



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, AUGUST 13, 2019, 4:30 PM

CITY HALL, ROOM 207

Immediately following Finance, which begins at 4:30 p.m.

A. Roll Call.

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

B. Approval of the Agenda.

C. Approval of Minutes.

- I. Approval of the minutes from July 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. Truck Driver (Streets) - Public Works
 - b. Parking Enforcement Officer - Public Works
 - c. 4K Naturalist - Parks, Recreation & Forestry
2. Consideration with possible action on request to reclassify the Parks, Recreation & Forestry HVAC Specialist position from Pay Grade G of the City Pay Plan to Grade H.
3. Update and discussion on Green Bay Professional Police Association 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.

4. Update and discussion on Green Bay Fire Fighters Local 141 labor negotiations

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E. Informational.

1. Information on amendment to Chapter 9 Hours and Benefits to add the GB CARES program.
2. Report of routine personnel actions for regular employees.
3. Next meeting date: September 10, 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

August 13, 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. Truck Driver (Streets) - Public Works
- b. Parking Enforcement Officer - Public Works
- c. 4K Naturalist - Parks, Recreation & Forestry

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 08.13.19
2. Truck Driver - B. Roffers 07.11.19
3. Parking Enforcement Officer - B. Bouche 07.29.19
4. 4K Naturalist - J. Morse 07.30.19

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Adam Reidinger
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: August 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.

- Truck Driver – Replacement position due to the resignation of Brandon Roffers effective July 11, 2019. Salary range: \$19.57 - \$23.03 per hour.
- Parking Enforcement Officer – Replacement position due to the resignation of Benjamin Bouche effective July 29, 2019. Salary range: \$15.71 - \$18.48 per hour.
- 4K Naturalist – Replacement position due to the resignation of Jane Morse effective July 30, 2019. Salary: \$14.18 per hour.

**Position Fill Request
Justification Report
July 5, 2019**

Position Title: Truck Driver – DPW Operations Division/Street Section

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

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

This position is vacant as a result of the resignation of Brandon Roffers, effective at the end of the regular work day on Thursday, July 11, 2109.

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

Yes, this position is currently funded in the DPW operating budget. The current salary range for a Truck Driver is \$19.57/hour to \$23.03/hour (\$40,706 to \$47,902 annually)

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

Truck Drivers perform a full range of duties including, but not limited to, hauling material with dump trucks, operating equipment, plowing snow, spreading ice control material, pothole patching, beam guard rail repair, asphalt patching, daily equipment maintenance, and general labor assignments necessary for DPW to perform its core functions.

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

This position does not generate revenue for the City. But the use of in-house labor and equipment reduces the need to contract services provided by DPW employees.

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

Loss of a Truck Driver position represents a reduction in DPW's ability to provide all Street Section services in a timely manner, including snow plowing, curbside yard and garden waste collection, pavement repair, etc.

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

Duties associated with any vacant position are assigned to other Street Section employees. When there is a lack of personnel, assignments are prioritized. Uncompleted assignments are postponed or not completed.

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

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

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

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

9. Are there union issues?

No

10. Other supporting comments.

None

Position Justification Form

July 16, 2019

Position Title: Enforcement Attendant – DPW Parking Division

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

 X Replacement Position Not a Replacement Position

This Parking Enforcement Officer vacancy is the result of the resignation of Ben Bouche. Ben will end his tenure with Parking Division at the end of his regular work shift on Monday, July 29, 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 through the Parking Division's operating budget. Current wage is \$15.71 to \$18.48 per hour (\$32,677 to \$38,438 per year) plus the ability for increases above the control point based on performance/merit.

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

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

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

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

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

See answers to 3 and 4 above. Full enforcement staffing is necessary to cover all enforcement zones, and generate the revenue that Parking Division needs to be financially independent from the City tax levy.

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

Without Parking Enforcement Officers, there is little to no parking enforcement activity in the City of Green Bay

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

Parking Division would continue to operate at its current level of parking enforcement for the City. But parking compliance/enforcement in the City and associated revenue would decrease. This would require Parking Division to either eliminate services, or require assistance from the City's tax levy to remain financially solvent.

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

Privatization

9. Are there union issues?

No.

10. Other supporting comments.

The City attempted to privatize the (then) Parking Utility in 1998, and was met with significant resistance. After seeing what occurred with privatization of the City of Chicago parking system, Green Bay is not interested in dealing with the increased costs and problems of a privatized public parking system. Green bay's current parking system is functioning well.

**Position Fill Request
Justification Report
(Aug. 2, 2019)**

Position Title:

- 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**

One of the current naturalists for the 4K Oak learning center is resigning due to accepting a different position out of state.

- 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 budgeted for in the current budget at \$14.18 per hour. \$24,389 per year.

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

Naturalists provide a vital function for the implementation of the Nature Based 4K program at the Wildlife Sanctuary. This program is a partnership with the Green Bay School district and as such needs to have 1 teacher and 1 naturalist per classroom. The naturalist is educated and experienced to provide the lessons and implementation to keep the focus of the program nature based as well as collaborate with the teacher for lesson plans/curriculum.

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

This position/program indirectly provides revenue through the per student reimbursement which helps fund the program.

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

This position is focused on the 4K Oak learning center. It is a contracted position that has a particular skill set to help facilitate this program. Our other staff cannot absorb the duties of this position at this time because of their own roles/workloads.

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

N/A – The contract starts on Aug. 26 and the school year starts on Sept. 3

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

1 classroom of the 4K Oak Learning Center could need to be reduced. 35-40 students would be displaced.

Per Department of Instruction we need to have a naturalist with each teacher in each classroom. We would have to reduce 1 classroom which would severely impact the success of the program.

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

No alternatives at this time.

9. Are there union issues?

No

10. Other supporting comments.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 13, 2019

PREPARED BY

AGENDA ITEM # D.2.

Consideration with possible action on request to reclassify the Parks, Recreation & Forestry HVAC Specialist position from Pay Grade G of the City Pay Plan to Grade H.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Memo - HVAC Specialist Reclassification 8-13-19

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joseph Faulds, Human Resources Director

From: Dan Ditscheit
Parks, Recreation & Forestry Director

Re: Request to reclassify the HVAC Specialist position in the Parks, Recreation & Forestry Department

Date: August 13, 2019

RECOMMENDATION

- I. The Parks, Recreation & Forestry Department requests the following Reclassification
 - A. Reclassify the HVAC Specialist position from Pay Grade G (\$21.66 - \$25.49) to Pay Grade H (\$23.77 - \$27.96). The effective start date will be September 1, 2019.

BACKGROUND

- II. The Green Bay Parks, Recreation & Forestry Department has 1 full time HVAC Specialist position. This is a fairly new position that was created several years ago. When this position was created, HVAC duties amounted to approximately 25% of the total job duties. Initially the intent of this position was to only deal with the smaller residential size HVAC units in the Park shelters. As this position evolved, other departments began utilizing the expertise of this individual. The HVAC units that are being serviced and replaced are larger and more complex in these larger buildings than the typical Park shelter HVAC system. HVAC duties are now over 60% of their total job duties. This is anticipated to increase even more as time progresses. In addition to the HVAC work, this position also completes basic electrical work throughout the Park system. Although this only amounts to approximately 5% of the job, it is a very specialized trade.

Currently the HVAC Specialist position is listed at Level G. The Park Mechanics and Sr. Carpenter are currently one step higher at level H. The Master Plumber and DPW Electricians are two steps higher at Level I. The technical nature of the HVAC Specialist warrants that this position should be more in line in pay scale with these other similar specialty positions. Carlson & Dettman have reviewed this position and recommend increasing this to a Level H position to be more in line with industry standard pay and other similar specialty positions in the Parks Department. We are recommending that the

current HVAC Specialist be initially placed at Step 5 of Level H.

FISCAL IMPACT

- III. This reclassification will create a \$216.61 increase in the 2020 budget. The total increase for this position after the 2% increase in October will be \$2,616.16. In 2020, the budget will be offset by reducing the number of drinking fountain replacements budgeted yearly. Over the past several years the Parks Department has included the replacement of 3 drinking fountains per year throughout the Park system. Nearly all of the drinking fountains have now been replaced, so we will recommend reducing the replacements to 1 per year. This modification will realize a savings of \$2,400 per year in the budget. There is enough funding in the 2019 budget to accommodate this reclassification starting on September 1, 2019.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 13, 2019

PREPARED BY

AGENDA ITEM # D.3.

Update and discussion on Green Bay Professional Police Association labor negotiations

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BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 13, 2019

PREPARED BY

AGENDA ITEM # D.4.

Update and discussion on Green Bay Fire Fighters Local 141 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



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 13, 2019

PREPARED BY

AGENDA ITEM # E.I.

Information on amendment to Chapter 9 Hours and Benefits to add the GB CARES program.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. GB CARES Program Policy 8-13-19
2. GB CARES Supporting Documents - Personnel Committee 8-13-19



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
Personnel Committee Approval	City Council Approval

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9.12 GB CARES PROGRAM

Beginning January 1, 2020, the City of Green Bay has added the GB CARES 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 GB CARES is to further that mission by allowing employees to support local causes, charities, and nonprofits to serve 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 in the Fire, Police, and Transit Departments are eligible to participate in this program after six months from date-of-hire. 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. Eligible employees are offered a maximum of eight (8) hours paid leave to volunteer and serve the Green Bay community. The time must be performed during the employee's working hours. The time will be refreshed at the beginning of each calendar year, cannot be accrued or carried over into the following year, and is never paid out if not used. The time cannot be counted as hours worked for the purpose of overtime.

9.12.4 Program Procedure. Eligible employees are able to use the time to serve and volunteer at a local cause, charity, or nonprofit event or activity located within the City of Green Bay. The event or activity must be sponsored by a 501(c)(3) registered nonprofit in good standing. Participation is voluntary.

a. An employee must complete a GB CARES Volunteer Form and submit the

form to his or her supervisor for approval with reasonable advance notice of the proposed time off to volunteer.

- b. The time off will be scheduled in the same manner as personal leave and vacation. Approval is within the discretion of the supervisor, based on the business and operational needs of the department. In the event that the time proposed conflicts with business and operational needs of the department, the supervisor may suggest alternate times that the employee may use the time to volunteer.
- c. After an employee volunteers at the event, the employee shall submit a verification form to his or her supervisor to confirm the date and time spent volunteering.
- d. The employee may not use his or her time to volunteer for an organization that discriminates based on creed, race, color, national origin, religion, age, disability, sex, gender identity, sexual orientation, marital status, pregnancy, or any other legally protected classification.

9.12.5 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.

GREEN BAY CARES

GB CARES PROGRAM

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 the GB CARES program for employees. GB CARES is a benefit for employees that allows them to take paid time off to provide community service to support nonprofit organizations located within the City limits.

The overarching purpose of GB CARES is for the City of Green Bay to give back to the community. The City—through the nature of its operations as a municipality—is already dedicated to giving back to the community and providing exceptional services and resources to its residents and businesses. GB CARES creates another outlet for City employees to give back and support our community on a personal level. The opportunities may be to benefit local hospitals, parks, animal shelters, or to assist with children, the elderly, and people living with disabilities. The implementation of GB CARES shows that the City is committed to continuing its efforts to build this community into a place where people want to live, work, and raise a family.

In addition, GB CARES is a program that can make a positive impact on the recruitment and retention of employees. Employers that are committed to corporate responsibility reduce turnover rates and increase employee productivity and engagement.ⁱ Further, 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.ⁱⁱ Overall, “employers say flexible volunteer programs are a win-win-win as they can boost morale among staff members, serve as a strong recruitment tool and help improve the community.”ⁱⁱⁱ

GB CARES is a unique opportunity for the City to improve employee engagement, recruiting efforts, and make a difference in the community.

MUNICIPAL AND PRIVATE PROGRAMS

According to the 2018 Employee Benefits Report issued by the Society for HR Management, nearly 25% of companies and non-profits offer a type of volunteer time off policy.^{iv} The number of organizations providing a volunteer time off policy continues to rise.^v

MUNICIPALITIES AND STATE GOVERNMENTS

City of University Park – UPLIFT Employee Volunteer Program. Allows 8 hours of employee volunteer time a year. Pay for costs such as boxed lunches, t-shirt, transportation, supplies, and equipment.

“This Program is an outward expression of a core value of our organization.” – Alicia Dorsey, HR Director^{vi}

Aurora, Colorado - Lend a Hand, Aurora! Employees are allowed 8 hours of employee volunteer time each year and can volunteer at a charity of their choice.

Mooresville, North Carolina. Allow employees 16 hours per year towards an approved agency or organization.

“We had some employees express concern that they could not afford to donate to every worthy cause that came their way. They were willing to donate time, but money was the issue. This policy was developed as a way for employees to give back to their community without a financial burden.”^{vii}

Merriam, Kansas. Offer 24 hours of paid volunteer leave to volunteer at a non-profit organization in the community. The policy is approved just like any other paid time off (personal leave or vacation leave).

Kansas City, Missouri. Fulltime employees may be allowed 8 hours of paid leave each year to volunteer with area schools, including those of their children, or volunteer with one of the City’s approved Combined Charity organizations.^{viii}

State of Indiana – allows a full work day off (7 1/2 hours) every year for volunteering.

“It’s an incredible employee-engagement experience. Any organization that wants to light a fire in their employees in some way, I think charitable work is a great way to do that.” – State Personnel Department Director Britni Saunders^{ix}

State of Virginia – allows up to 16 hours of paid leave in any year to provide volunteer services through eligible non-profit organizations within or outside their communities. Allows an increase to 24 hours in any year to serve with a volunteer fire department and rescue squad or auxiliary unit thereof.^x

PRIVATE ORGANIZATIONS

National and Global Private organizations allow paid time off to volunteer anywhere from one day to unlimited paid time off companies. Deloitte and First Internet Bank offer unlimited paid time off for volunteering, Patagonia offers employees to be paid to volunteer with an environmental group of their choice for up to two months while receiving pay and benefits.^{xi} Several companies allow forty hours of paid time off to volunteer.

In regards to lost productivity, Mike McCann, President of Pepper Construction Co. of Indiana stated, “I think it is just the opposite. I think it improves our employee morale.”^{xii}

LOCAL COMPANIES

A survey taken by the Volunteer Center of Brown County showed that the local companies that allow paid time off to volunteer ranges from 8 hours to 24 hours per year. Many of the organizations also donate money based on the number of hours that an employee volunteers.

Ameriprise Food group allows 8 hours per year for a company sponsored event.

Associated Bank allows 8 hours per year.

Bank of Luxemburg allows 16 hours for full time and 8 hours for part-time employees.

Elevate97 allows for 24 hours per year.

Humana allows for 8 hours per year.

Stantec Consulting closes its office for one day a year to allow staff to volunteer.

Wipfli closes its office every September for one day to allow staff to volunteer. Staff is also paid for serving on non-profit boards.

ANNUAL BUDGET FOR THE GB CARES PROGRAM:

INDIRECT COSTS

8 Hours of service time equates to

- Less than .4% of an employee's annual hours of work.
- An average of \$141.85 per employee.
- About \$70,925 in employees' salaries (Assuming 100% Utilization)
- About \$17,731.25 in employees' salaries (Assuming 25% Utilization)

DIRECT COSTS

Transportation: \$0

Boxed lunches: \$0

Equipment/supplies: \$0

Estimated Total Cost for Program: Ranging from \$17,731.25 to \$70,925 based on utilization.

GB CARES GOALS

INITIAL GB CARES GOALS FOR 2020

- 2,000 community service hours (equivalent to about 50% participation)
- Achieve participation from employees in all eligible City Departments
- Publicize GB CARES updates on City Social Media sites and City newsletter
- Engage with the Volunteer Center of Brown County, the Green Bay Community Foundation, and other non-profit organizations to develop partnerships that create community service opportunities for employees.
- Create GB CARES t-shirts for employees to wear while providing community service to help promote their presence in the community and demonstrate the program's impact.

FUTURE PROGRAM GOALS

- Measure participation numbers and goal attainment.
- Measure types of community service events.
- Measure the impact of each program (i.e. # of houses built, trees planted, etc.).
- Evaluate the program annually.

EMPLOYEE FEEDBACK

Volunteer hours need to be verifiable to provide accountability for employees and the taxpayers.

Having flexibility is important to be able to choose what non-profit an employee wants to serve.

“As a local taxpayer myself, I believe the GB Cares program would be a great investment in our public dollars. Whether City employees invest their time at homeless shelters, nursing homes, neighborhood beautification events, or any other community service effort, there will be an immediate and direct benefit to the lives of our residents. This time and energy offered could feel more meaningful to residents than the standard day-to-day work our employees provide residents.”

“This will be a great opportunity for us to team build within our departments and across other departments.”

“City employees are oftentimes viewed as the bad guys in the eyes of the community. We have to be the people handing out parking tickets, issuing code violations, denying permit applications, and while we accept these responsibilities as necessary parts of our jobs, it can take a heavy toll on a person. This program would give employees an opportunity to be the good guys and feel we’re making a direct positive impact on someone else’s day.”

“The benefit of being out in the community and receiving feedback from our constituents outweighs any cost that goes into the program.”



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- ⁱ 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>)
- ⁱⁱ O'Donnell, Riia, *The What, Why, and How of VTO Policies*, March 18, 2019 (<https://www.zenefits.com/blog/vto-policies>)
- ⁱⁱⁱ *Paid time volunteering: Companies are giving employees more say in how, when they volunteer*. June 20, 2019. The Republic.
http://www.therepublic.com/2019/06/23/paid_time_volunteering_companies_are_giving_employees_more_say_in_how_when_they_volunteer/
- ^{iv} 2018 Employee Benefits. Society for Human Resources Management.
- ^v 2018 Employee Benefits. Society for Human Resources Management.
- ^{vi} City Park University UPLIFT Employee Volunteer Program Supplemental Information.
- ^{vii} City Park University UPLIFT Employee Volunteer Program Supplemental Information.
- ^{viii} Department of Human Resources Rules & Policy Manual Effective August 4, 2014.
- ^{ix} *Paid time volunteering: Companies are giving employees more say in how, when they volunteer*. June 20, 2019. The Republic.
http://www.therepublic.com/2019/06/23/paid_time_volunteering_companies_are_giving_employees_more_say_in_how_when_they_volunteer/
- ^x Commonwealth of Virginia Department of Human Resource Management Employee Handbook
- ^{xi} Simmons, Jon, *Paid time-off volunteer programs are a win-win*. <https://www.monster.com/career-advice/article/corporate-volunteerism-paid-time-off-volunteer-programs-win-win>
- ^{xii} *Paid time volunteering: Companies are giving employees more say in how, when they volunteer*. June 20, 2019. The Republic.
http://www.therepublic.com/2019/06/23/paid_time_volunteering_companies_are_giving_employees_more_say_in_how_when_they_volunteer/

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES**
August 13, 2019

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Engineering Aide I	Department of Public Works - Engineering	Ann Behnke	7/1/2019
Seasonal Maintenance Employee	Department of Public Works - Operations	Isaac Koehler	6/27/2019
Animal Control Intern	Police	Elizabeth Justice	7/15/2019
Transit Operator	Transit	Melanie Beekman	7/22/2019
Transit Operator	Transit	James Beekman	7/22/2019
Forestry Worker I	Parks, Recreation and Forestry	Philip Kocha	8/12/2019
Seasonal Maintenance Employee	Department of Public Works - Traffic	Sean Parsons	7/8/2019
Dispatcher	Transit	Pamela Bielke	7/29/2019
Seasonal Maintenance Employee	Department of Public Works - Operations	Abigail Skeens	7/8/2019
Maintenance Manager	Transit	Kenton Hofer	8/5/2019
Engineering Aide I	Department of Public Works - Engineering	Mark Wisneski	8/19/2019
Casual Worker	Community and Economic Development	Raymond Tipton	7/29/2019
<u>Rehire</u>			
Casual Worker	Community and Economic Development	Santiago Schmerber	7/9/2019
Temporary Plan Review	Community and Economic Development	Steve Terrien	7/25/2019
<u>Transfer</u>			
Operator I (N)	Department of Public Works - Operations	Jake VandenHeuvel	6/24/19
Operator I (D)			
Mechanic (N)	Department of Public Works - Operations	Thomas Leurquin	10/1/2018
Mechanic (D)			
Laborer - Sanitation	Department of Public Works - Operations	John Krumrey	7/29/2019
Truck Driver - Sanitation			
<u>Promotion</u>			
Dispatcher	Transit	Patrick Schmidt	7/22/2019
Operations Supervisor	DPW	Bryan Landis	7/11/2019
Mechanic			
Mechanic Foreperson	DPW - Operations	Joshua Brassfield	7/8/2019
Public Works Supervisor			
Public Works Superintendent			
<u>Grade/Step Change</u>			
Office Manager	Police	Lisa Wachowski	6/21/2019
Patrol Officer	Police	Cody Olson	7/2/2019
Advanced Patrol Officer	Police	Nicholas Walvort	7/9/2019
Advanced Patrol Officer	Police	Darryl Robinson	7/9/2019
Advanced Patrol Officer	Police	Kurt Brester	7/9/2019
Patrol Officer	Police	Arturo Santos Martinez	7/11/2019
Patrol Officer	Police	Alexander Carlson	7/11/2019
Transit Operator	Transit	Greg Heezen	6/12/2019
Transit Operator	Transit	Aleathia Twilley	5/7/2019
Crime Analyst	Police	Melissa Warych	7/9/2019
Engineering Technician	Department of Public Works - Utility	Mark Aerts	6/26/2019
Public Works Supervisor	Department of Public Works - Operations	Joshua Brassfield	7/22/2019
Transit Operator	Transit	Timothy Moore	7/10/2019
Bridgetender	Department of Public Works - Operations	Will Agen	3/19/2019
Operations Supervisor	Transit	Harmanjit Singh	7/29/2019
Administrative Clerk	Department of Public Works	Stacie Flease	7/23/2019
Patrol Officer	Police	Phuechi Xiong	8/26/2019
Patrol Officer	Police	Colton Wernecke	8/27/2019
Patrol Officer	Police	Cameron Boersma	8/27/2019
<u>End of Probation</u>			

Public Arts Coordinator	Department of Community and Economic Development	Laura Schley	7/23/2019
<u>End of Employment</u>			
Temp Staff Attorney	Law	Nicholas VandeCastle	6/22/2019
Seasonal Maintenance Employee	Department of Public Works - Operations	Robin Beatty	6/18/2019
Police Specialist II	Police	Karla Krug	7/22/2019
Dispatcher	Transit	Kaitlyn Pogradt	6/6/2019
Administrative Clerk II	Municipal Court	Terry Muth	7/8/2019
Electrician	Department of Public Works - Traffic	Ryan Dachelet	7/17/2019
Truck Driver - Streets	Department of Public Works - Operations	Brandon Roffers	7/11/2019
Parking Enforcement Officer	Department of Public Works - Parking	Benjamin Bouche	7/29/2019
Specialist II	Police	Michael Reignier	8/16/1949
Animal Control Intern	Police	Elizabeth Justice	7/19/2019
Regular Crossing Guard	Police	James Veaser	7/25/2019
Seasonal Maintenance Employee	Department of Public Works - Parking	Marcus May	8/2/2019
4K Naturalist	PRF - WLS	Jane Morse	7/30/2019
Relief Crossing Guard	Police	Arthur Brodhagen	7/30/2019
<u>Longevity</u>			
Firefighter EMT-P	Fire	John Landwehr	7/23/2019
Firefighter EMT-P	Fire	Zachary Wege	7/23/2019