



AGENDA OF THE PERSONNEL COMMITTEE

**TUESDAY, JANUARY 28, 2020, 4:30 PM
CITY HALL, ROOM 207
IMMEDIATELY FOLLOWING FINANCE COMMITTEE**

A. Roll Call.

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

B. Approval of the Agenda.

C. Approval of Minutes.

- I. Approval of the minutes from January 7, 2020.

D. Regular Business.

- I. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Assistant City Engineer - Public Works
 - b. Operator II - Public Works
2. Consideration with possible action on the request to approve the wage agreement between the City of Green Bay and International Brotherhood of Electrical Workers (IBEW) Local 158 with a 2% general salary increase effective with the start of the pay period in which October 1, 2020 occurs.
3. To repeal and remove City of Green Bay Personnel Policy Chapter 26, Bridgetender Benefits.

E. Informational.

- I. Consideration with possible action on the request to fill Patrol Officer vacancies in 2020 that were approved as part of the budget.
2. Recruitment initiated to add a full-time Utility Engineer position approved as part of the 2020 budget.

3. Recruitment initiated to add (2) full-time Sewer Maintenance Worker positions approved as part of the 2020 budget.
4. Report of the summer schedule results.
5. Report of routine personnel actions for regular employees.
6. Next meeting date: February 11, 2020

F. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Personnel Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 28, 2020

PREPARED BY

AGENDA ITEM # D.I.

Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.

- a. Assistant City Engineer - Public Works
- b. Operator II - Public Works

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 01.28.2020
2. Position Request To Fill - ACE - JMueller - 01-22-20
3. Request to Fill - Operator II - J. Hanes 01.17.20

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Sarah Fidler
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: January 28, 2020

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.

- Assistant City Engineer – Replacement position due to the retirement of John Mueller effective February 17, 2020. Salary range: \$77,064 - \$90,646 annually.
- Operator II - Replacement position due to the retirement of Josh Hanes effective January 17, 2020. Salary range: \$22.09 - \$26.00 per hour.

**Position Fill Request
Justification Report
January 28, 2020**

Position Title: **Assistant City Engineer (Special Projects)**

- 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 a result of the retirement of Jon Mueller, effective 02/17/2020.

- 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.**
The position is included in the current budget. The current salary range for the position is \$77,064 - \$90,646 per year. The position is currently funded by the general levy-supported budget.

- 3. Please list the functions and any special information regarding this position.**
This position provides design and construction administration duties for all Public Works construction projects throughout the City of Green Bay. Additionally, this critical management position oversees the Special Projects section of the Department of Public Works Engineering Division. The position is responsible for programming and completing all work for other Departments across the City, including work at Police, Fire, Transit, and Community Development owned properties. This position is responsible for coordinating all outside vendor services for specialty contracts such as parking ramp repair/maintenance, bridge inspection and repair, HVAC maintenance/repair, building structural maintenance, window/building envelope maintenance, and environmental and geotechnical engineering consultants.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**
Although this position does not directly generate revenue, the position oversees contracts for design and construction of City-owned facilities that routinely range in annual aggregate value of more than \$10 million. If the work were not performed using in-house staff, an engineering consultant would have to be employed to complete the work. Using a conservative amount of 15% for engineering services, the financial impact to the City would be in excess of \$1.5 million annually.

- 5. Please explain why current staff is unable to absorb duties of this position.**
Both the historical and current volume of work completed by this position significantly exceed the available number of hours on an annual basis.

- 6. If duties of position are presently being done, how are they done?**
The duties of the position are currently being performed by the incumbent Assistant City Engineer.

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

Services may not be directly eliminated, but the ability to complete work, especially that work performed for other departments, would be negatively impacted more than it currently has been. The Assistant City Engineer (Project Development) and Director of Public Works can no longer assist in completing the work functions of this position.

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

There is no alternative because to effectively manage the Special Projects Section, there needs to be one person managing all of the day-to-day activities in the Section and this cannot be accomplished by outside services.

9. Are there union issues?

No

10. Other supporting comments.

At the beginning of 2013, the Director of Public Works took the opportunity to review the requirements for this position to determine if a reorganization of the Special Projects Section was warranted. The results of this review indicate that the current structure of the Section remains to serve the best interests of the City. With the impending retirement of Mr. Mueller, DPW again revisited the 2013 evaluation to determine if any situations had changed which may alter the findings arrived at in 2013. We have determined that the Assistant City Engineer (Special Projects) position has increased in workload and types of projects being administered. As a result, we find that filling the position in its current configuration is more critical than it was in 2013.

**Position Fill Request
Justification Report
January 21, 2020**

Position Title: Operator 2 – 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 will be vacant as a result of the retirement of Josh Hanes, effective at the end of the work day on Friday, January 17, 2020.

- 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 this position is \$22.09/hour \$26.00/hour (\$45,947/year to \$54,080/year)

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

Operator 2 employees perform a range of duties including, but not limited to operation of the tub grinder, loaders, graders, backhoes, excavators, rollers, and other specialized equipment. They also operate commercial vehicles, and perform general labor related to road and guard rail repair, and other assignments necessary to perform DPW 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 out for those services.

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

Loss of an Operator 2 position represents a reduction in DPW's ability to provide all Street Section services in a timely manner, including snow plowing. Additionally, effective and efficient operation of road graders and loaders is a learned and acquired ability. Not all employees exhibit the necessary abilities to complete this work.

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

Duties are assigned to other Street Section employees as needed, dependent on their skill level. When there is a lack of personnel, assignments are prioritized. Lower priority tasks are postponed or not completed.

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

DPW will continue to perform all of its core services. However, a reduction in staffing will result in a lower level of service to residents and potentially increase the amount of time required to complete the services.

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

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

9. Are there union issues?

No

10. Other supporting comments.

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 28, 2020

PREPARED BY

AGENDA ITEM # D.2.

Consideration with possible action on the request to approve the wage agreement between the City of Green Bay and International Brotherhood of Electrical Workers (IBEW) Local 158 with a 2% general salary increase effective with the start of the pay period in which October 1, 2020 occurs.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2020 IBEW Agreement 12.18.19

Agreement Between

City of Green Bay

And

City of Green Bay

International Brotherhood of Electrical Workers

Local No. 158

(Department of Public Works
Electrical Division)

2020

Agreement Between

City of Green Bay

And

International Brotherhood of Electrical Workers

Local No. 158

2020

AGREEMENT

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

ARTICLE 1 RECOGNITION

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

ARTICLE 2 TERM OF AGREEMENT

This Agreement will become effective as of January 1, 2020 and remain in full force and effect up to and including December 31, 2020.

ARTICLE 3 WAGES AND RATES

Attached hereto and marked Appendix A is the City Pay Plan schedule showing the classifications and the wage rates of the employees covered by this Agreement. The wage rates include a 2% increase effective October 1, 2020. It is mutually agreed that said City Pay Plan Schedule and the contents hereof will constitute part of this Agreement.

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

City of Green Bay

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

Mayor

Business Manager, Local 158

Human Resources Director

City Clerk

APPENDIX A
WAGE RATE
International Brotherhood of Electrical Workers
Local No. 158

CITY PAY PLAN

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

CLASSIFICATIONS IN ACCORDANCE WITH CITY PAY PLAN
October 1, 2020

Pay Grade: J
✦ Electrician Foreperson

Pay Grade: I
✦ Electrician

WAGES IN ACCORDANCE WITH CITY PAY PLAN
October 1, 2020

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range
J	\$29.08	\$29.93	\$30.78	\$31.64	\$32.49	\$33.34	\$34.20	\$34.21 - \$39.33
I	\$26.91	\$27.68	\$28.49	\$29.26	\$30.07	\$30.84	\$31.65	\$31.66 - \$36.39

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

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

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



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 28, 2020

PREPARED BY

AGENDA ITEM # D.3.

To repeal and remove City of Green Bay Personnel Policy Chapter 26, Bridgetender Benefits.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Bridgetender Policy - Repealed
2. Chapter 26 - Bridgetender Benefits

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds, Human Resources Director

Re: Repeal Ch. 26 Bridgetender Benefits

Date: January 28, 2020

Repeal Chapter 26 Bridgetender Benefits

Effective on December 1, 2019 City of Green Bay no longer has responsibility of employing bridge tenders to operate the three lift bridges in downtown Green Bay. Moving forward, Brown County will be responsible for providing bridge tender services through an agreement with the Wisconsin Department of Transportation.

Since the City no longer employs bridge tenders, the Personnel Policy Chapter 26 Bridgetender Benefits is no longer necessary and should be repealed and removed from the City of Green Bay Personnel Policies.



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Bridgetender Benefits	Policy Reference Chapter 26
Policy Source Human Resources Department	Legal Review Date February 28, 2012
Personnel Committee Approval April 24, 2012	City Council Approval May 1, 2012

- 26.1 PURPOSE. The purpose of this policy is to establish work assignments and benefits for Bridgetenders. Bridgetenders will only be eligible for benefits under Chapter 9 of the City's Personnel Policies that are specifically referenced in this Bridgetenders Benefits Policy.
- 26.2 NAVIGATION SEASON. The navigation season will generally be from April 1 to December 1 of each year, more or less, such exact period to be determined by the Public Works Director or designee depending on weather conditions and the ability of ships to arrive and/or depart. Bridgetenders will be on call for off-season work as scheduled by the Public Works Director or designee.
- 26.3 PROBATION PERIOD. New Bridgetenders will serve a 12-month probation period.
- 26.4 WORK SCHEDULES. The work schedules and determination of the number of Bridgetenders necessary will be at the discretion of the Public Works Director or designee.
- 26.5 HOLIDAYS. Bridgetenders will be eligible to receive paid holiday time in accordance with the holiday provisions of Chapter 9, for those holidays that occur during the navigation season. If a holiday falls on a Bridgetender's regularly scheduled work day, they will receive regular pay for the holiday, plus holiday pay. Holiday pay will be appropriately prorated but will not exceed 8 hours.
- 26.6 VACATIONS. Bridgetenders will be eligible to earn vacation according to the following schedule:
- Start through end of 5th year 53 hours
 - 6th through end of 10th year 80 hours
 - 11th through end of 15th year 91 hours
 - 16th through end of 20th year 107 hours
 - 21st year plus 133 hours

Bridgetenders earning more than 133 hours of annual vacation as of March 25, 2011 will be grandfathered and redlined at the appropriate prorated amount of their current vacation accumulation while employed by the City. The allowable amount of vacation carryover is 160 hours.

- 26.6.1 Personal Leave. In addition to vacation, each Bridgetender will be granted 2 days of personal leave per navigation season. Personal leave must be used during the calendar year earned and may not accumulate from year to year.
- 26.7 SICK LEAVE. Bridgetenders will accrue sick leave at the rate of 8-hours per month of service during the navigation season to a maximum of 1152 hours. An employee may use absences necessitated by injury or illness of the employee or an immediate family member.
- 26.7.1 Immediate family will mean spouse, parent, stepparent, child, stepchild, foster child, guardian or sibling who lives at home.
- 26.7.2 Misuse of sick leave may subject the employee to disciplinary action per the City's Personnel Policies. Management may periodically review amounts of use as well as patterns of use and counsel employees on problem areas.
- 26.7.3 Escrow Account. Employees employed prior to March 25, 2011 terminating employment by eligibility and acceptance to the State Retirement system will have accumulated sick leave, up to a maximum of 688 hours, placed in an escrow account and used to pay health insurance premiums. This provision will not apply to those employees employed after March 25, 2011. Employees retiring prior to December 31, 2013 will have sick leave hours placed in their escrow account either in accordance with the provision in effect on March 1, 2011 or in accordance with section 9.7.5.a above, whichever is more beneficial to the employee.
- 26.8 FUNERAL LEAVE. Funeral leave will be granted in accordance with the funeral leave provisions of Chapter 9 of the City's Personnel Policies.
- 26.9 WORK WEEK. The regular work week will typically be 6 consecutive work days followed by 2 days off. There will typically be 3 shifts: 6:00 a.m. to 2:00 p.m.; 2:00 p.m. to 10:00 p.m.; and 10:00 p.m. to 6:00 a.m. These schedules may be modified at the discretion of the Public Works Director or designee.
- 26.10 OVERTIME. In accordance with the Fair Labor Standards Act (FLSA) 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. Overtime hours must be pre-approved by the Supervisor. Approved paid time off will not count as hours worked for the purposes of determining eligibility for 1½ times pay. Anytime overtime is available on a specific bridge, overtime will be offered by seniority to Bridgetenders on that bridge before going to master seniority.
- 26.11 MINIMUM PAY. An employee will be eligible for 2-hours minimum pay when called in and reporting to work.
- 26.12 ASSIGNMENTS. The Public Works Director or designee will make assignments to specific jobs within the work group. When a vacancy occurs on a bridge, the Employer will give consideration to seniority when making job assignments.
- 26.13 SENIORITY. Seniority for purposes of the Bridgetender group will commence upon an employee's most recent date of hire as a Bridgetender.

- 26.14 DISCIPLINE AND DISCHARGE. Discipline and discharge will be in accordance with the appropriate provisions of the City's Personnel Policies.
- 26.15 GRIEVANCE. Employees may file a grievance in accordance with Chapter 12 of the City's Personnel Policies.
- 26.16 HEALTH, DENTAL AND LIFE INSURANCE. Bridgetenders will be provided health, dental and life insurance in accordance with applicable provisions of Chapter 9 of the City's Personnel Policies.
- 26.16.1 In order to cover premiums during the off-season, the City will allow each Bridgetender to have withholdings for health, dental and life insurance premiums taken out of each paycheck during the bridge tending season to cover most, if not all, of the premiums during the off season.
- 26.16.2 The City will calculate the projected cost of the premiums during the off season and divide the deduction equally among the remaining pay periods in the calendar year and place the money into a premium withholding account. In December the City will use this account to pay off insurance premiums. If there is not enough money in the employee's account to pay all of the premiums, the City will make the appropriate deductions from the employee's last calendar year paycheck. If there is excess money in the account the City will reimburse this money to the employee following the last paycheck in the calendar year.
- 26.16.3 Typically, the City becomes aware of premium increases for the next calendar year in September or October. Should there be an increase in premiums, the City will recalculate the amount due during the off season and change the employee's deduction accordingly.
- 26.17 WISCONSIN RETIREMENT SYSTEM (WRS). WRS contributions will be in accordance with applicable provisions of Chapter 9 of the City's Personnel Policies.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 28, 2020

PREPARED BY

AGENDA ITEM # E.I.

Consideration with possible action on the request to fill Patrol Officer vacancies in 2020 that were approved as part of the budget.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2020 Police Vacancies

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Jennifer Smits, PHR, SHRM-CP
Human Resources Generalist

Re: Request to fill Patrol Officer vacancies in 2020 that were approved as part of the budget.

Date: January 28, 2020

The Police Department is requesting authorization to fill Patrol Officer vacancies in 2020 that were approved as part of the budget.

This request is being made to maintain consistent staffing levels and to limit overtime. When vacancies occur in Patrol Officer positions, other Patrol Officers are required to staff these vacancies on overtime until the vacancy is filled. Granting approval to fill these vacancies at this time will allow the Human Resources Department to expedite the process as vacancies occur, so that overtime, as a result of vacancies, can be kept to a minimum.

c: Police Chief Andrew Smith

MEMORANDUM



Human Resources Department

To: Joseph Faulds, Human Resources Director
Personnel Committee

From: Jennifer Smits, PHR, SHRM-CP
Human Resources Generalist

Re: Informational Item – Civil Engineer (Utility Development Section)

Date: January 28, 2020

During the 2020 budget process, the City Council approved adding a second full-time Civil Engineer position to the Utility Development Section of the Department of Public Works. This position was added to the table of organization in order to address flooding and to assist with the development and implementation of the City's sanitary sewer inflow and infiltration program. This position will also perform work in the design and construction of various public works projects.

The Human Resources Department has initiated recruitment efforts to fill this position. Civil Engineer I positions are classified at Pay Grade H (\$50,440-\$59,321) of the City Pay Plan. The projected annual fiscal impact is \$83,062; however, this position will be fully funded by the Sanitary Sewer Utility and the Storm Water Utility. Below is a detailed breakdown of the annual fiscal impact.

Category	Civil Engineer I (Grade H, Step 4)
Salary	\$54,870
FICA	\$4,198
WRS	\$3,704
Worker's Comp	\$115
Health Insurance	\$18,527
Dental Insurance	\$1,555
Life Insurance	\$93
TOTAL COMPENSATION	\$83,062

c: Steve Grenier, Public Works Director
Matt Heckenlaible, Utility Manager

MEMORANDUM



Human Resources Department

To: Joseph Faulds, Human Resources Director
Personnel Committee

From: Adam Reidinger
Human Resources Generalist

Re: Informational Item – Sewer Maintenance Workers

Date: January 23, 2020

During the 2020 budget process, the City Council approved adding two full-time Sewer Maintenance Workers to the Department of Public Works table of organization.

Sewer Maintenance Workers are classified at Pay Grade G (\$22.09/hour-\$26.00/hour) of the City Pay Plan and are responsible for general maintenance of all parts of the sanitary and storm sewer system. This involves jetting, rodding, bucketing and flushing, flatwork and mechanic techniques.

The Human Resources Department has initiated recruitment efforts to fill these positions. Budget authorizations allow for these positions to be filled effective January 1, 2020. The projected annual fiscal impact for two positions is \$154,894. Below is a detailed breakdown of the annual fiscal impact per position.

Category	Sewer Maintenance Worker (Step 4 - \$24.05/hour)
Salary	\$50,024
FICA	\$3,827
WRS	\$3,377
Worker's Comp	\$105
Health Insurance	\$18,473
Dental Insurance	\$1,555
Life Insurance	\$86
TOTAL COMPENSATION	\$77,447

c: Steve Grenier
Matt Heckenlaible
Dave Wiesman



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

January 28, 2020

PREPARED BY

AGENDA ITEM # E.4.

Report of the summer schedule results.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Memo - Summer Schedule Survey Results

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds, Human Resources Director

Re: Summer Schedule Survey Results

Date: January 28, 2020

Summer Schedule Survey Results

Last year the City adopted a summer schedule that changed the hours of operation for City Hall to be open from 7:30am-5:00pm Monday through Thursday and then 7:30am-11:30am Friday. This schedule was in effect from Memorial Day through Labor Day.

Human Resources sent a survey out to the employee groups that participated in the summer hours program, which included City Hall employees, Forestry, and DPW Sewer employees to gather employees' responses to the implementation of summer hours.

There were a total of 233 employees invited to take the survey and 164 total responses.

The percentage of responses by location:

City Hall	70.70%
Municipal Court	1.80%
Park, Rec, Forestry Shop	5.48%
Forestry	5.48%
DPW Sewers	7.92%
Didn't Answer	8.62%

Percentage that participated in Summer Hours

Yes	90.85%
No	9.15%

Should the City continue summer hours?

Strongly Agree:	71.51%
Agree	12.90%
Neutral	7.74%
Disagree	3.87%
Strongly Disagree	2.58%

There were mostly positive comments about summer hours in boosting morale and productivity. One response was, "It is a fabulous benefit and builds morale and lowers stress, which I feel actually increased our productivity. It worked so well for us I think it should be considered as a yearlong benefit. Even in the off months if we could rotate and have minimal staff coverage that

would be a nice benefit.”

Additional comments were about the challenges of applying summer hours fairly across office staff and field/laborer staff. This challenge is anticipated as the City Hall summer schedule does not apply to field employees, but the City supervisors and employees will continue to work together to determine a schedule that provides flexibility while maintaining or increasing productivity. As you can see in Forestry and DPW Sewers, the supervisors worked with employees to set up an alternative schedule (different than the City Hall schedule) to provide more flexibility and meet the needs of the division. For other divisions—such as Bay Beach—there cannot be a summer schedule as it is an operation open to the public seven days a week.

Another comment was in regards to childcare needs. Some responses felt that there should be flexibility with the hours throughout the week to help with childcare pick-up and drop-off.

Overall, the responses were favorable towards continuing the summer schedule. There are anticipated challenges (flexibility for field positions and daycare needs) that we will continue to work with supervisors and employees to help alleviate those concerns.

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
January 28, 2020**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Transit Operator	Transit	Raymond Brock	1/13/2020
Temp Tax Help	Administrative Services	Connie Brownell	12/9/2019
Temp Tax Help	Administrative Services	Mary Sue Banks	12/9/2019
Temp Tax Help	Administrative Services	Karen Schley	12/9/2019
Temp Tax Help	Administrative Services	Lauren Destiche	12/30/2019
Truck Driver - Streets	Department of Public Works	Jeremy DesJariais	1/13/2020
Community Service Officer	Police	Tessa Dimity	1/17/2020
Electrician	Department of Public Works	Brandon Kamm	1/27/2020
Community Service Officer	Police	Michael Barribeau	1/23/2020
Maintenance Technician	Transit	Jeremy Myers	1/27/2020
<u>Rehire</u>			
Seasonal Engineering Aide	Department of Public Works	Kory Smits	1/6/2020
Seasonal Maintenance	Department of Community & Economic Development	Isabella Kelley	1/7/2020
<u>Transfer</u>			
Specialist I	Police	Luke Lansbach	1/5/2020
Custodian I	Transit	Emmett Parks	1/27/2020
Truck Driver - Sanitation	Department of Public Works	Keith Waldo	1/20/2020
<u>Reclassification</u>			
Property Manager	Department of Community and Economic Development	Jayne Valentine	1/1/2020
<u>Promotion</u>			
Lieutenant EMT	Fire	William Altschwager	12/22/2019
Captain			
Engineer EMT-P	Fire	Steven Zich	12/22/2019
Lieutenant			
Firefighter EMT-P	Fire	Richard Longcore	12/22/2019
Engineer			
Parking Enforcement Officer	DPW	Joseph Hoppe	1/20/2020
Parking Building Technician			
Specialist I	Police	Shelley Kastern	11/23/2019
Specialist II			
Firefighter	Fire	Shauna Walesh	1/1/2020
Lieutenant			
Lieutenant	Fire	Shannon Mobley	1/1/2020
Captain			
Firefighter EMT	Fire	Timothy Everson	1/1/2020
Engineer			
Engineer EMT	Fire	Andrew Pelegrin	1/1/2020
Lieutenant			
Electrician	DPW	Jerry Bruley	1/20/2020
Electrician Foreperson			
Specialist I	Police	Barbara Gerarden	1/3/2020
Specialist II			
Specialist I	Police	Scott Salzman	1/3/2020
Specialist II			
Patrol Officer	Police	Ricardo Escalante-Silva	1/6/2020
Advanced Patrol Officer			
Patrol Officer	Police	Kyle Schroeder	1/6/2020
Advanced Patrol Officer			
Advanced Patrol Officer	Police	Brian Krueger	1/18/2020
Specialist I			
Advanced Patrol Officer	Police	Mallory Meves	1/18/2020

Specialist I Laborer - Street Operator II	Department of Public Works	Andrew Schoenwalder	1/6/2020
<u>Grade/Step Change</u>			
Administrative Clerk	Community and Economic Development	Santina Johnson	1/2/2020
Mechanic	Parks, Recreation & Forestry	Joshua VanLaanen	1/7/2020
Park Supervisor	Parks, Recreation & Forestry	Gregory Barta	1/13/2020
Superintendent	Department of Public Works - Operations	Joshua Brassfield	1/8/2020
Patrol Officer	Police	Ashley Mills	1/7/2020
Patrol Officer	Police	Mackenzie Burdgick	1/7/2020
Patrol Officer	Police	Nathan Hennig	1/7/2020
Patrol Officer	Police	Michael Stuedemann	1/22/2020
Patrol Officer	Police	Kyle Harnish	1/22/2020
Patrol Officer	Police	Jade Schneider	12/28/2019
Administrative Clerk II	Municipal Court	Jessica Pierner	1/9/2020
Operations Supervisor	Transit	Patrick Schmidt	1/22/2020
Time Clerk	Department of Public Works	Cynthia Tappy	1/22/2020
Operator I	Department of Public Works	Brian VanHorn	1/29/2020
Assistant City Attorney	Law	Rachel Maes	2/19/2020
<u>Name Change</u>			
Parking Building Technician	Department of Public Works - Parking	Alycia Verboncouer	1/7/2020
<u>End of Employment</u>			
Seasonal Engineering Aide	Department of Public Works - Engineering	Dylan Ferron	1/8/2020
Parking Enforcement Officer	Department of Public Works - Parking	Linda Mischo	1/17/2020
Electrician Foreperson	Department of Public Works	Roy Campbell	1/16/2020
Operator II	Department of Public Works - Operations	Josh Hanes	1/17/2020