



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, FEBRUARY 25, 2020, 4:30 PM

AMENDED

CITY HALL, ROOM 207

A. ROLL CALL.

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

Present: Bill Galvin, Veronica Corpus-Dax, Kathy Lefebvre, Excused: Barbara Dorff

Others present: Park Director Dan Ditscheit, Police Chief Andrew Smith, Finance Director Diana Ellenbecker, City Attorney Vanessa Chavez, Assistant Fire Chief Rob Goplin, Assistant Fire Chief Ryan Gibbons, Assistant Finance Director Pam Manley, Purchasing Manager Calvin Winters, Human Resources Director Joe Faulds, Human Resources Operations Manager Melanie Falk and others.

B. APPROVAL OF THE AGENDA.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Kathy Lefebvre to approve the agenda. Motion carried.

Yes- Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the minutes from January 28, 2020.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Kathy Lefebvre to approve. Motion carried.

Yes- Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

D. REGULAR BUSINESS.

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

- a. Engineering Technician - Public Works
- b. Truck Driver (Sanitation) - Public Works
- c. Park Maintenance Worker - Parks, Recreation & Forestry
- d. Park Superintendent - Parks, Recreation & Forestry

Moved by Ald. Kathy Lefebvre, seconded by Ald. Veronica Corpus-Dax to approve. Motion carried.
Yes- Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

2. Consideration with possible action to amend City of Green Bay Chapter 22 Dress Policy to create a Dress for Your Day Policy.

Ald. Veronica Corpus-Dax commented that she would like the word "avoid" to be changed, as it applies to the list of attire that is not appropriate.

Moved by Ald. Veronica Corpus-Dax, seconded by Ald. Kathy Lefebvre to approve as amended.
Motion carried.

Yes- Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

E. INFORMATIONAL.

1. Report of routine personnel actions for regular employees.

2. Next meeting date: March 10, 2020

F. ADJOURNMENT.

Moved by Ald. Kathy Lefebvre, seconded by Ald. Veronica Corpus-Dax to adjourn. Motion carried.
Yes- Bill Galvin, Kathy Lefebvre, Veronica Corpus-Dax, No- None, Abstain- None

VERBATIM MINUTES

- All right, we're going to start the Personnel Committee meeting. Alder Dorff will not be here tonight, she is ill. And we'll start out with the roll call. Alder Galvin is present.
- Alder Corpus-Dax, present.
- Alder Kathy Lefebvre, present.
- I'll entertain a motion on the agenda.
- Motion to approve.
- Second.
- All in favor.
- [All] I.
- That passes unanimously. And I'll entertain a motion on the minutes.
- Motion to approve.
- Second.
- All in favor.
- [All] I.
- That also passes unanimously. On to regular business. You okay, Mel?
- Yep.
- Okay Number one, consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers. A is engineering technician for Public Works, B is a truck driver, sanitation, for Public Works, C is part maintenance worker for Parks, Recreation & Forestry, and D is a park superintendent for Parks, Recreation & Forestry, Staff.
- So you have the Request to Fill in your packet. If you have any questions about the positions, I can go ahead and answer them.
- I have no questions. Anyone else have any questions? I'll entertain a motion.
- I'll make a motion to approve the transfer, for the following positions.
- Okay.

- Second.
- All those in favor.
- [All] I.
- That passes. Number two, consideration with possible action to amend City of Green Bay Chapter 22 Dress Policy to create a Dress for Your Day Policy, Staff.
- Yeah, so exciting stuff.
- Dress for Your Day.
- Your day, yeah.
- Okay.
- So we've talked a lot about improving the work place experience for employees, like last year we talked a lot about summer hours and flexible scheduling, and I think this is an extension of that, where we're allowing our employees to be flexible and choose their work attire for the day. So but Dress for Your Day is essentially that, you're dressing for your day. Where if you have scheduled meetings with external customers or vendors, you might want to wear more professional clothing, whereas you have a day with less interaction you might have more casual clothing. So this is, this policy is put in place for the Water Utility at Green Bay, Green Bay Metro, and also the City of Appleton, and I do think it seemed empirically that's proposing this as well, so they've had all positive feedback. And then the policy's intended for employees at City Hall and in city office settings, and then not for employees that have a uniform, or are out in the field. So what I included in this packet was the guidelines for Dress for Your Day, and then also our current dress code policy. So if this was passed, it would be effective March 16th of this year, and this would give us time to educate employees and answering questions from employees and the supervisors, and I guess give them some time to shop for maybe more casual clothes if they want to do that.
- I ran it a little more, it sounds very.
- Yes.
- If this does pass, could we review this, say in six months? I'd be interested in seeing, you know, what the reaction has been and then also, I mean, from the public, if there's any comments from the public but also the interaction with the employees, and supervisors, and such.
- Definitely, yeah, and I think with all of our policies we want to continue to do that and look at them throughout the year
- See if it needs tweeking so stops is this beard thing part of that trust for your main thing with the police department
- no I think it's a line with over trying to do that plays yeah a little more flexibility

- all right very good

- I don't find anything bad about it I think it sounds very professional and I think most businesses probably have the same type of employees too

- about this I think it's a good, a good change the only thing I'd like to see is where it says please avoid Thanks I just not allowed likely not allowed or okay not permit a addresses like a void at the void to me mean kind of says don't can't happen because they sure it right

- yeah I would entertain a motion with altar of corpus taxes amendment

- So move it

- second all in favor

- I

- I

- that passes unanimously

- so we'll make that change then and you'll see it for the kind of console back up a minute

- all right under informational report of routine personal actions for regular employees does anybody on the committee have any questions yeah our next meeting date is March 10th 2020 motion to anchor that all in favor passes unanimously this meeting is concluded

CITY OF GREEN BAY

DRESS FOR YOUR DAY GUIDELINES

Dress for Your Day provides employees with the flexibility to choose appropriate and professional work attire based upon their workday and anticipated meetings with customers. Employees will use good judgment when deciding what to wear to work using basic guidelines. These guidelines are intended for non-uniformed office workers at City Hall and other City office settings. These dress standards do not apply to those employees working in the field, performing manual work and those employees in DPW and Park Maintenance. Attire for these employees shall be as determined by the Department Head.

Dress for Your Day work attire is intended to be relaxed when employees have a workday that does not include meetings with external customers, clients, vendors, or the like. The expectation is that employees will wear professional clothing appropriate for the nature of our business and the type of work performed. We all share in the responsibility to portray a positive image for the City, and managers are responsible for fairly and consistently administering these guidelines as described below.

Guidelines for appropriate attire:

Traditional business attire - Dress or a suit; dress slacks, khakis, nice jeans; blazer, button down, blouse or polo shirt; sweaters

If you are required to wear an ID badge at your location, you must continue to wear the badge during your work hours for security reasons.

Green Bay Packers apparel (i.e. casual shirts, sweaters, jerseys, t-shirts, sweatshirts and turtlenecks) allowed on the day of, or the Friday prior to a Packers game.

Because we take a lot of pride in representing the City and our citizens, please ~~avoid~~do not wear:

Sweatshirts or sweatpants

Tank tops (worn alone), crop/halter tops

Shorts

Exercise wear

Revealing clothing (too low-cut shirt)

Clothes with holes, frays or stains

Leggings with short tops or wild patterns

Rubber soled flip-flops

If in doubt whether something is appropriate, err on the side of caution and check with your supervisor.

Employee Request for Review. An employee who believes she/he have been treated unfairly or inappropriately under these guidelines, may ask that the matter be reviewed by Human Resources. Human Resources will work with the employee and the Department to review the matter in a timely manner.

Exceptions to this policy may be made on a case-by-case basis for religious reasons, medical conditions and other applicable circumstances. Requests of this nature must be submitted for review by the Department Head and the Human Resources Department.

The City reserves the right to rescind and/or amend these guidelines at any time.
