



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, APRIL 7, 2020, 4:30 PM

IMMEDIATELY FOLLOWING FINANCE

Special Telephonic Meeting of the Personnel Committee

To listen to the meeting go

to: <https://www.youtube.com/CityOfGreenBay>

A. Zoom Meeting Call Numbers

- I. The attached documents contains telephone numbers and instructions for calling into this Zoom Meeting.

B. Roll Call.

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

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the minutes from March 23, 2020.

E. Regular Business.

- I. Consideration with possible action to amend Chapter 23 FMLA, Section 2 to allow supplementing FFCRA leave time with accrued paid leave.
2. Consideration with possible action to amend the City's Emergency Preparedness Plan for COVID-19.

F. Informational.

- I. Report of routine personnel actions for regular employees.
2. Next meeting date: April 28, 2020

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.

City of Green Bay
Zoom Personnel Committee
4/7/2020

Join Zoom Meeting

<https://zoom.us/j/924837136?pwd=dHEwN1hpVGfkRDZkSFQzMGYrN2hwdz09>

Meeting ID: 924 837 136

Password: 425049

One tap mobile

+13126266799,,924837136# US (Chicago)

+19292056099,,924837136# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 924 837 136

Find your local number: <https://zoom.us/u/ar8eimGum>

Zoom Meeting Instructions

For Committee members and persons who have agenda items

1. You will receive a zoom meeting invitation from the host. It will be scheduled the same time as your meeting time.
2. You can receive the invitation in an email or in a calendar invite.
3. Here is what a zoom meeting invitation will look like:

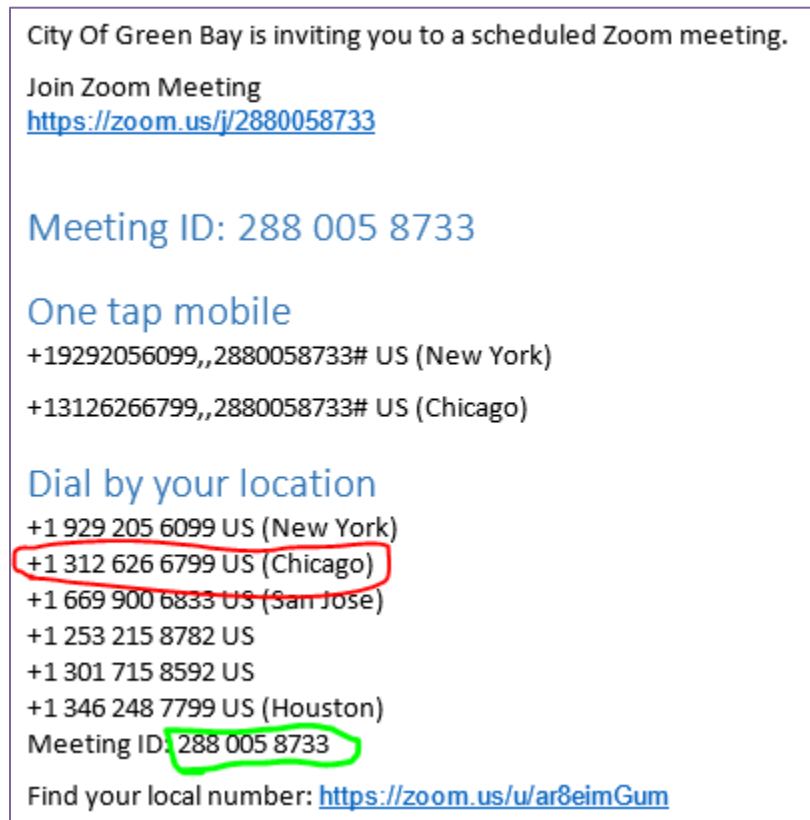
Celestine Jeffreys is inviting you to a scheduled Zoom meeting.	The person who has invited you and is the host is named here.
Topic: Parks Committee 3/25/20	Host can choose a topic and description
Time: Mar 25, 2020 05:00 PM Central Time (US and Canada)	Host chooses the time and time zone. The host may allow you to join before the time. City meetings are recommended to let members join ahead of time.
Join Zoom Meeting https://zoom.us/j/810766649	This is what you'll use if you join via computer. City meetings are recommended to allow both phone and computer.
Meeting ID: 810 766 649	This is the ID that you will input after you dial the telephone number
One tap mobile +19292056099,,810766649# US (New York) +13126266799,,810766649# US (Chicago)	If you're using a mobile telephone number, use can simply click on these numbers and they will appear on your smart phone. The pink is the telephone number and the green is the meeting id.
Dial by your location +1 929 205 6099 US (New York) +1 312 626 6799 US (Chicago) +1 669 900 6833 US (San Jose) +1 253 215 8782 US +1 301 715 8592 US +1 346 248 7799 US (Houston)	Use these numbers for all types of phones. The trick here is to dial the first number, and if that doesn't work, go down the list until you find a number that works. Usually the first or second number will work.
Meeting ID: 810 766 649	Repeating the meeting id.
Find your local number: https://zoom.us/u/adbdyTaAgU	If these above numbers don't work, click this link to find other, local numbers.

4. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
5. Once you are in the meeting please mute yourselves. City recommended practice is to:
 - a. Allow a waiting room—this means the host will admit you to the meeting
 - b. Mute upon entry—this means that your phone or computer will be muted when you are allowed into the meeting. You can still hear the meeting's proceedings.
6. Waiting room
 - a. Committee members will remain in the meeting until it's concluded
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting). There is a process the committee will undertake called "opening the floor." Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay
 - c. The host of the meeting may ask you to identify yourselves, if you're calling in with a phone.

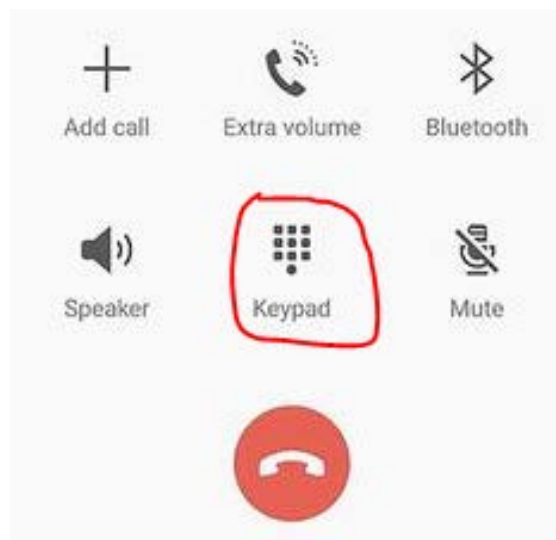
7. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
8. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You'll receive another email confirming that you're registered for the meeting.
 - b. If you're using a phone, your registration will still be tied to an email.
9. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can "raise your hand" in the zoom meeting (you'd need to use a computer or tablet) to let the host know you'd like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can "raise your hand" but you'd need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has "opened the floor for interested parties to speak." Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again. Once muted, you can still hear the meeting.
10. Staffing
 - a. During a committee meeting, there will be at least one staff member in one of the recording rooms (council chamber, 207, 310, 604).
 - b. The staff members will be the hosts of the meeting and will manage callers with muting and admitting.
11. What devices should I use?
 - a. Smart phone (please see more detailed instructions on pages 3 and 4 for telephones)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You'll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
12. Zoom etiquette
 - a. Muting yourselves when you're not talking will prevent your background noise from interfering with others' ability to listen to and participate in the meeting.
 - b. If you're using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number.
13. Closed session
 - a. During this time when we are using virtual meetings, we may use YouTube (www.youtube.com/CityOfGreenBay) for the public. We can't turn-off the YouTube recording, so all closed session items will be discussed in an adjoining room, where there is no video equipment.
 - b. Persons listening in will hear the committee take a vote to go into closed session and will then hear no voices until the committee returns.

Please allow yourself ample time to get set up before your meeting starts!
If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.

1. Review the calendar invite you received from the meeting host. DO NOT use the phone numbers listed in this image below – this is only an example!

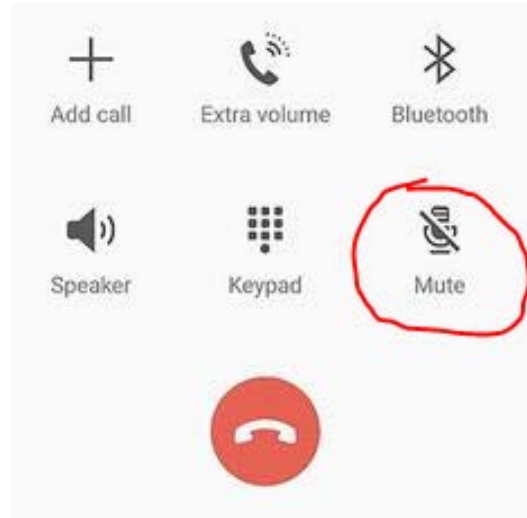
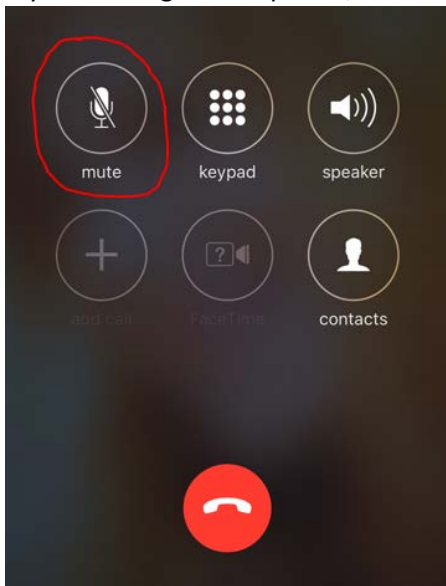


2. Use your phone to dial the phone number listed in Chicago location (red circle in example image above)
3. When prompted, enter the Meeting ID number (green circle in example image above) followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



4. Once you are in the meeting, notify the meeting host that you are in and state your name.
5. If you do not need to talk, please make sure your phone is on **Mute**

- a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 7, 2020

PREPARED BY

AGENDA ITEM # E.I

Consideration with possible action to amend Chapter 23 FMLA, Section 2 to allow supplementing FFCRA leave time with accrued paid leave.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Amended Chapter 23 FMLA For Supplementing Leave - FFCRA 4-07-20



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Families First Coronavirus Response Act	Policy Reference Chapter 23, Section 2
Policy Source Human Resources Department	Legal Review Date March 30, 2020
Personnel Committee Approval April 1, 2020	City Council Approval April 1, 2020

23.2.1 PURPOSE. The purpose of this policy is to provide an overview of the Emergency Paid Sick Leave Act (EPSLA) and Emergency Family and Medical Leave Expansion Act (EFMLEA) for employees while the employee or his/her family members are impacted by COVID-19. The EPSLA and EFMLEA are both within the scope of what is known as the Families First Coronavirus Response Act (the “Act”). The Act and this policy will both take effect on April 1, 2020, with a sunset date of December 31, 2020.

23.2.2 The Emergency Paid Sick Leave Act (EPSLA). Provides a limited term emergency paid sick leave benefit outside of the FMLA or EFMLEA. This Emergency Paid Sick Leave is in addition to the employee’s current sick leave accrual.

a. Employee eligibility. All employees actively employed by the City. Pursuant to the Act, the City may exclude Emergency First Responders from this benefit. Emergency first responders will be excluded from this benefit, but allowed to receive City benefits as outlined in 23.2.4.

b. Qualifications. The employee must be unable to work or telecommute because:

- 1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- 3) The employee is experiencing symptoms of the COVID-19 virus and is seeking medical diagnosis from an appropriate health care provider;

- 4) The employee is caring for an individual who is subject to an order as described in subparagraph 1) or has been advised as described in subparagraph 2).
- 5) The employee is caring for a son or daughter of such employee because the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
- 6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Service in consultation with the Secretary of the Treasury and the Secretary of Labor.

c. Pay During Leave. The amount of Emergency Paid Sick Leave available to employees is limited as follows:

- 1) Full-time employees will be eligible for 80 hours of Emergency Paid Sick Leave.
- 2) Regular, Part-time employees will be pro-rated based upon their regular hours of work.
- 3) Employees who work a variable work schedule, the average bi-weekly hours of work over the preceding six month period will be utilized.

The actual pay to which an employee will be entitled will depend on the reason for the absence.

1. If absent due to reasons identified in subparagraphs 1), 2), or 3) under Section 23.2.2.b. Qualifications. , the employee will be entitled to:
 - a. 100% of his/her regular hourly rate of pay (as long as in excess of minimum wage) for the hours of work missed, and
 - b. Subject to the cap of \$511 per day, to a maximum aggregate payment of \$5,110.
2. If absent due to reasons identified in subparagraphs 4), 5), or 6) under Section 23.2.2.b. Qualifications. , the employee will be entitled to:
 - a. 2/3 of the employee's regular rate of pay or minimum wage, whichever is greater, and

- b. Subject to the cap of \$200 per day, \$2,000 in the aggregate.
- d. Supplementing Emergency Paid Sick Leave. Employees may be eligible to supplement Emergency Paid Sick Leave to receive their full weekly pay by using their own sick, vacation, personal, or comp time if available. The use of an employee's sick, vacation, personal, or comp time will not be considered actual hours worked for the purposes of determining eligibility for overtime.
- e. Benefits During Leave. Benefits for an employee on Emergency Paid Sick Leave will continue as if the employee is actively working.
- f. Procedures for Requesting Leave and Certification. The Emergency Paid Sick Leave Act requires that the employee give notice to the employer of the desire to use the available Emergency Paid Sick Leave. Notice must be given to the employer no later than the first workday (or portion of such workday) that the employee receives Emergency Paid Sick Leave.

Please refer to the procedures as set forth in Section 23.2.3.f. Procedure for Requesting Leave and Certification.

- f. Return to Work. Employees will not be required to provide a return-to-work notice unless specifically requested by the Human Resources Department. Employees who experience COVID-19 virus symptoms should be symptom free for 72-hours prior to returning to work and may be asked to not return until seven (7) days have passed since the first symptoms occurred.
- g. Enforcement. Nothing in this provision shall be construed in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing City policy. An employee is encouraged to consult with the Human Resources Department regarding any questions or concerns.

An employee may not carry over any unused Emergency Paid Sick Leave. Further, upon an employee's separation from employment, any unused Emergency Paid Sick Leave is forfeited. Emergency Paid Sick Leave expires December 31, 2020.

23.2.3 Emergency Family and Medical Leave Expansion Act (EFMLEA)

- a. Employee eligibility. Employed by the City for at least 30 calendar days prior to taking leave. Pursuant to the Act, the City may exclude Emergency First Responders from this benefit. Emergency first responders will be excluded from this benefit, but allowed to receive City benefits as outlined in 23.2.4.
- b. Qualifications. Employee is unable to work or telecommute in order to care for a

son or daughter of such employee because the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable due to COVID -19 precautions.

- c. Pay During Leave. The EFMLEA provides for time away from work for up to 12 weeks. The first ten (10) work days of EFMLEA leave is unpaid, unless the employee has available accrued vacation, personal or sick leave (including sick leave under EPSLA under Section 23.2.2) which can be substituted for the otherwise unpaid time. The employee will not be required to substitute pay for the first 10 days of unpaid leave. After the 10th unpaid work day, the employee will be eligible for pay from the City equal to 2/3 of the employee's regular rate of pay for the remainder of the available FMLA leave associated with the qualifying COVID-19 reason, not to exceed a daily cap of \$200 or aggregate cap of \$12,000, per person.

For full time employees, the paid leave opportunity will be based on the regular rate of pay of the employee for the hours the employee would normally work. Part-time employees pay eligibility will be based on their regular hours worked per week – or if variable – the average hours worked in the preceding six months.

An employee may be eligible for regular FMLA leave if they have a COVID-19 diagnosis and they meet the normal requirements of the FMLA. An employee who is not ill but merely quarantined because of coming into contact with COVID-19 would not be eligible for EFMLEA or regular FMLA.

Employer Paid FMLA leave is allowed **only** for the reason of closure of the child's school or childcare and need to provide child care due to the public health emergency and not allowed for other FMLA reasons.

It is important to note that while an employee is entitled to 12 weeks of leave under the EFMLEA, the length of the leave is reduced by any FMLA Leave previously taken by the employee – this is not a separate 12 week entitlement. In other words, the Emergency Leave for childcare purposes is automatically reduced by the amount of leave an employee has already taken in the current administrative year, without regard to the reason for the previous leave.

- d. Supplementing EFMLEA Leave. Employees may be eligible to supplement EFMLEA Leave to receive their full weekly pay by using their own sick, vacation, personal, or comp time if available. The supplemental use of an employee's sick, vacation, personal, or comp time will not be considered actual hours worked for the purposes of determining eligibility for overtime.

- e. Benefits During Leave. Benefits for an employee using EFMLEA leave will be applied in the same manner as benefits under Federal and State Family and Medical Leave.
- f. Employee Status after Leave. The FMLA's job protected leave requirements and anti-retaliation provisions apply to EFMLEA scenarios.
- g. Procedure for Requesting Leave and Certification. Employees shall complete a FFCRA Personnel Leave Request Form. Forms can be requested by calling Human Resources at 920-448-3013, emailing humanresources@greenbaywi.gov, or printing the form from the City website. In compliance with the recommended social distancing, please do not physically go to the Human Resources Department.

The City will require additional documentation in support of your EFMLEA leave by asking for a notice of closure or unavailability from your child's school, place of care, or childcare provider, including a notice that may have been posted on a government, school, or day care website, published in a newspaper, or emailed to you from an employee or official of the school, place of care, or child care provider.
- h. Return to Work. Employees will not be required to provide a return-to-work notice unless specifically requested by Human Resources.
- i. Enforcement. Nothing in this provision shall be construed to in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing City policy. An employee is encouraged to consult with Human Resources regarding any questions or concern.

23.2.4 Emergency First Responders Paid Sick Leave Bank. The City is excluding Emergency First Responders from the Family First Coronavirus Response Act benefits provided under Sections 23.2.2 and 23.2.3, but in order to balance the needs of our Emergency First Responders and the need to serve the public the City is creating a paid sick leave bank for Emergency First Responders.

- a. Emergency First Responders. Emergency First Responders are defined as all sworn fire personnel and sworn police officers.
- b. Qualifications. Emergency First Responders must be unable to work or telecommute because:
 - 1) The employee is experiencing symptoms of COVID-19 and is seeking medical diagnosis from an appropriate health care provider;
 - 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or

- 3) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Service in consultation with the Secretary of the Treasury and the Secretary of Labor.
- c. Paid Sick Leave. The amount of Paid Sick Leave available to Emergency First Responders who meet the qualifications set forth in Section 23.2.4.b. is limited to:
- 1) Full-time employees will be eligible for up to two weeks of their regular hours of work.
 - 2) Regular, Part-time employees will be pro-rated based upon their regular hours of work and up to two weeks of the pro-rated leave.
 - 3) Employees who work a variable work schedule, the average bi-weekly hours of work over the preceding six month period will be utilized.
 - 4) Emergency First Responders will be asked to return as soon as they are cleared from a medical provider or based upon the guidelines of a public health official to return which may cause the amount of leave to be less than the Emergency First Responder's regular hours, or the prorated and variable amount over a two week period.

An Emergency First Responder may be eligible for regular FMLA leave if they have a COVID-19 diagnosis or to care for an immediate family member with COVID-19 and they meet the normal requirements of the FMLA.

- d. Eligibility and Qualifications for Leave Due to Childcare. Emergency First Responders who are unable to work or telecommute to care for a minor child if the child's school or childcare has been closed or is unavailable due to a public health emergency (COVID-19) may be eligible for leave. The Fire or Police Chief or their designee has the discretion to approve Leave Due to Childcare on a case-by-case basis based on the circumstances of the request and the needs of the department. The amount of leave is up to four weeks of paid sick leave and is calculated the same as in 23.2.4.c for full time, regular part time, and regular employees who work a variable work schedule.
- e. Procedure for Requesting Leave and Certification. Employees shall complete a FFCRA Personnel Leave Request Form. Forms can be requested by calling Human Resources at 920-448-3013, emailing humanresources@greenbaywi.gov, or printing the form from the City website. In compliance with the recommended social distancing, please do not physically go to the Human Resources Department.
- f. Return to Work. Employees will not be required to provide a return-to-work notice unless specifically requested by Human Resources. The return to work will be based on

being cleared by a medical provider or based upon the guidelines of a public health official to return to work.

- g. Duration of Emergency First Responder Paid Sick Leave Benefit. The duration of this benefit will run through June 15, 2020. This benefit may be amended or removed at any time with Common Council approval.
- h. Enforcement. Nothing in this provision shall be construed to in any way to diminish the rights or benefits that an employee is entitled to under any law, collective bargaining agreement, or existing City policy. An employee is encouraged to consult with Human Resources regarding any questions or concern.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 7, 2020

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to amend the City's Emergency Preparedness Plan for COVID-19.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Families First Coronavirus Response Act FAQs
2. Emergency Preparedness Plan COVID-19 4-07-2020 Update

FAQs ON FAMILIES FIRST CORONAVIRUS RESPONSE ACT AND FMLA LEAVE

The Federal Government enacted the Families First Coronavirus Response Act that goes into effect April 1, 2020. This Act includes two provisions: Emergency Paid Sick Leave and Emergency Family and Medical Expansion Act. This sheet provides an overview of the Emergency Paid Sick Leave and the Emergency Family and Medical Expansion Act for all employees other than sworn fire personnel and sworn police officers.

This document also addresses some frequently asked questions about how sick leave and FMLA related to COVID-19 will be addressed for the month of March through April 1, 2020.

1. Effective April 1, 2020 what type of leave is provided under the Emergency Paid Sick Leave and the Emergency Family and Medical Leave Expansion Act?

- 1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; **Governor Evers State Order and the Federal Social Distancing Order does not qualify for this type of leave.**
- 2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; **An underlying condition does not qualify for this leave. Please see FAQ #9 below.**
- 3) The employee is experiencing symptoms of the COVID-19 virus and is seeking medical diagnosis from an appropriate health care provider;
- 4) The employee is caring for an individual who is subject to an order as described in subparagraph 1) or has been advised as described in subparagraph 2).
- 5) The employee is caring for a son or daughter of such employee because the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
- 6) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Service in consultation with the Secretary of the Treasury and the Secretary of Labor.

2. Who is eligible for Emergency Paid Sick Leave and the Emergency Family and Medical Leave Expansion Act?

All regular employees are eligible for 80 hours of paid sick leave for the qualifying leaves listed above (1-6). This emergency paid sick leave is in addition to the employee's current sick leave accrual.

Employees who were employed with the City on March 2, 2020 or employed with the City for 30 days prior to their leave, are eligible for the Emergency Family and Medical Leave Expansion Act which is an additional ten weeks of leave for the qualifying leave #5. Please visit FAQ #7 for more guidance on how the Emergency Paid Sick Leave and Emergency Family and Medical leave interact with each other.

3. How is the paid sick leave calculated for one of the six leaves listed above?

If you qualify for 1), 2), or 3), then you are eligible for 80 hours of sick leave paid at your regular rate. This is capped at \$511 per day to a maximum aggregate of \$5,110. If you are a part time employee or work a variable schedule, then your leave time will be pro-rated based on the number of hours you work over a two week period.

If you qualify for 4) 5) or 6), then you are eligible for two weeks of paid sick leave at 2/3 of your regular rate of pay subject to \$200 per day and \$2,000 in the aggregate.

If you qualify for 5) then you are also eligible for up to 12 weeks of Emergency Family and Medical Leave. You are eligible to have this paid at 2/3 of your regular rate of pay subject to \$200 per day and \$12,000 in the aggregate. Please visit FAQ #7 for more guidance on how the Emergency Paid Sick Leave and Emergency Family and Medical leave interact with each other.

4. What documentation must I provide for Emergency Paid Sick Leave or Emergency Family and Medical Leave (childcare)?

The City must receive medical documentation in support of your paid sick leave request the same as it would under FMLA leave.

If you qualify for leave to take care of your child whose school is closed or daycare is closed, then you must provide documentation as well. This documentation may include a notice of closure or unavailability from your child's school, place of care, or child care provider, including a notice that may have been posted on a government, school, or day care website, published in a newspaper, or emailed to you from an employee or official of the school, place of care, or child care provider.

5. Is all leave under the FMLA now paid leave?

No. The only type of family and medical leave that is paid leave is the expanded family and medical leave under the Emergency Family and Medical Leave Expansion Act when such leave exceeds ten days. This expanded FMLA only applies to leaves that are taken because the employee must care for a child whose school or place of care is closed, or the child care provider is unavailable, due to COVID-19 related reasons.

6. Is the Emergency Paid Sick Leave and the Emergency Family and Medical Expansion Act in addition to FMLA leave?

No. Employees are eligible for a maximum of 12 weeks of FMLA in a calendar year. The 12 weeks for childcare is considered FMLA leave and will be counted as part of your 12 weeks of FMLA leave per calendar year. In addition, the length of the expanded FMLA will be reduced by any FMLA leave previously taken by the employee.

An employee may be eligible for regular FMLA leave if they have a COVID-19 diagnosis and they meet the normal requirements of the FMLA. An employee who is not ill but merely quarantined by a health professional/officer because of being exposed to COVID-19, is not eligible for the expanded FMLA or regular FMLA.

7. If I am home with my child because his or her school or place of care is closed, or childcare provider is unavailable, do I get Emergency Paid Sick Leave, Expanded Family and Medical leave, or both—how do they interact?

You may be eligible for both types of leave, but only for a total of twelve weeks of paid leave. You may take both Emergency Paid Sick Leave and the Expanded Family and Medical leave to care for your child whose school or place of care is closed, or child care is unavailable, due to COVID-19 related reasons. The Emergency Paid Sick Leave is only available for the first two weeks which otherwise can be taken as unpaid under the Emergency and Family Medical Leave Expansion Act unless you elect to use existing vacation, personal, or sick leave. After the first ten workdays have elapsed, you will receive 2/3 of your regular rate of pay for the hours you would have been scheduled to work in the subsequent ten weeks under the Emergency and Family Medical Leave Expansion Act.

8. If I am on leave that provides for 2/3 pay of my regular rate, is there a way for me to receive my full paycheck?

Yes. When you are on leave to care for an individual who has COVID-19 or to care for a child because of a school closing or daycare is unavailable due to COVID-19, then you will receive 2/3 of your regular rate of pay (hourly rate) for each hour you use for this leave. If you would like to receive your full pay for the week, then you will need to supplement each hour of your leave time with 1/3 of an hour of your own sick leave. Each employee's wage and care situation is different, so please contact Human Resources or Payroll to explore options that fit your situation.

Currently, sick leave is the only type of leave that is allowed to be used to supplement time because sick leave does not affect overtime for employees. City Staff will be recommending to the Common Council to allow an exception for this policy to allow employees to use vacation, personal, or comp time to supplement their leave time to receive a full paycheck.

9. What if I have an underlying condition that puts me at high risk if I contract COVID-19 and my doctor does not believe I should be working?

An underlying condition that may put you at high risk does not qualify for Emergency Paid Sick Leave or the Emergency Family and Medical Leave Expansion Act. However, we will work with you to determine the appropriate accommodation which may include: modifying your work environment, considering social distancing, remote work, leave options, etc. You should start this process by consulting with your doctor; reviewing the information with your supervisor and contacting Human Resources with your medical provider documentation.

10. Prior to April 1, 2020 I received medical documentation stating I have an underlying condition and am at high risk if I am exposed to COVID-19. How is that paid?

Clear guidance was not available before the Federal Act was put into effect on how to provide leave for individuals with underlying conditions that may be at higher risk for severe illness from COVID-19. Individuals who have provided medical documentation to be off of work due to an underlying condition will have that time deemed as FMLA and will receive paid sick leave for that time up until March 31, 2020. Effective, April 1, 2020, this time away from work will continue to be deemed as regular FMLA and employees may elect to use sick, personal, or vacation leave.

11. May I use intermittent leave for the Emergency Paid Sick Leave or the Emergency Family and Medical Leave while teleworking?

Yes, the City will allow you to take intermittent leave if you are unable to telework your normal work schedule due to one of the qualifying reasons in the Emergency Paid Sick Leave Act. In that situation, you are allowed to use Emergency Paid Sick Leave intermittently while teleworking with approval from your supervisor.

Similarly, if you are prevented from teleworking your normal work schedule because you need to care for your child whose school or place of care is closed, or child care provider is unavailable, because of COVID-19 related reasons, you and your supervisor may agree that you can take expanded family medical leave intermittently while teleworking.

You may take intermittent leave in any increment, (i.e. ½ hour, 1 hour, ½ day, full day) provided that you and your supervisor agree. The Human Resources Department encourages employees and supervisors to collaborate to achieve flexibility and meet mutual needs.

12. May I take my emergency paid sick leave intermittently while working at my usual worksite (as opposed to teleworking)?

It depends on why you are taking paid sick leave and whether the City agrees. Unless you are teleworking, emergency paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

- You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
- You are experiencing symptoms of COVID-19 and seeking a medical diagnosis;
- You are caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
- You are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Unless you are teleworking, once you begin taking paid sick leave for one or more of these qualifying reasons, you must continue to take paid sick leave each day until you either (1) use the full amount of paid sick leave or (2) no longer have a qualifying reason for taking paid sick leave. This limit is imposed because if you are sick or possibly sick with COVID-19, or caring for an individual who is sick or possibly sick with COVID-19, the intent of FFCRA is to provide such paid sick leave as necessary to keep you from spreading the virus to others.

If you no longer have a qualifying reason for taking paid sick leave before you exhaust your paid sick leave, you may take any remaining paid sick leave at a later time, until December 31, 2020, if another qualifying reason occurs.

In addition, if the City agrees, you may take paid sick leave intermittently if you are taking paid sick leave to care for your child whose school or place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons. For example, if your child is at home because his or her school or place of care is closed, or child care provider is unavailable, because of COVID-19 related reasons, you may take paid sick leave on Mondays, Wednesdays, and Fridays to care for your child, but work at your normal worksite on Tuesdays and Thursdays.

13. I was quarantined because of my travel during March. How is that paid?

The City took an aggressive stance to quarantine individuals who traveled and may have been exposed to COVID-19. Any time that you were off of work for this reason prior to April 3, 2020, this time off will be paid by the City. However, any future travel will not qualify for Emergency Paid Sick Leave. In addition, supervisors have the ability to suspend vacation and travel to ensure appropriate staffing levels.

14. Where can I find more information?

The Department of Labor has two FAQs on the FFCRA located at:
<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave> and
<https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

Please reach out to Human Resources if you have any additional questions.

**CITY OF GREEN BAY
EMERGENCY PREPAREDNESS PLAN
FOR COVID-19 (CORONAVIRUS)**

The purpose of this policy is to address the steps the City is taking to minimize the impact of COVID-19 (coronavirus) on our employees and the community. The wellbeing of our employees and the community is important to us and this policy outlines the precautions the City is implementing. Since the COVID-19 situation is ever evolving, the City will continue to monitor this matter by receiving information from public health agencies to stay up to date with the best strategies and precautions to implement for the wellbeing of our employees and the community.

BACKGROUND

The Coronavirus Disease 2019 (COVID-2019) is a respiratory illness that can spread from person to person.ⁱ The virus is thought to have spread mainly through people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes.ⁱⁱ It is also possible that a person can get COVID-19 when touching a surface that has the virus and then touching their own mouth, nose, or possibly their eyes.ⁱⁱⁱ

Reported illnesses have ranged from mild (some with no symptoms) to severe, including illness resulting in death.^{iv} Older people and people of all ages with severe underlying health conditions—like heart disease, lung disease, and diabetes—seem to be at a higher risk of developing the COVID-19 illness^v.

As of now, people with the COVID-19 virus are contagious while they have symptoms and possibly before symptoms are present^{vi}; therefore it is important that employees with symptoms consistent with COVID-19 minimize their exposure to others.^{vii} This policy addresses the steps the City is taking to minimize the impact of COVID-19 and the employment and operational considerations based on the COVID-19.

To continue to receive up to date information on COVID-19 please visit: www.cdc.gov/COVID19

SYMPTOMS

COVID-19 SYMPTOMS

Fever
Cough
Shortness of Breath

INFLUENZA

Fever
Chills
Cough
Sore Throat
Runny/Stuffy Nose
Muscle/Body Aches
Headaches
Fatigue
Vomiting/Diarrhea

WAYS FOR YOU TO PREVENT THE SPREAD OF GERMS AND COVID-19

- The CDC recommends the following:
 - Wash your hands often with soap and water for at least 20 seconds

- If possible, maintain a 6 foot distance between persons
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash
- Avoid touching your eyes, nose and mouth
- Clean and disinfect frequently touched objects and surfaces
- The CDC recommends the following when you are sick:
 - Stay home: When you are sick with an extremely contagious illness such as COVID-19, the stomach flu, influenza or other significant respiratory infection, it is important to stay home to recover.
 - Employees that come to work with a contagious illness, risk spreading the virus to co-workers which could have an impact on operations if the virus is widespread.
 - Please be responsible and get the rest you need when you are sick.
 - Many providers provide E-visits for you to consult with a physician or nurse.
- **Seek medical attention:** If you develop emergency warning signs for COVID-19 get medical attention immediately. Emergency warning signs include:
 - Difficulty breathing or shortness of breath
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face
 - This is not an exhaustive list. Please consult your medical provider for any other symptoms that are severe or concerning.

STEPS THE CITY IS TAKING TO LIMIT THE SPREAD OF COVID-19

The City of Green Bay will take appropriate measures to limit or slow any further spread of this disease in our workplace and community. City Facilities are taking the following actions:

- Custodial staff is sanitizing and cleaning hot spots and heavily trafficked public areas of the building.
 - Hot spots include: doorknobs, handles, public work counters, stair railings
- Daily disinfecting of bathrooms, sinks, drinking fountains
- Custodial staff has recently supplied 2 cans of Lysol/disinfectant spray for City Hall departments to use to sanitize work spaces and shared work areas within the department (shared phones, countertops, kitchenettes, etc.)
- Desks are cleaned as time permits, with an emphasis on the public areas of the department.
- If you would like your desk area cleaned, you are asked to communicate that with cleaning staff, and they will typically respond within 24 hours of receiving the request.

In the event there is a COVID-19 outbreak in our community, local public health officials may recommend community actions to reduce people's risk of being exposed to COVID-19. The City will follow the recommendations to help slow the spread and reduce the impact of COVID-19. The following precautions will be taken:

1. Limit direct contact with coworkers and the public. Meetings can be done through the use of telephone, video conference, or through email.
2. Exclusion from Employment for employees experiencing symptoms similar to COVID-19.

3. Telecommuting when possible determined on a case-by-case basis.
4. Determination of essential and non-essential functions where non-essential employees stay home.

Internal and External City Meetings

In the effort to limit as much direct contact with each other, all in-person meetings and gatherings among staff have been suspended. Please use email, telephone, or video conferencing to communicate with employees as much as possible.

In-person meetings with external clients or vendors have also been suspended. Any external meetings should be held via telephone, video conferencing or through email.

All meetings of the Common Council, Committees, Boards and/or Commissions may be conducted remotely, with access granted to the public to the full extent practicable.

Telecommuting

The City may implement a telework policy if a public health agency recommends employers incorporate the use of voluntary home isolation or voluntary quarantine for the workplace or if the City determines telecommuting is a necessary precaution for our employees and the public. The telecommuting policy will be dependent upon the type of positions and the service needs to the public. The ability for a position to telecommute will be determined on a case-by-case basis with consultation from the Human Resources Department.

Exclusion from Employment & Return to Work

The City of Green Bay will take appropriate action to prevent, suppress, and control COVID-19 and other communicable diseases. In order to maintain a safe work environment, the City may exclude certain employees from employment if they are experiencing symptoms similar to COVID-19.

Individuals who are excluded from employment under this protocol will be given an Exclusion from Employment Notification Form (EENF) and will be directed to go home and will not be allowed to return to their worksite until the following conditions are met:

- a) A public health approved test for COVID-19 demonstrates a negative result;
- b) At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and**
 - i. improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - ii. At least 7 days have passed *since symptoms first appeared*.^{viii} Or
- c) Documentation from a healthcare provider that you are able to return to work.

Travel & Return to Work

The City has postponed any out of state travel and any unnecessary in-state travel for employees.

At this point, Brown County has community spread of COVID-19. This means that individuals traveling within our community may be exposed to COVID-19. Individuals in our area are encouraged to stay at home unless it is necessary to leave. Keeping that in mind, this travel section is intended to address employees who have already traveled or who may travel in the future using public transportation (i.e. airplane, bus—other than getting to and from work—or cruise ship) as this type of travel will more than likely result in a higher risk of exposure to COVID-19.

The City will follow CDC guidelines for managing employees returning from personal travel. The CDC recommends that individuals traveling to areas that have a widespread or ongoing community spread of COVID-19 (Level 3 Travel Health Notice) should stay home for 14 days when returning home.^{ix}

Initially, the City implemented a 14 day quarantine for individuals who traveled domestically and met certain criteria in an effort to minimize the impact of COVID-19 in our area. The CDC^x and Wisconsin Department of Health Services^{xi} recommend that employers should continue to follow the recommended 14 day quarantine if staffing permits. As such, the City will follow the 14 day quarantine recommendation for employees, but may have separate quarantine procedures for Fire, Police, and other essential positions to allow staffing to meet the safety needs of the community. Employees returning earlier than 14 days to work should closely monitor themselves for COVID-19 symptoms. If the employee experiences those symptoms, they should report them immediately to a supervisor.

Effective March 17, 2020, an employee will be asked to be self-quarantined for up to 14 days if the employee travels using public transportation (airplane, cruise ship, or bus—other than going to and from work) to an area with community spread of COVID-19. That employee may not be eligible for paid sick leave under City policy or the Family First Coronavirus Response Act.

Leave Benefits and Payroll Considerations

Employees will receive leave benefits for COVID-19 related leave as outlined in Chapter 23 Section 2, Families First Coronavirus Response Act. The Personnel Policy, the Families First Coronavirus Response Act FAQs, and FFCRA leave request documents are enclosed in this plan.

Employees will be expected to return to work as soon as they have received a return to work or received a negative test for COVID-19. Employees requesting additional time off once the exclusion period ends must follow regular time off request procedures.

Moreover, the Proclamation Declaring a State of Emergency stated that employees who are non-essential and asked to stay home to prevent contracting or spreading the illness will continue to receive compensation based on their regular rate of pay and benefits. If your position is affected, then you, your supervisor, and Human Resources will collaborate to determine what kind of work is available. This may include catching up on projects/workload, alternative responsibilities to help others in your department or outside of your department, or training opportunities. In any event, the City will follow all of the guidelines in this plan (i.e. limited direct contact and social distancing) to ensure we are limiting direct contact between coworkers and with the public.

Employees that receive this type of leave due to COVID-19 will continue to accrue sick leave, vacation and personal leave benefits. The City will reassess this after April 17, 2020.

CITY OF GREEN BAY
EXCLUSION FROM EMPLOYMENT NOTIFICATION FORM (EENF)
COVID-19 (Coronavirus)

Instructions: This form is to be used when City of Green Bay employees are excluded from employment in accordance with the aforementioned policy.

This section to be completed by Department Head or Authorized Designee

In accordance with the City of Green Bay policy for employees with symptoms or exposure of COVID-19 (Coronavirus), _____ has been excluded from employment
Employee Name

Effective: _____ a.m. p.m. on this _____.
Time Date

Individuals who are excluded from employment under this protocol will be directed to go home and will not be allowed to return to work until either:

- a public health approved test for COVID-19 demonstrates a negative result;
- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - At least 7 days have passed *since symptoms first appeared*; OR
- in consultation with a healthcare provider you are able to return to work.

(Note: Applicable pay requirements under the employees' health insurance policy will apply).

Employees will be expected to return to work as soon as the exclusion period ends. Employees requesting additional time off once the exclusion period ends must follow their department leave rules and policies.

Department

Signature of Department Head or Authorized Designee

**CITY OF GREEN BAY POLICY FOR EMPLOYEES WITH SYMPTOMS OR EXPOSURE TO
COVID-19 (CORONAVIRUS) – FAQ SHEET – MARCH 23, 2020**

1. How do I know if an employee needs to be excluded from employment?

An employee should be excluded from the workplace if he/she meets any one of the following:

- Is diagnosed by a healthcare provider as having COVID-19 (coronavirus);
- Is currently experiencing symptoms consistent with the COVID-19 (coronavirus);
- Is currently experiencing symptoms similar to the COVID-19 (coronavirus); or
- Any employee who voluntarily travels after March 17, 2020 using public transportation (air, cruise, or bus) and travels to an area with community spread;

2. What do I do if an employee needs to be excluded from employment?

Supervisors should use prudent judgment when considering excluding an employee from work. Please read and familiarize yourself with the COVID-19 (Coronavirus) symptoms. CDC guidelines on COVID-19 (Coronavirus) can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

Supervisors who have concerns or questions about employees should consult with the Human Resources Department or Department Head before considering sending the employee home and excluding him/her from the workplace.

If, after careful consideration and consultation, it is determined that the employee should be excluded from employment, the department head or authorized designee should:

- complete the “Exclusion from Employment Notification Form (EENF)”
- give the form to the employee. The supervisor should further explain that the employee is being excluded from employment until he/she meets the criteria to be allowed to return to work; and
- attach a copy to a Personnel Action Form to be filed with Human Resources.

3. What do I do if I have to exclude an employee because of the employee’s travel?

For individuals excluded for travel purposes, please either fill out the EENF and email to Human Resources or email to Human Resources the name of the employee, and the dates he/she will be away from work. The employee will be away from work for up to 14 days based on the employee’s position and staffing needs.

4. What if the employee calls-in sick, or voluntarily goes home because he/she suspects COVID-19 (Coronavirus)?

The employee can go/stay home if the employee has the symptoms of COVID-19. The employee or supervisor should enter the employee’s time into the appropriate pay code for employees who are sick with coronavirus like symptoms.

5. What if an employee calls-in sick, or voluntarily goes home, and claims the illness is something other than Covid-19 (Coronavirus) (i.e. back spasms, cold, migraines, etc.)

Do not assume that every employee who calls in as ill has symptoms to COVID-19. All City policies and procedures regarding requesting and receiving approval for sick leave will apply.

If an employee returns to work and displays symptoms consistent with COVID-19, the protocol for exclusion should be followed.

6. What do I tell other employees when someone has been excluded?

Supervisors should never discuss an employee's health with any other employee. If another employee asks, you should simply state, "I would not discuss your health status with other employees, so I will not discuss his/hers with you. The employee is currently out on leave."

7. How do I know when the employee is to be allowed to return to work?

Individuals who are excluded from employment under this protocol will not be allowed to return to work until either:

- A public health approved test for COVID-19 demonstrates a negative result (See Travel Section)
- In consultation with a healthcare provider you are able to return to work; or
- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and**
 - i. improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - ii. At least 7 days have passed *since symptoms first appeared*.
- An employee sent home based on the employee's travel will be asked to return in 14 days, but may return earlier based on staffing levels and need.

The employee is expected to return to work once one of the above criteria has been met, unless otherwise directed by the department. If he/she chooses to remain at home because still not feeling well, all regular City and departmental sick leave policies and procedures should be followed.

8. Should I call an employee at home to get information about his/her symptoms, or an update as to his/her health status?

No. Once the employee has been excluded, it is up to the employee and/or the employee's health care provider to determine his/her ability to return to the workplace.

9. How is the employee who has been excluded from employment to be compensated?

An employee who is excluded from employment will enter time into the appropriate pay code on his or her time card. If the employee fails to return to work when the exclusion period ends, he/she must request the additional time off in accordance with the department leave rules and policies.

10. How is an employee compensated who is ill from the Coronavirus, cares for a family member who is sick from the Coronavirus, or stays home to care for a child due to a school closing or daycare closing?

An employee will be eligible for the Emergency Declaration paid leave time from the City. The employee or supervisor should enter the time into the appropriate pay code set up on the employee's time card.

11. What if the employee requests to work from home:

- a. **Because the employee is concerned about the increased risk of catching COVID-19 or**
- b. **While the employee has been excluded from work?**

For many jobs, this may not be possible. However, for certain jobs, there is the ability for employees to work from home. The department must determine what is appropriate for each individual situation and consult with the Human Resources Department regarding this possibility. If an employee is at home and is sick or suffering from COVID-19 like symptoms, the City strongly recommends that the individual receive the medical treatment and care necessary to recover before trying to work from home.

12. Can a healthy employee refuse to come to work, or perform job duties because of a belief that by doing so, he or she would be at an increased risk of catching COVID-19?

As stated above, not all jobs can be accomplished by working from home. Allowing an employee to work from home or telecommute will be a case-by-case basis. Each situation should be reviewed on a case-by-case basis in consultation with the Human Resources Director.

13. During a COVID-19 outbreak can my supervisor cancel my vacation time off request that has already been approved?

Yes. Your supervisor has the authority to cancel any pre-approved vacation request, especially in situations where there are serious staff shortages as a result of illness or otherwise.

14. Is there any assistance available to help me cope with the emotional impact of a COVID-19 outbreak?

Yes. The City of Green Bay provides resources to help employees and eligible dependents cope with these and other types of life events through its Employee Assistance Program (EAP) offered by the Employee Resource Center (ERC). You can call ERC at: 920-403-7600. ERC provides confidential, short term counseling at no cost to the employee up to 8 visits.

ⁱ Center for Disease Control and Prevention. *How COVID-19 Spreads* <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

ⁱⁱ Center for Disease Control and Prevention. *How COVID-19 Spreads* <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

ⁱⁱⁱ Center for Disease Control and Prevention. *How COVID-19 Spreads* <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

^{iv} Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Symptoms* <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

^v Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Symptoms* <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

^{vi} Center for Disease Control and Prevention. *How COVID-19 Spreads* <https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

^{vii} Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Steps to Prevent Illness* https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fprevention-treatment.html

^{viii} Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Disposition of Non-Hospitalized Patients with COVID-19* <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

^{ix} Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Travelers Returning from High Risk Countries* <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

^x Center for Disease Control and Prevention. *Coronavirus Disease 2019 (COVID-19): Disposition of Non-Hospitalized Patients with COVID-19* <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

^{xi} Wisconsin Department of Health Services. *Updated Guidance for local health departments and government partners about home isolation and quarantine for COVID-19* <https://www.dhs.wisconsin.gov/dph/memos/communicable-diseases/2020-12.pdf>

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES**
April 7, 2020

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Planner I	Department of Community and Economic Development	Madison Smith	4/1/2020
<u>Transfer</u>			
Dispatcher	Transit	Pamela Beilke	3/23/2020
Administrative Clerk	Economic Development		
Laborer - Street	Department of Public Works	Todd DeGrave	3/30/2020
Truck Driver			
Laborer - Street	Department of Public Works	Scott Eiting	3/30/2020
Truck Driver			
Laborer Signs	Department of Public Works	Terry Wegener	3/30/2020
Truck Driver - Street			
<u>Promotion</u>			
Park Maintenance Worker	Parks, Recreation & Forestry	Adam Brezinski	3/30/2020
Park Maintenance Foreperson			
<u>Grade/Step Change</u>			
Administrative Clerk	Police	Diane Perry	3/12/2020
Operator I	Department of Public Works	Jake VandenHeuvel	4/9/2020
Civil Engineer I	Department of Public Works	Myla Ting Thompson-Eagan	3/9/2020
Laborer - Street	Department of Public Works	Joshua Guns	4/2/2020
Laborer - Sanitation	Department of Public Works	Keith Falish	4/16/2020
Assistant City Engineer	Department of Public Works	Matthew Woicek	3/5/2020
Compliance Coordinator	Transit	Miranda Socha	3/17/2020
Mechanic	PRF	Benjamin Smits	4/8/2020
Sewer Maintenance Worker	Department of Public Works	Josh Dubois	4/1/2020
<u>Name Change</u>			
Multimedia Coordinator	Information Technology	Shelby Hearley	2/29/2020
<u>End of Employment</u>			
Community Service Officer	Police	Michael Barribeau	3/25/2020
Administrative Clerk	Department of Public Works	Stacie Fleese	3/27/2020