AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, SEPTEMBER 24, 2019, 4:30 PM
CITY HALL, ROOM 207
IMMEDIATELY FOLLOWING FINANCE

A. Roll Call.

1. 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.

1. Approval of the minutes from September 10, 2019.

D. Regular Business.

1. Consideration with possible action on request to fill the following replacement position and all subsequent vacancies resulting from internal transfers.
   a. Purchasing Manager - Administrative Services

2. Consideration with possible action to amend City of Green Bay Personnel Policies, Chapter 1- Objectives, Harassment and Discrimination, Chapter 6 – Recruitment and Selection, and Chapter 14 – Discipline and Discharge.

3. Consideration with possible action on health insurance plans to be effective January 1, 2020.

4. Consideration with possible action policies and procedures of the Inspection Department as it applies to communicating and working with constituents who request their alderman's assistance. Further, to discuss customer service standards and work expectations of inspectors. Investigate the addition of evening and/or weekend inspection hours (recommendation from I&S Committee required).

E. Public Hearings.

F. Informational.

1. Report of routine personnel actions for regular employees.
2. Next meeting date: October 8, 2019.

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	PREPARED BY
September 24, 2019	

AGENDA ITEM # D.1.

Consideration with possible action on request to fill the following replacement position and all subsequent vacancies resulting from internal transfers.
a. Purchasing Manager - Administrative Services

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 09.24.19
2. Position Request To Fill - Purchasing Manager 9.24.19

MEMORANDUM

Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Sarah Fidler
Human Resources Generalist

Re: Request to Fill Vacant Position

Date: September 19, 2019

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

- Purchasing Manager – Replacement position due to the retirement of Richard Jensen effective November 8, 2019. Salary range: $66,857 - $78,644.

Position Fill Request
Justification Report
9/19/19

Position Title: Purchasing Manger

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

   - Retirement of Rick Jensen planned for November 8, 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 full time position is fully funded by general levy and a portion charged back from other city departments that have a separate funding source

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

   - Manages the city's Purchasing Department and Document Center, city purchasing card program, and solicits formal and informal quotation and proposal requests for all City Departments. Oversight to the city taxpayer by using sound, prudent, equitable, and consistent procurement practices following the City purchasing policies and procedures. Presents award recommendations for approval of expenditures to various committees.

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

   - This position reviews all contracts and purchase orders to be prudent and equitable for the city. Assists in negotiations of contracts, work on cost saving projects (WPS annual saving of +$30,000), oversees the Cell Tower revenue contracts $240,000, and maximizes the city's p-card rebate of over $120,000 annually.

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

   - Current staff of two part-time Buyers and one Account Clerk (total of 2.3 FTE's) are working on new requisitions and purchase orders, on-going contracts renewals, and communication with vendor and departments. They would not be able to take on the additional work completed by the Purchasing Manager or attend the committee meeting without incurring overtime.

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

   - By current Purchasing Manager who plans to retire 11/8/19

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

- The award recommendations may be not be presented to the various committees, oversight on the p-card program, resolution of problems with orders and communication with vendors or departments**.** Some contracts negotiations would need to be delegated to another manager or legal team, or put on hold.

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

- Hiring contract help to fill the Purchasing Managers duties – dependent on qualifications.

9. Are there union issues?

- No union issues

10. Other supporting comments.

- None

Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
September 24, 2019	

AGENDA ITEM # D.2.

Consideration with possible action to amend City of Green Bay Personnel Policies, Chapter 1- Objectives, Harassment and Discrimination, Chapter 6 – Recruitment and Selection, and Chapter 14 – Discipline and Discharge.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Memo - Amended Policies 9-24-19
2. Amended Chapter 1 - Section 1.2 Harassment Discrimination in the Workp.._
3. Amended Chapter 6 - Recruitment and Selection
4. Amended Chapter 14 - Discipline and Discharge

MEMORANDUM

Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds, Human Resources Director

Re: Amendments to Chapter 1 – Objectives, Harassment and Discrimination, Chapter 6 – Recruitment and Selection, and Chapter 14 - Discipline and Discharge

Date: September 24, 2019

In July the City and Common Council updated the Objectives and Scope, Equal Employment Opportunity and Discrimination language in Chapter 1 to stay aligned with current interpretations of state and federal laws. The passage of that language affected other Chapters in the Policies. Those Chapters were Chapter 1 – Objectives, Harassment, and Discrimination, Chapter 6 – Recruitment and Selection, and Chapter 14 – Discipline and Discharge. The proposed amendments are to ensure the City's policies are consistent with what was passed in July and to make sure City Policies are as clear and specific as possible for our applicants and current employees.

CITY OF GREEN BAY PERSONNEL POLICY

Policy Title	Policy Reference
Objectives and Scope of Policies	Chapter 1, Section 1
Policy Source	**Legal Review Date**
Human Resources Department	July 2, 2019
Personnel Committee Approval	**City Council Approval**
July 9, 2019	July 16, 2019

1.1.1 PURPOSE. The general purpose of these Personnel Policies is to establish a system of personnel administration that meets the social, economic and program needs of the City of Green Bay. The system herein established shall be consistent with the following principles.

a. Recruiting, selecting and advancing employees on the basis of their relative ability, knowledge and skills including open competition of qualified applicants for initial appointments.

b. Establishing pay rates consistent with the principle of providing equal pay for significantly equal work duties.

c. Recognizing good job performance, rewarding exceptional performance, correcting inadequate performance and separating employees whose performance is not acceptable.

d. Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, creed, religion, age, sex, sexual orientation, gender expression, gender identity, gender non-conformity, transgender status, ~~handicap~~ disability, national origin, genetic information, ancestry, marital status, military service, arrest or conviction record, or any other basis protected by state or federal law and with proper regard to their rights. Reasonable accommodations will be provided for disabled individuals who are otherwise qualified.

1.1.2 EQUAL EMPLOYMENT OPPORTUNITY. Equal employment opportunity will be assured in the City system and affirmative action provided in its administration. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspect of personnel administration because of political affiliation, race, color, creed, religion, age, sex, sexual orientation, gender expression, gender identity, gender non-conformity, transgender status, handicap, national origin, genetic information, ancestry, marital status, arrest or conviction record, non-merit factors, or any other basis protected by state or federal law will be prohibited. Discrimination on the basis of age, sex (including sexual orientation and gender

identity), or physical disability will be prohibited except where specific age, sex or physical requirements constitute a bona fide occupational qualification and/or represents a business necessity.

1.1.3 AFFIRMATIVE ACTION PLAN. In order to correct the effects of discrimination or disparate treatment which may have occurred prior to the adoption of Federal and State civil rights laws, the City reaffirms its commitment to an Affirmative Action Program. This program shall include an Affirmative Action plan which outlines the City's recruitment and outreach efforts on behalf of individuals in protected groups (females, minorities, the disabled and people 40-years of age or older). The plan will be updated by the Affirmative Action Committee with the advice of the City Affirmative Action Officer and shall include information on representation of members of protected groups within the City workforce, as well as methods for dealing with under-representation.

In administering personnel policies and procedures governing recruitment, selection, transfer, promotion, compensation, layoff and recall, discipline and training, managerial personnel will implement and adhere to the Affirmative Action plan. Furthermore, the City of Green Bay, in administering its Affirmative Action Program, shall require similar efforts from vendors, contractors and firms with which it does business.

1.1.4 POLITICAL ACTIVITY. All employees have the right to freely express their views as citizens and to vote. Coercion for political purpose of and by employees of federally aided programs and use of their positions for political purposes is prohibited. Individuals whose principal employment is in a federally grant-aided program are subject to prohibitions in the Federal Hatch Political Activities Act as amended, 5 U.S.C. 1501-1508. Where it is clear that a position is covered by this Act, the City shall include a statement to that effect in the job description. For all other positions, the City will make every effort to determine what prohibitions exist at the time the affected employee or applicant makes inquiry.

1.1.5 EMPLOYEE-MANAGEMENT RELATIONS. City employees have the right to organize, join, and participate in any employee organization freely and without fear of penalty or reprisal subject to the provisions and exclusions in the Municipal Employment Relations Act (Wis. Stat. 111.70 and 111.77).

1.1.6 COVERAGE AND AMENDMENT. This document shall apply to personnel administration for all employees and departments of the City of Green Bay now existing or hereafter established except the following:

a. Members of the Green Bay City Council

b. Members of committees, boards or commissions who are not City employees

c. All other individuals expressly excluded by statute or ordinance

1.1.7 This manual applies to employees not covered by collective bargaining agreements and to employees so covered when specific contracts do not apply to the contrary. However, application of these policies to members of bargaining units neither contemplates nor allows for the extension of fringe benefits or other compensation beyond that which is provided in the specific labor agreements.

1.1.8 All City employees can assist in keeping this Manual up to date by notifying their supervisors or the Human Resources Director whenever problems are encountered or improvements can be made. While uniform implementation of the Personnel Policies is the ultimate goal of the Personnel Committee, it is recognized that all departments have unique characteristics which may require special consideration by the Committee.

1.1.9 These policies shall not be treated as a legally binding contract as they may be amended at any time by the Personnel Committee of the Green Bay Common Council. Amendments shall be submitted to the Common Council for approval.

CITY OF GREEN BAY PERSONNEL POLICY

Policy Title	Policy Reference
Harassment & Discrimination in the Workplace	Chapter 1, Section 2
Policy Source	**Legal Review Date**
Human Resources Department	April 19, 2007
Personnel Committee Approval	**City Council Approval**
April 24, 2007	May 1, 2007

1.2.1 PURPOSE. The purpose of this policy is to maintain a healthy work environment in which all individuals are treated with respect and dignity and to provide procedures for reporting investigating and resolving harassment and discrimination complaints. Federal and state law provides for the protection of classes of persons discriminated against based on race, color, sex, sexual orientation, gender expression, gender identity, gender non-conformity, transgender status, ~~sex~~, religion, age (over 40), disability, marital status, and national origin. ~~Not protected by federal law but also protected by this policy are persons discriminated against based upon their sexual orientation.~~ Harassment on the basis of any of the aforementioned is illegal under Section 111.31-111.39, Wisconsin Statutes.

1.2.2 POLICY - HARASSMENT AND DISCRIMINATION IN THE WORKPLACE. It is the policy of the City of Green Bay that all employees have the right to work in an environment free of all forms of harassment. The City of Green Bay will not tolerate, condone, or allow harassment by any employee or other non-employees who conduct business with the City. The City of Green Bay considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the City shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this City policy will result in discipline up to and including termination, with repeated violations, even if "minor," resulting in greater levels of discipline as appropriate.

a. Prohibited Activity (Sexual Harassment and Harassment):

1) Harassment is any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with an individual's job performance.

2) No employee shall either explicitly or implicitly ridicule, mock, deride, or belittle any person.

3) Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, sex, sexual

orientation, gender expression, gender identity, gender non-conformity, transgender status, ~~sex~~, religion, age, disability, ~~sexual orientation~~, marital status or national origin. Such harassment is a prohibited form of discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by the City of Green Bay.

4) Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

i. Submission to such conduct is made either explicitly or implicitly a term of condition of employment; or

ii. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or

iii. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

5) Individuals covered under this policy include all employees and elected officials. Any unwelcome conduct that originates from a non-employee or elected official (Examples: customers, citizens, temporary employees, volunteers, contractors, etc.) will be investigated in accordance with this policy.

b. This policy covers any incident that occurs as an extension of the workplace (i.e. City sponsored event). All conduct, whether before, during, or after the event, will be considered under this policy.

1.2.3 SUPERVISORY RESPONSIBILITIES.

a. Each supervisor shall be responsible for preventing prohibited activities as defined above.

1) Monitoring the work environment for signs of harassment;

2) Informing employees of the types of behavior prohibited, and the City procedures for reporting and resolving complaints of harassment;

3) Stopping any observed behavior that may be considered harassment, and taking appropriate steps to intervene and report behavior, whether or not the involved employees are within his/her line of supervision; and

4) Taking immediate action to prevent retaliation towards the complaining party or witnesses and to eliminate the hostile work environment where there has been a complaint of harassment, pending investigation. If a situation requires separation of the parties, care should be taken to avoid actions that appear to punish the complainant. Transfer or reassignment of any of the parties involved should be reviewed with Human Resources prior to the move and the transfer or reassignment should be voluntary if

possible. If it must be non-voluntary, the transfer should be temporary pending the outcome of the investigation.

b. Each supervisor has the responsibility to assist any employee of the City who comes to that supervisor with a complaint of harassment by documenting and filing a complaint with the Human Resources Department or other reporting authority as designated by the City.

c. Failure to carry out these responsibilities may be grounds for discipline.

1.2.4 EMPLOYEE RESPONSIBILITIES.

a. Each employee, including elected officials and supervisors of the City, is responsible for assisting in the prevention of harassment by the following acts:

1) Refraining from participation in, or encouragement of actions that could be perceived as harassment;

2) Reporting acts of harassment to a supervisor; and

3) Encouraging any employee who confides that he or she is being harassed or discriminated against to report these acts to a supervisor.

b. Employees are expected to cooperate fully in any investigation, whether or not they are directly involved in the incident.

1.2.5 PROCEDURES - HARASSMENT AND DISCRIMINATION IN THE WORKPLACE.

a. Any employee encountering harassment is encouraged but not required to inform the person that his or her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment in order to provide the fullest basis for investigation.

b. Any employee who believes s/he is being harassed shall report the incident(s) as soon as possible to their supervisor so that steps may be taken to protect the employee from further harassment, and so that appropriate investigative and disciplinary measures may be initiated. Where doing so is not practical, the employee should file the complaint with the Human Resources Manager, Human Resources Analyst, or the City Attorney.

1) The supervisor or other person to whom a complaint is given shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s) and the date(s) on which it occurred.

1.2.6 HUMAN RESOURCES. The Human Resources Department will be responsible for investigating any complaint alleging harassment or discrimination.

a. The Human Resources Department shall immediately notify the City Attorney if the complaint contains evidence of criminal activity, such as battery, rape or attempted rape.

b. The investigation shall include a determination as to whether the person is harassing other employees, and whether other City employees participated in or

encouraged the harassment. Human Resources will maintain appropriate records of all investigations.

c. Human Resources shall inform the appropriate parties involved of the outcome of the investigation.

d. There shall be no retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint.

e. The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

f. Complaints of employees accused of harassment may file a grievance/appeal in accordance with City policy/procedures when they disagree with the investigation or disposition of a harassment claim.

1.2.7 RETALIATION.

a. Retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by the City of Green Bay and by federal statutes.

b. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment and discrimination complaints. Retaliation may subject an individual to additional discipline up to and including dismissal.

c. Monitoring to ensure that retaliation does not occur is the responsibility of the supervisors.

1.2.8 DEFINITIONS - HARASSMENT AND DISCRIMINATION IN THE WORKPLACE.

a. ***Verbal Harassment:*** Sexual innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

b. ***Non-Verbal Harassment:*** Sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such sources as a means to express or obtain sexual material, comments etc., printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures. Any material, which inappropriately raises the issues of sex or discrimination. Treating an employee differently than other employees when they have refused an offer of sexual relations.

c. ***Physical Harassment:*** Unsolicited or unwelcome physical contact of a sexual

nature, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.

d. ***Other Forms of Harassment/Discrimination:*** Persistent and unwelcome conduct or actions on the basis of disability, sex, sexual orientation, gender expression, gender identity, gender non-conformity, transgender status, ~~sex~~, arrests or conviction record, marital status, ~~sexual orientation,~~ membership in the military reserve, or use or nonuse of lawful products away from work is prohibited under this policy and s.111.31-111.39, Wisconsin Statutes.

e. ***Harassment/Discrimination on any basis (race, sex, age, disability etc.) exists whenever:*** Submission to harassing conduct is made, either explicit or implicit, a term or condition of an individual's employment; submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual; the conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment. Such conduct is prohibited under this policy and §111.31-111.39, Wisconsin Statutes.

f. ***Unwelcome:*** Sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome. The conduct may be unwelcome even though the victim voluntarily engages in it to avoid adverse treatment.

g. ***Extension of the Workplace***: Includes, but is not limited to retirement parties, golf outings or any other social gatherings.

CITY OF GREEN BAY PERSONNEL POLICY

Policy Title	Policy Reference
Recruitment and Selection	Chapter 6
Policy Source	**Legal Review Date**
Human Resources Department	September 5, 2013
Personnel Committee Approval	**City Council Approval**
September 10, 2013	September 17, 2013

6.1 POLICY. It is the policy of the City of Green Bay to recruit, select, evaluate, promote, compensate, and retain employees on the basis of their ability to perform the duties and responsibilities of the position without regard to political affiliation, race, color, creed, religion, age, sex, sexual orientation, gender expression, gender identity, gender non-conformity, transgender status, ~~handicap~~ disability, national origin, genetic information, ancestry, marital status, military service, arrest or conviction record, or any other basis protected by state or federal law.~~age, race, creed or religion, color, disability, sex, national origin, ancestry or political affiliation~~. The City will provide reasonable accommodation for disabled applicants and employees who are otherwise qualified as long as such accommodation does not create an undue hardship for the City.

It will be the responsibility of the Human Resources Director to administer these policies under the direction of the Personnel Committee. In addition, it is the responsibility of all management staff and governing committees to ensure that recruitment and selection policies are consistently and impartially applied within their respective departments.

6.2 DEFINITIONS.

6.2.1 Transfer: A transfer is regarded as movement from one permanent City position to any other permanent position within the City's table of organization and may result in a higher salary range and increased level of job responsibilities.

6.2.2 Hiring Authority: The department head or designee directly responsible for employing and establishing job duties of the vacant position.

6.2.3 Immediate Family: For purposes of this policy immediate family means spouse, parent, stepparent, child, stepchild, foster child, sibling, guardian, parent-in-law, grandchild, and grandparent or step grandparent.

6.3 RECRUITMENT. The recruitment will be tailored for the position to be filled and directed to sources likely to yield qualified candidates. Applicants will be recruited from as broad a geographic area as necessary to assure well-qualified candidates for the various types of positions in City service with an attempt, within Affirmative Action guidelines, to achieve a diverse and qualified work force. The City encourages the filling of positions with personnel from the present work force.

6.3.1 Notification. Human Resources will be notified immediately when a need to fill a new or existing position exists. Vacancies open to all City employees must be announced through Human Resources to ensure compliance with Labor Agreements, Personnel Policies and the City's Affirmative Action Plan.

6.3.2 Position Needs Analysis. Prior to filling any vacancy, Human Resources will review all functions of the vacant position, and present a recommendation to the Personnel Committee and City Council for action. At the discretion of the Human Resources Director, the recruitment process may begin prior to receiving approval by the Personnel Committee and City Council however; the position may not be filled prior to approval. Seasonal positions authorized through the budget process are exempt from this process.

Changes to the reporting structure for the classifications of Deputy Director, Assistant Director or Department Head must have the approval of the Personnel Committee and City Council.

The Mayor and Personnel Committee Chairman may authorize emergency filling of certain positions.

6.3.3 Job Announcement. A job announcement will include the job title or classification, pay rate or range, summary of duties, qualifications required, where to apply, and application deadline.

a. At the discretion of the Department Head and with Human Resources' authorization, internal movement within the department may occur prior to announcing a vacancy.

b. Where the job announcement is required by a Labor Agreement it will be posted in accordance with such Agreement.

6.2.4 Continuous Recruitment. The Human Resources Director will determine the need for continuous recruitment for positions in which there is a high degree of turnover or for which it is particularly difficult to recruit qualified employees, and will maintain lists of qualified candidates as appropriate.

6.2.5 Application Form. All applications for employment will be made on forms prescribed by Human Resources which are in compliance with State and Federal regulations regarding employment procedures.

6.3 DENIAL OF APPLICATIONS.

6.3.1 The Human Resources Director or designee may deny any applicant further consideration in the selection process if the applicant:

a. Has knowingly falsified the application or practiced deception at any step in the selection process.

b. Has been convicted of a crime which is related to the duties or responsibilities of the position.

c. Is not within legal age limits prescribed for the position or for City employment.

d. Has an unsatisfactory employment record indicating the candidate is not suitable for the position as evidenced by reference checks.

e. Does not meet the minimum requirements established for the position.

f. Is physically or mentally unable to perform the essential function(s) as certified by competent medical authority through a pre-placement exam.

g. Does not reply to mail inquiry within ten 10 calendar days or does not return a telephone inquiry within 2 working days.

h. Fails to accept appointment within 2 working days or to report for duty within the time prescribed in the offer of employment.

i. Does not properly complete the application.

6.4 APPLICANT SCREENING AND RANKING. Human Resources will conduct or authorize all appropriate screening and ranking (testing) procedures based on job analysis and professional personnel management principles to determine the candidates most qualified for the position. Human Resources will confer with the hiring authority before determining the appropriate procedures.

6.4.1 Screening and ranking procedures may include, but are not limited to, the following:

a. Written examination

b. Oral examination

c. Training and experience questionnaire to be rated by the Human Resources Department or an appropriate panel

d. Performance tests (e.g., typing, data entry, etc.)

e. Work simulations

f. Review of applications to determine compliance with minimum qualifications

g. Physical examinations including drug screen

h. Background and reference inquiries

i. Psychological evaluation

Criteria for selection will be based on, but not limited to, relevant work experience, work performance, applicable education and/or training, required skills, knowledge and abilities of the position, and other competencies as deemed appropriate by the hiring authority and Human Resources. When two or more employees are equally qualified with respect to the competencies desired for the position and have demonstrated equal ability and skills through past performance, seniority will prevail.

6.4.2 Confidentiality. All persons participating in the development and maintenance of selection materials will exercise every precaution to insure the highest level of integrity and security. Only the Human Resources Director or designee will handle confidential selection materials.

6.4.3 Notification of Applicants. Each person submitting an application who was not

selected to participate in the selection process will be given proper notice they were not selected for the position by the Human Resources Department.

6.4.4 Notification of Final Interviewed Applicants. Each applicant interviewed and not hired will be given proper notice from the hiring authority or Human Resources.

6.5 HIRING. Applicants selected for and interviewed in accordance with the selection process will, whenever possible, be at least two more than the number of vacancies.

6.5.1 Rank. After review by Human Resources, the applications of the best qualified candidates will be submitted to the hiring authority for consideration.

6.5.2 Appointment. The hiring authority will make the final selection and placement to the position. First consideration will be given to the best qualified candidates to fill the vacancy. If the hiring authority does not select one of the eligible candidates, justification will be given to the Human Resources Director or designee.

The notice of selection is to be made to the Human Resources Director, or designee. The Human Resources Director or designee is also responsible for issuing a written offer of employment outlining the start date, salary, applicable fringe benefits and any other pertinent data. No offer will be made without the approval of the Human Resources Director or designee.

6.6 ELIGIBILITY LISTS.

6.6.1 The City of Green Bay may establish eligibility lists to be used as it deems appropriate in filling future City vacancies. A candidate may be removed from an eligibility list if the candidate:

a. Receives a permanent appointment;

b. Files a written statement indicating unwillingness to accept appointment;

c. Declines 2 offers of employment;

d. Fails to respond to any official inquiry regarding availability;

e. Fails to report for a scheduled interview;

f. Is disqualified for any reason listed in Section 3 of this chapter.

6.7 TEMPORARY HIRING. Temporary appointments of no more than 6 months may be made from applications on hand or temporary employment agencies. However, the Human Resources Director may authorize the appointment of other qualified individuals. The acceptance or refusal by an eligible candidate of a temporary appointment will not affect the candidate's standing for a permanent position if one becomes available. Temporary appointees who become regular City employees may receive service credit from the initial day of employment.

Persons employed by the City under Federal or State manpower programs are considered limited term employees unless specific action is taken to appoint such an employee to a regular position after certification as eligible for such appointment by the Human Resources Director.

6.8 EXPENSES. Certain recruitment efforts may require the City to offer travel expenses to candidates who are being interviewed. When this is necessary, the Human Resources Director may authorize reimbursement for actual expenses incurred when supported by invoice, receipt or other acceptable documentation. The cost for the travel expenses will be the responsibility of the hiring department.

The Human Resources Director is authorized to offer moving expenses to Department Head candidates in an amount up to $10,000. Human Resources will work in conjunction with Purchasing when offering any moving expenses. A report will be provided to the Personnel Committee of any authorized moving expenses. Moving expenses for any other positions or requests in excess of $10,000 will require prior approval of the Personnel Committee and City Council. The City will recover the reimbursed amount from any employee who is terminated or voluntarily resigns during the first 18 months of employment.

6.9 NEPOTISM. No member of the immediate family of an alderperson, citizen member of a committee or commission, elected official, management personnel or other supervisor may be hired or transferred into a department where a potential supervisor-subordinate relationship would exist. A request for exemption from this section requires Personnel Committee approval.

6.10 ADA COMPLIANCE.

6.10.1 The City re-affirms its commitment to comply with the regulations of the U.S. Equal Employment Opportunity Commission implementing Title I of the Americans with Disabilities Act of 1990, codified at 29 C.F.R. Part 1630. Accordingly, the City assures the following:

a. The City will not discriminate on the basis of disability in its hiring or employment practices.

b. The City will not ask a job applicant about the existence, nature or severity of a disability. Applicants may be asked about their ability to perform essential job functions. Medical examination or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position.

c. The City will make reasonable accommodation for the known physical or cognitive limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship for the operation of the City's business. If an applicant or an employee requests a reasonable accommodation and the individual's disability and need for the accommodation are not readily apparent or otherwise known, the City may ask the individual for information necessary to determine if the individual has a disability-related need for the accommodation.

d. The City will maintain employees' medical records separate from personnel files and keep them confidential.

e. The City will make an individualized assessment of whether a qualified

individual with a disability meets selection criteria for employment decisions. To the extent the City's selection criteria have the effect of disqualifying an individual because of disability; those criteria will be job-related and consistent with business necessity.

6.11 TRANSFER. The City encourages and recognizes the value of providing opportunities for transfer from within and to improve the upward mobility potential for qualified City of Green Bay employees. Reasonable efforts will be made to fill vacant positions from within the City. Job announcements will be posted in areas that are accessible to all employees. At the discretion of the City, outside recruiting sources will be used and internal candidates may be considered simultaneously with outside candidates. This policy is intended to provide equal opportunity to all employees and job applicants.

6.11.1 Regular full and part-time employees who are in good standing will be allowed to seek a transfer.

6.11.2 Regular position vacancies will be posted City-wide for a minimum of 5 work days. Eligible employees will be required to submit required application materials to Human Resources by the date noted on the job announcement to be considered for the position. As noted previously, the selection process will be utilized to hire the best qualified individual for the position.

6.11.3 Transferring employees will retain their vacation and sick leave. A probationary employee, who successfully attains a transfer, will serve out the balance of the probationary period upon transfer to the new position.

6.12 TESTING POLICY.

6.12.1 Provisions. Human Resources is responsible for administering all employment testing. If it is determined that an employee is qualified for the position and a test is required, the employee will be tested. If a passing score is not achieved, the candidate will not be given further consideration for the position. Re-testing will be permitted every 90 days for employees with unsuccessful typing or data entry scores. Typing, data entry and other test scores will remain valid for a period of 5 years.

Other examples of tests administered for purposes of transfer may include money counting, calculator skills, oral directions, data entry, basic math or other general job skill testing.

6.12.2 Requirements. Minimum requirements are established by Human Resources according to class specifications. A candidate may be required to demonstrate minimum competency by successfully passing approved tests, background checks and medical exams when required.

CITY OF GREEN BAY PERSONNEL POLICY

Policy Title	Policy Reference
Discipline and Discharge	Chapter 14
Policy Source	**Legal Review Date**
Human Resources Department	August 22, 2011
Personnel Committee Approval	**City Council Approval**
September 13, 2011	September 20, 2011

14.1 DISCIPLINARY ACTION. Whenever employee performance, attitude, work habits, or personal conduct at any time falls below an acceptable level, department heads shall inform employees promptly and give counsel and assistance. A reasonable period of time for improvement shall be allowed before initiating disciplinary action. In some instances, a specific incident may justify severe disciplinary action in and of itself; however, the action to be taken depends on the seriousness of the incident and the whole pattern of the employee's past performance and conduct.

14.2 PROCEDURE. Whenever an alleged infraction of a rule occurs, or when an employee is not adhering to performance standards, an immediate review is necessary to establish the facts of the situation. The answers to the following questions should be systematically documented and recorded prior to disciplining the employee:

1. What rule or standard was violated?
2. Who was involved?
3. When did it occur?
4. Where did it happen?
5. Who were the witnesses?
6. Were there any extenuating circumstances?
7. What has occurred when other employees violated the same rule?

Progressive discipline should then be considered after consultation with the Human Resources Director or designee. These procedures include, but are not limited to:

1. An oral reprimand.
2. A second offense calls for a written reprimand.
3. A third offense would warrant a suspension.
4. A fourth offense would warrant discharge.

In determining the appropriate discipline, mitigating factors must also be considered. Certain cases may require commencement of discipline at the second, third, or even fourth step of the progression.

14.3 REPRIMAND. If a verbal reprimand is given, a written record of this reprimand should be made, clearly stating the reasons for the reprimand, and a copy filed in the employee's permanent file.

In situations where an oral warning has not resulted in expected improvement, or where more severe initial action is warranted, written reprimands shall be sent to the employee, and a copy of the reprimand shall be placed in the employee's official personnel file and filed in the office of the employee's immediate supervisor. If the employee is represented by a local union, a copy shall be forwarded to the union steward.

NOTE: Letters of reprimand should clearly state the rules violated or the deficiency in performance. A brief recounting of the history of this problem should be included. Such letters should indicate what actions the employee must take to correct the problem. Finally, the letter should indicate what type of actions management will take if the problem recurs or is not corrected. The general spirit of the letter and of the discussion with the employee should reflect a corrective approach.

14.4 SUSPENSION. Suspensions may be given for reasons of misconduct, negligence, inefficiency, unauthorized absences, or other justifiable reasons when alternate personnel actions are not appropriate. Such suspension action shall be in writing and shall be served upon the employee only by the department head or the department head's designated representative, with a copy sent to the Human Resources Director to be placed in the employee's personnel file and a copy sent to the union steward if the employee is represented by a local union. Certain offenses, by their nature, may warrant immediate suspension without requiring a reprimand for the first or second offense as outlined in 14.2 of this chapter.

If the problem situation warrants immediate action and the department head is not available for consultation, the supervisor has two alternatives: (1) contact the Human Resources Director or designee, or (2) relieve the employee of their duties and send the employee home. In the latter case, the employee should be specifically directed to return to work the next scheduled day. The employee should be informed they are being sent home with pay while disciplinary action is being considered. This action is an administrative leave pending the investigation and is taken in situations where time is needed to consult the employee's supervisor and the employee's continued presence on the job would be detrimental to the interests of the City.

14.5 DISMISSAL. There are many reasons why disciplinary action must include dismissal as opposed to the procedure outlined in 14.2. After discussing all the issues with the Human Resources Director or designee, the department head may dismiss an employee for just cause. No employee will be dismissed without notifying the Mayor prior to such action.

Reasons for dismissal may include, but shall not be limited to:

14.5.1 Work Performance

a. Insubordination, including disobedience, or failure or refusal to carry out

assignments or instructions.

b. Loafing, loitering, sleeping, or engaging in unauthorized personal business.

c. Unauthorized disclosure of confidential information or records.

d. Falsifying records or giving false information to employees responsible for record keeping.

e. Failure to provide accurate and complete information whenever such information is required by an authorized person.

f. Failure to comply with health, safety and sanitation requirements, rules and regulations.

g. Negligence in performance of assigned duties.

14.5.2 Attendance and Punctuality

a. Constant failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.

b. Unexcused or excessive absenteeism.

c. Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.

d. Failure to notify the supervisor promptly of unanticipated absence or tardiness.

14.5.3 Use of Property

a. Unauthorized or improper use of City property or equipment including vehicles, telephone, or mail service.

b. Unauthorized possession or removal of City or another person's private property.

c. Unauthorized posting or removing of notices or signs from bulletin boards.

d. Unauthorized entry to City property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

14.5.4 Personal Actions and Appearance

a. Threatening, attempting to do, or doing bodily harm to another person.

b. Intimidating, interfering with, or using abusive language toward others.

c. Making false or malicious statements concerning other employees or supervisors.

d. Use of alcoholic beverages or illegal drugs during work hours.

e. Reporting for work under the influence of alcohol or other drugs.

f. Unauthorized solicitation for any purpose.

g. Inappropriate dress or lack of personal hygiene which adversely affects performance or constitutes a health or safety hazard.

h. Unauthorized or improper use of possession of uniforms, identification cards, badges, or permits.

i. Use of official position or authority for personal profit or political advantage.

j. Discrimination because of race, color, creed, religion, national origin, ancestry, marital status, military service, age, sex, sexual orientation, gender expression, gender identity, gender non-conformity, transgender status, ~~sex, sexual preference,~~ or ~~handicap~~ disability.

k. During working hours distribute literature, signs, posters or materials/merchandise of any kind. Consent of the Department Head is required for any exception to this rule.

l. Unauthorized carrying of a weapon in the course of employment or during working hours.

14.6 WORK RULES. Individual departments are expected to promulgate and post additional rules or examples of prohibited conduct which may be unique to their operation.

Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
September 24, 2019	

AGENDA ITEM # D.3.

Consideration with possible action on health insurance plans to be effective January 1, 2020.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE	PREPARED BY
September 24, 2019	

AGENDA ITEM # D.4.

Consideration with possible action policies and procedures of the Inspection Department as it applies to communicating and working with constituents who request their alderman's assistance. Further, to discuss customer service standards and work expectations of inspectors. Investigate the addition of evening and/or weekend inspection hours (recommendation from I&S Committee required).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Ald. Wery's Communication 9.10.19

Kris Teske

From: Chris Wery <chriswery@att.net>
Sent: Monday, September 9, 2019 7:57 PM
To: Kris Teske
Subject: Communication

Hi Kris!

TO: Improvement and Services Committee (1), Personnel Committee (2)
RE: Discuss, with possible action, policies and procedures of the Inspection Department as it applies to communicating and working with constituents who request their alderman's assistance. Further, to discuss customer service standards and work expectations of inspectors. Investigate the addition of evening and/or weekend inspection hours.

Alderman Chris Wery
920-490-9282
chriswery@att.net
Facebook: Alderman Chris Wery, District 8 City of Green Bay

REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
September 24, 2019

Position	Department/Division	Name	Date
New Hire			
Truck Driver	Department of Public Works - Streets	Shannon Schornack	9/3/2019
Civil Engineer I	Department of Public Works - Engineering	Myla Ting Thompson-Eagan	9/9/2019
Reclassification			
HVAC Specialist	Parks, Recreation & Forestry	Jeremy Malvitz	9/1/2019
Promotion			
Operator II Public Works Supervisor	Department of Public Works - Operations	Dustin McMullen	9/3/2019
Grade/Step Change			
Communications Technician	Department of Public Works - Operations	Robert Jones	9/4/2019
Administrative Clerk	Department of Public Works - Operations	Matthew Matuszak	9/4/2019
Engineering Aide I	Department of Public Works - Engineering	Patrick Molski	8/20/2019
Park Facility Supervisor	Parks, Recreation & Forestry	Stefanie Corsten	9/5/2019
HR Generalist	Human Resources	Adam Reidinger	9/4/2019
Firefighter EMT-P	Fire	Gregory Stilp	9/5/2019
Firefighter EMT-P	Fire	Joshua Fink	9/5/2019
Firefighter EMT	Fire	Benjamin Hanson	9/5/2019
Firefighter EMT	Fire	Matthew Agatone	9/5/2019
Design Specialist	Department of Community and Economic Development	Erin Roznik	9/27/2019
Name Change			
Transit Operator	Transit	Judith Linders	9/16/2019
End of Employment			
Firefighter	Fire	Caroline Solomon	8/31/2019
Seasonal Maintenance Employee	Department of Public Works - Streets	Maxwell Minor	8/29/2019
Seasonal Maintenance Employee	Department of Public Works - Buildings & Grounds	Isaac Koehler	8/23/2019
Park Maintenance Worker	Parks, Recreation & Forestry	Peter Ludolph	9/13/2019
Seasonal Engineering Aide	Department of Public Works - Engineering	Kory Smits	8/29/2019
Animal Control Intern	Police	Samuel Engel	8/26/2019
Casual Worker	Department of Community and Economic Development	Michael Scray	9/10/2019
Seasonal Engineering Aide	Department of Public Works - Engineering	Zoe Hamilton	9/13/2019
Longevity			
Regular Crossing Guard	Police	Kathleen Konop	9/12/2019
Regular Crossing Guard	Police	Sandra Mertens	9/12/2019
Regular Crossing Guard	Police	Patricia Petzel	9/12/2019
Regular Crossing Guard	Police	Gregory Rogers	9/12/2019
Regular Crossing Guard	Police	Jill Verheyen	9/12/2019
Engineer EMT-P	Fire	Chad Decker	9/3/2019
Engineer EMT-P	Fire	William Smits	9/3/2019
Engineer EMT	Fire	William Margis	9/3/2019
Engineer EMT	Fire	Nicklaus Craig	9/3/2019