work, and raise a family.

Moreover, the VTO Policy can make a positive impact on the recruitment and retention of employees. Employee surveys have shown that employees expect their employers to support individuals in need by either donations or time, and studies have shown that employees want to work for a company that gives back.¹ In a 2017 Deloitte Volunteerism Survey, 89% of the respondents “[b]elieve that companies who sponsor volunteer activities offer a better overall working environment than those who do not,” and 77% “[s]ay company-sponsored volunteer activities are essential to employee well-being.”² In addition, employers that are committed to corporate responsibility reduce turnover rates and increase employee productivity and engagement.³

Furthermore, the City, like many other organizations, is continually looking to recruit the next generation of workers. At this time the next generation of workers is the Millennials and this group currently makes up the largest generation in the workforce. In 2015, six out of 10 Millennials say they chose their current employer “because they felt a sense of purpose there.”⁴ In 2017, 72% of Millennials “expect their employer to allow workers to use time and

resources for positive social change.”⁵ In order to recruit and hire this next generation of workers, it is very important to align the City’s mission with the same needs and wants that the candidates are searching for in an employer. This VTO policy helps align the City’s mission and vision with the views of job seekers (i.e. sense of purpose and allowed to use time and resources for positive change) to help improve the City’s ability to recruit and hire candidates.

Overall, this VTO policy will help the City recruit and retain talent and also do its part in making a difference in the community.

¹ O’Donnell, Riia, *The What, Why, and How of VTO Policies*, March 18, 2019

(<https://www.zenefits.com/blog/vto-policies>)

² 2017 Deloitte Volunteerism Survey (<https://www2.deloitte.com/content/dam/Deloitte/us/Documents/about-deloitte/us-2017-deloitte-volunteerism-survey.pdf>)

³ O’Donnell, Riia, *The What, Why, and How of VTO Policies*, March 18, 2019

(<https://www.zenefits.com/blog/vto-policies>); Sammer, Joanne, The Benefits of Philanthropy and Volunteerism, Feb. 23, 2016 (<https://www.shrm.org/ResourcesAndTools/hr-topics/benefits/Pages/philanthropy-volunteerism.aspx>)

⁴ Sammer, Joanne, The Benefits of Philanthropy and Volunteerism, Feb. 23, 2016

(<https://www.shrm.org/ResourcesAndTools/hr-topics/benefits/Pages/philanthropy-volunteerism.aspx>)

⁵ *Glassdoor Survey Finds Four in Five Americans Believe Employers Have an Important Voice in Politics and Society*, September 25, 2017 (<https://www.glassdoor.com/about-us/corporate-activism-survey/>)



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Hours of Work and Fringe Benefits	Policy Reference Chapter 9
Policy Source Human Resources Department	Legal Review Date May 9, 2019
Personnel Committee Approval May 14, 2019	City Council Approval May 14, 2019

...

9.12 VOLUNTEER TIME OFF PROGRAM

Beginning July 1, 2019, the City of Green Bay has added a Volunteer Time Off (VTO) Program.

9.12.1 Purpose. The City of Green Bay is committed to enhancing the quality of life for all residents, businesses, and employees in our community. The purpose of the VTO Program is to further that mission by allowing employees to support local causes, charities, and nonprofits by serving the community where we live and work.

9.12.2 Eligibility. All Full-Time and 37.5 Hour Employees who are not represented by a bargaining unit are eligible to participate in this program after six months from date-of-hire. The employee must provide reasonable notice to their supervisor and work demands may take priority over the VTO request. An employee will be ineligible if the employee has received a disciplinary action within 6 months of the date of the request to volunteer, is on a Performance Improvement Plan (PIP), or if the employee is on leave of absence of any kind.

9.12.3 Amount of Time. Full-time and 37.5 Hour Employees will be eligible for up to 24 hours per calendar year. For 2019, employees will receive 16 hours of VTO time. New hire VTO time will be prorated based on time of hire. To qualify as VTO, the volunteer work must be performed during the employee's working hours. VTO is refreshed at the beginning of each calendar year and cannot be accrued or carried over into the following year. VTO is never paid out if it is not used. VTO will be granted as paid time off if it is applied for the sole purpose of volunteering and can be used only for actual time volunteered. VTO cannot be counted as hours worked for the purpose of overtime.

9.12.4 VTO Increments. Regular employees are encouraged to use the VTO in half or full

day increments, but smaller increments can be used with approval by the employee's supervisor.

- 9.12.5 Procedure. An Employee requesting VTO must complete a Volunteer Time Off Form and submit the form to his or her supervisor for approval with reasonable advance notice of the proposed time off. The supervisor should consult with Human Resources with any questions or concerns before approving or denying the request. Approval is within the discretion of the supervisor, based on the business and operational needs of the department. Supervisory decisions related to volunteer time off requests are not covered by the City's Grievance Policy. In the event that the time proposed conflicts with business needs, the supervisor may suggest alternate times that the employee may use Volunteer Time Off. After an employee volunteers, the employee shall submit a verification form to his or her supervisor to confirm the date and time spent volunteering.

The volunteer benefit may not be used for organizations that discriminate based on creed, race, color, national origin, religion, age, disability, sex, gender, sexual orientation, marital status, pregnancy, or any other legally protected classification.

- 9.12.6 Discontinuance. The City reserves the right to modify, amend, suspend, or discontinue this program at any time. A supervisor along with Human Resources approval also reserves the right to revoke approval to prevent or address employee misuse of the program.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

May 14, 2019

PREPARED BY

AGENDA ITEM # D.4.

Consideration with possible action to amend City of Green Bay Personnel Policy Chapter 9, Hours of Work and Fringe Benefits, Section 9.2, Hours of Work, to include policies regarding Flex Scheduling and a Summer Work Schedule.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Memo - Flex Scheduling Policy 5-14-19
2. Chapter 9 - City Flex Scheduling and Summer Hours Policy - Personnel Committee - 5-14-19

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Mayor Eric Genrich
Joseph W. Faulds, Human Resources Director

Re: Flex Scheduling and City Hall Summer Hours

Date: May 14, 2019

Flex Scheduling

The City recognizes that it is important to help our employees achieve a desired work-life balance and providing a flexible work schedule is one way the City can assist in this area. The proposal is to formalize a policy where employees—with approval of one's supervisor—may be able to flex their schedule as long as the operational needs of the department are being met. Flexing one's schedule may include coming in late, having a longer lunch, leaving early or being gone for a portion of the work day. This flexibility is to accommodate employees with the everyday issues that come up such as family needs, medical appointments, and personal obligations.

There are benefits for both the employee and employer with flexible scheduling. Flexible scheduling has even shown to improve employee morale, engagement, help with recruitment and retention, and improve the image of the employer as providing a work friendly environment.

Summer Hours

The City's proposal for core hours during the summer for City Hall are 7:30am-5:00pm (Monday through Thursday) and 7:30am-11:30am Friday starting from Memorial Day weekend through Labor Day weekend. The purpose of the summer hours schedule is to balance the City's priority of providing exceptional customer service to community members and provide a flexible schedule for our employees.

The City will be extending its hours open to the public 30 minutes in the morning and 30 minutes in the evening Monday through Thursday. This provides more accessibility for the public to receive services. Adding an hour each day from Monday through Thursday is to help offset the hours on Friday afternoon that City Hall will be closed.

In addition, another reason for the implementation of Summer Hours is that the City has improved the public's accessibility to City resources and services through the City website. A great tool for residents and businesses to use is the Request for Service tab on our website. This allows constituents to request services for Inspection, Sanitation, Sidewalk and Pavement, Traffic, Parks, Street, Erosion Control, Parking, Recreation and Graffiti. Each department is

responsible for receiving and responding to the requests.

Moreover, applications for licenses in the Clerk's office are all located on the City Clerk's webpage. Individuals are able to access the applications and can mail in the application with the required information. The application is reviewed internally and then the Clerk's office can mail the license to the applicant. For licenses that require insurance and bonding, the COI and documentation can be emailed or faxed to the Risk Management Division. One license that individuals have to physically come into City Hall is for a Concrete Sidewalk Builder where they need to bring in the concrete stamp for approval. Further, the City website offers resources for elections as well which includes registering to vote, whose on my ballot, where is my polling location, and requesting an absentee ballot.

For Community and Economic Development any application for a permit can be submitted online, reviewed digitally and approved by City staff, payment can be submitted online, and the permit can be issued via email or online. However, some individuals do come into City Hall who may not have internet or a computer, do not use a Credit Card and want to pay cash, or are submitting Hard Copies of building plans for new homes or larger additions. Further, the administrative staff handles most of the public complaints and scheduling of inspections over the phone. Complaints can be sent through the City website, but at this time, scheduling of inspections is not available through the City website.

For the Parks department, the busy time for the administrative staff is in the Winter/Spring through May when they are preparing for the summer programs with regards to summer employment, and the public requesting reservations and registrations for programs. This means that most of the services provided (for summer programs) occur before summer hours would be implemented. The administrative staff's work during the summer months supports the external operations in regards to services like billing. Similar to the other departments, Parks services can be accessed online: tree service, reservations for shelters, Bay Beach, the Wildlife Sanctuary, and registrations for parks programs.

For DPW, almost all of the services can be accessed online. Press releases, public notices of road/bridge closures, snow emergencies, bulk waste pick-up and brush collection, and Notices to Contractors for DPW projects for bid can all be accessed online. Other resources that can be accessed online are schedules for garbage/recycling pick-up, residents can order garbage and recycling carts, information for waste drop off, information on yard waste/brush collection and drop off sites, requests for street & sign maintenance. There are also licenses that are covered through the Clerk's office and discussed above.

For parking needs, there is a mobile parking app, information on parking in ramps, handicap and event parking that can be accessed online. The cost of parking, paying parking violations, can all be done online including overnight on street parking requests can be done online.

The list of bid projects and summaries are found online, storm water management information is found online, and contractors' information on DWP projects and Standard Specifications & Construction standards can all be done online through our website. Lastly, obstruction and excavation permits need to be handled in person at City Hall, block party and revocable occupancy permits applications can be found online, but applied for in person.

Overall, many of the services that the City provides can be accessed online and either processed online or mailed into City Hall for processing. This reduces the need for the public and the business to physically come into City Hall for services. This is a benefit to the public as they do not have to take time to travel to City Hall in order to receive City information or services.

As stated above, the City is looking to provide a flexible schedule to help our employees with their work-life balance. Summer Hours is an extension of the proposed flexible scheduling that allows the City to provide the same service to the public while improving our employees' work-life balance.



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Hours of Work and Fringe Benefits	Policy Reference Chapter 9
Policy Source Human Resources Department	Legal Review Date May 9, 2019
Personnel Committee Approval May 14, 2019	City Council Approval May 21, 2019

...

9.2 HOURS OF WORK

The City retains the right to establish the work schedules and hours of work.

9.2.1 Work Day. The core hours for City Hall and other City offices will be 8:00 a.m. to 4:30 p.m.

- a. Non-exempt employees may regularly be assigned to work either 8 or 7.5 hours per day with a 1-hour unpaid lunch period. At the discretion of the department head the lunch period may be changed to a 30-minute unpaid lunch period and the work hours adjusted accordingly as long as the core hours are covered.
- b. Exempt employees will be allowed flexibility in scheduling their work day as long as they regularly cover the core hours and regularly work at least 40 hours per week, subject to department head approval.
- c. Flex Scheduling. A General Employee's Work Day hours may be flexed periodically with the approval of the employee's supervisor and according to the operational needs of that department. This includes coming in late, taking a longer lunch, leaving early or being gone for a portion of a Work Day. Time must be made up within the same workweek and may be made up by coming in early, working through lunch, or staying late. No flextime will be approved that will result in unauthorized overtime or compensation for greater than 40 hours of work in a workweek for hourly employees.

9.2.2 Work Week. The regular work week for City Hall and other City offices will be Monday through Friday.

9.2.3 Alternative Work Schedules. At the discretion of the department head an alternative work schedule may be established within a department if such scheduling meets the demands and needs of the City. Any alternative work schedule established must have final approval of the Human Resources Director or designee. An alternative work schedule consists of regularly scheduling full-time employees to work one less work day every other week by working longer hours during the remaining days. The definition's intention primarily includes weekly and biweekly arrangements. Weekly arrangements such as 4/40 require 40 hours over 4-work days every week. Biweekly arrangements such as 9/80 require 80 hours over 14 calendar days every two weeks.

9.2.4 Summer Work Schedule. The core hours for City Hall during the summer are 7:30 a.m. to 5:00 p.m. (with a 30 minute lunch) Monday through Thursday and 7:30 a.m. to 11:30 am on Fridays, except for established holidays. For security purposes and to ensure compliance with wage and hour laws, City Hall shall close at 11:30am on Friday and employees are not permitted to work in City Hall after 11:30am on Fridays unless it is approved by the employee's Department Head or designee and the Human Resources Department. Summer schedules for seasonal, part-time, and operational employees will be determined by the department head. Summer hours will run from Memorial Day through Labor Day. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.

9.2.55 Work Breaks. Employees working in offices may leave their place of work and return 15 minutes later for 2 work breaks in a 7.5 or 8 hour work day, one in the first half of the work day and the other in the second half of the work day. Employees not working in offices (example, performing field work) will be entitled to 2 work breaks. Work breaks not taken are lost and cannot be accumulated or used to extend lunch periods or shorten the work day.

9.2.65 Overtime. In accordance with the Fair Labor Standards Act (FLSA) non-exempt employees will receive overtime at the rate of 1½ times the employee's regular hourly rate and will be paid for all hours actually worked in excess of 40-hours per week. Vacation, personal days, compensatory time, holiday time, funeral leave, jury duty leave and paid military leave will be considered actual hours worked for the purposes of determining eligibility for overtime. Overtime hours must be approved by the Supervisor.

Overtime compensation may be in the form of compensatory time which may accumulate to a maximum of 80 hours during the course of the year and either be used or paid out prior to January 1 of the following year. Only time earned at the overtime rate of 1½ can be placed in the compensatory time bank.

Effective January 1, 2012 employees will receive only one cash-out per year of compensatory time at the end of the calendar year.

9.2.76 Compensatory Time. Exempt employees will be allowed compensatory time off on an hour for hour basis to a maximum of 64 hours per year. Such time will be calculated on a weekly basis and time not taken by the end of the year will be lost. Only overtime authorized by the department head or division head may be accrued and any time taken must be approved by the supervisor and documented on an approved City form.

9.2.87 Police Captains, Assistant Fire Chief, Division Fire Chiefs. These positions will not be eligible for overtime pay except for those events reimbursed by the Green Bay Packers or other special events where the funding for the officers and supervisors is paid directly by the special event sponsor and not the City as determined by the Chief.

...

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
May 14, 2019**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Mayor	Mayor	Eric Genrich	4/16/2019
Sewer Maintenance Worker	Department of Public Works - Sewers	Carlos Castro	4/22/2019
Mechanic	Parks, Recreation and Forestry	Ben Smits	4/8/2019
Patrol Officer Recruit	Police	Garrick Fisher	4/10/2019
Mobility Coordinator	Transit	Andrea Vlach	4/29/2019
Accountant	Transit	Sherry Schuh	4/24/2019
Operator I	Department of Public Works	Nathan Van Den Plas	4/15/2019
Electrician	Department of Public Works - Traffic	Peter Vissers	4/22/2019
Transit Operator	Transit	Donald Baranczyk	4/25/2019
<u>Rehire</u>			
Relief Crossing Guard	Police	Diane Agamaite	4/17/2019
<u>Transfer</u>			
Civil Engineer II	DPW	Emmalee Browne	5/20/2019
Civil Engineer II	Parks, Recreation and Forestry		
<u>Promotion</u>			
Planner I	Community and Economic Development	Stephanie Hummel	4/15/2019
Planner II			
Advanced Patrol Officer	Police	Thomas Marquardt	5/12/2019
Police Specialist I			
Advanced Patrol Officer	Police	Solomon Ayres	5/12/2019
Police Specialist I			
Patrol Officer	Police	Craig Brey	5/13/2019
Advanced Patrol Officer			
Patrol Officer	Police	Zachary Koch	5/13/2019
Advanced Patrol Officer			
Patrol Officer	Police	Steven Meisner	5/13/2019
Advanced Patrol Officer			
Patrol Officer	Police	Erin Bloch	5/28/2019
Advanced Patrol Officer			
Patrol Officer	Police	Matthew Dunn	5/28/2019
Advanced Patrol Officer			
<u>Grade/Step Change</u>			
Finance Director	Admin Services/Finance	Diana Ellenbecker	5/16/2019
Operator I	Department of Public Works - Operations	Jake VandenHeuvel	4/9/2019
Appraiser II	Finance/Assessor	Alex Drews	4/23/2019
Chief Building Official	Community & Economic Development	Paul Van Calster	4/28/2019
Painter	Parks, Recreation & Forestry	Frank Theys	4/20/2019
Operator II	Department of Public Works - Operations	Glen Cieslewicz	4/30/2019
Patrol Officer	Police	Kyle Sieracki	5/21/2019
Patrol Officer	Police	Scott Delsart	5/21/2019
Patrol Officer	Police	Lucy Elfman	5/21/2019
Patrol Officer	Police	Courtney Ainsworth	5/21/2019

End of Probation

Firefighter EMT	Fire	Evan Bluma	4/26/2019
Firefighter EMT-P	Fire	Kimberly Davister	4/26/2019
Firefighter EMT-P	Fire	Riley Grasee	4/26/2019
Firefighter EMT-P	Fire	Matthew Thompson	4/26/2019
Firefighter EMT-P	Fire	Anthony Wenzel	4/26/2019

End of Employment

Mayor	Mayor	James Schmitt	4/15/2019
Assistant City Attorney	Law	Kristen Johnson	4/16/2019
Transit Operator	Transit	Carol Boucher	4/10/2019
Electrician	Department of Public Works - Traffic	Kevin Klasen	4/5/2019
Engineering Technician	Department of Public Works - Engineering	Scott Retrum	4/16/2019
Maintenance Manager	Transit	Brandon Lensmire	5/2/2019
Transit Operator	Transit	Julaine Schmidt	4/30/2019
Executive Secretary	Mayor's Office	Mary Haupt	4/16/2019
Community Service Intern	Police	Brannon Skenandore	4/15/2019
Patrol Officer	Police	Erik Nespoli	4/21/2019
Police Specialist II	Police	Bradley Linzmeier	4/25/2019
Police Specialist II	Police	Brian Schilt	4/26/2019
Regular Crossing Guard	Police	John Cleereman	4/22/2019
Sewer Maintenance Worker	Department of Public Works - Sanitation	Tyler Tassoul	4/30/2019
Street Superintendent	Department of Public Works - Streets	Tony Fietzer	5/28/2019
Police Specialist II	Police	Eric Allen	5/29/2019
Captain	Police	Jeremy Muraski	5/3/2019

Longevity

Engineer EMT-P	Fire	Kyle Rentmeester	4/5/2019
Engineer EMT-P	Fire	Joseph Thomson	4/5/2019
Engineer EMT-P	Fire	John Crabbe	4/5/2019
Engineer EMT	Fire	Kevin Becker	4/5/2019
Firefighter EMT-P	Fire	Kraig Isley	4/2/2019
Firefighter EMT-P	Fire	Michael Tomaso	4/2/2019
Firefighter EMT-P	Fire	Shelly Loomis	4/2/2019
Firefighter EMT-P	Fire	James Bourgeois	4/2/2019
Firefighter EMT-P	Fire	Gregory Dougherty	4/2/2019
Firefighter EMT-P	Fire	Justin Bauer	4/2/2019
Firefighter EMT-P	Fire	Matthew Mikulsky	4/2/2019
Firefighter EMT	Fire	Randy Stocker	4/2/2019
Captain (Days) EMT-P	Fire	Jordan Waack	4/2/2019
Firefighter EMT-P	Fire	Ben Peters	4/2/2019
Firefighter EMT-P	Fire	Thomas Lemmens	4/2/2019
Firefighter EMT-P	Fire	Nicholas Verstoppen	4/2/2019
Firefighter EMT-P	Fire	Luke Vangompel	4/2/2019
Firefighter EMT-P	Fire	Joseph Fredrickson	4/2/2019
Firefighter EMT-P	Fire	Nicholas Ott	4/2/2019
Firefighter EMT-P	Fire	Aaron Anderson	4/2/2019
Firefighter EMT-P	Fire	Joseph Fitzpatrick	4/2/2019
Bus Operator	Transit	Karen Thomas	3/23/2019