



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JUNE 16, 2020, 4:30 PM

AMENDED

IMMEDIATELY FOLLOWING FINANCE COMMITTEE

Rescheduled from June 9, 2020

Virtual Meeting

Public may also view at

www.youtube.com/CityOfGreenBay

A. Zoom Meeting Information.

- I. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. Roll Call.

- I. Members: Ald. Bill Galvin, Ald. Barbara Dorff, Ald. Veronica Corpus-Dax, Ald. Brian Johnson

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the minutes from May 26, 2020.

E. 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. Legal Assistant (Claims) - Law
 - b. Captain - Police
 - c. Sergeant - Police
2. Consideration with possible action to amend Chapter 23 FMLA, Section 2 to allow Emergency First Responders Paid Sick Leave to extend through September 30, 2020.

F. Informational.

1. Human Resources Department will begin recruiting for the Diversity and Inclusion Coordinator as approved in the 2020 City Budget.
3. Report of routine personnel actions for regular employees.
2. Next meeting date: July 14, 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.

Virtual Meeting Instructions



Personnel Committee for 6-16-20

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/85043489009?pwd=WXlIdINWS0pPczMvYis1RXJITVIUZz09>

Meeting ID: 850 4348 9009

Password: 337737

One tap mobile

+13126266799,,85043489009#,,1#,337737# US (Chicago)

+19292056099,,85043489009#,,1#,337737# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 850 4348 9009

Password: 337737

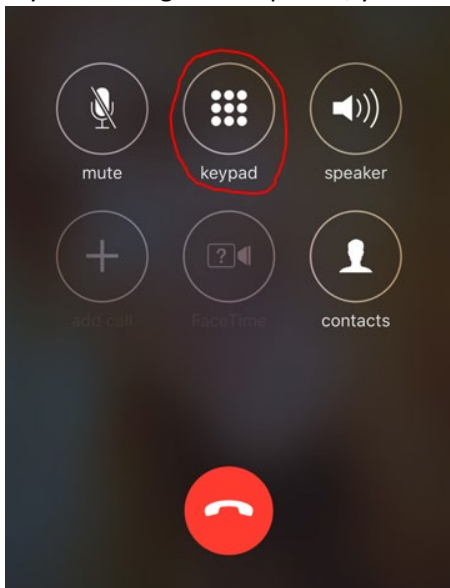
Find your local number: <https://us02web.zoom.us/j/85043489009?pwd=WXlIdINWS0pPczMvYis1RXJITVIUZz09>

Additional Information

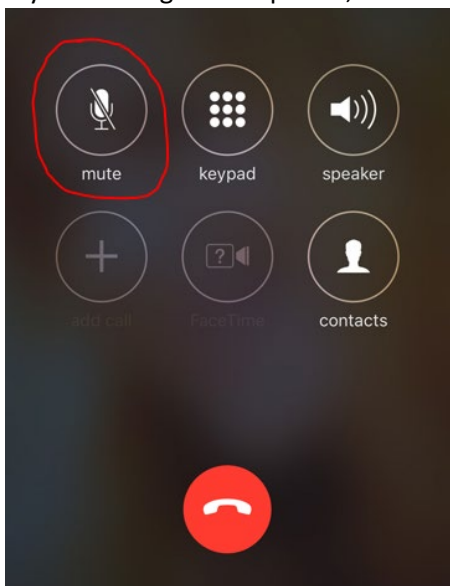
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - 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).
6. 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.
7. 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.
8. 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.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - 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.
10. 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 and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. 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

June 16, 2020

PREPARED BY

AGENDA ITEM # E.1

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

- a. Legal Assistant (Claims) - Law
- b. Captain - Police
- c. Sergeant - Police

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 06.16.2020
2. Legal Assistant Schmeling
3. Capt position Request to Fill June 10
4. sgt position Request to Fill June 10

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: June 16, 2020

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2020 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Legal Assistant – Replacement position due to the resignation of Kendra Schmeling effective August 19, 2020. Salary range: \$19.96 – \$23.49 per hour.
- Police Captain – Replacement position due to the retirement of John Laux effective July 6, 2020. Salary range: \$77,064 – 90,646 per year.
- Sergeant – Possible new position and subsequent vacancy resulting from a lieutenant being promoted to captain, and an officer being promoted to sergeant. If a lieutenant is promoted, then the lieutenant position will not be replaced. Salary range: \$40.36 per hour.

**Position Fill Request
Justification Report
June 16, 2020**

Position Title: Legal Assistant

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**

Kendra Schmeling is resigning effective August 19, 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 included in the current budget at pay grade F (\$19.96-\$23.49/hour). The position works 30 hours/week.

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

The Legal Assistant (Claims) is primarily responsible for claims administration for general liability claims brought against the City, which includes ensuring claims are timely reviewed, communicating with claimants and departments, facilitating the investigation into the matter, assessing immunities for presentation to the claims committee, maintaining accurate record keeping in the event of litigation, and remaining up-to-date on changes in liability laws. In addition, the Legal Assistant handles matters related to auto-physical liability, and is the centralized information point for all insurance related matters. The Legal Assistant is also support staff for the Claims Committee.

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

This position reduces expenses by approximately \$5000, avoids future increases in third party administrator fees, and avoids overages should the number of claims exceed the anticipated 80 claims per year. In addition, CVMIC is no longer providing third party administrator services, so the savings are expected to be higher if we have to hire a private firm to handle these services.

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

Staffing in the law department consists of 4 attorneys, 1 paralegal, and 1 legal assistant. There is no duplication of workloads amongst staff and this position requires a specific skill set not shared by anyone else in the department.

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

The incumbent is performing these functions until her resignation date.

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

Claims administration, which is an essential service as failure to timely respond to claims results in unnecessary litigation against the City.

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

Claims administration must be outsourced. CVMIC provided a discounted rate of \$750 per claim, but has discontinued this service. As a result, the City will have to contract with a private third party administrator, which will increase the City's expenses by at least \$5000.

9. **Are there union issues?**

This is a non-union position.

10. **Other supporting comments.**

This position is an essential component to the daily function of the Law department.

**Position Fill Request
Justification Report
June 10, 2020**

Position Title: Captain of Police

- 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

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

Yes, the Green Bay Police Department budgets for four captain positions. Capt. Laux is retiring as of July 6th and we request to fill his position soon after

Police Captain - \$77,064 - \$90,646 annually

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

The position of Captain within the police department is a "command officer" that oversees lieutenants and sergeants within the structure of the police department. Captains assume all the roles and responsibilities of a police officer but have the supervisory authority of the lieutenants and sergeants. Having four captains provides the sustainability for growth, leadership and mentorship as the position of Captain is where the future commanders are pulled from

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

No, this position does not generate revenue. The position of Captain is considered an administrative employee and not subject to overtime and thus will save the department money.

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

The police department operates in a para-military structure. Captains are part of this structure and oversee the front line supervisors. The department's structure is designed to ensure accountability, current policies and procedures are being followed, and providing the best service we can to the residents of Green Bay.

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

Yes, there is a current Captain that is completing these duties and will be retiring July 6, 2020

- 7. What service would be reduced or eliminated if this position is not filled?**
If not filled, we would lose span of control within the supervisory ranks. We need the captain position to ensure the structure is upheld and the department has proper supervisory oversight.
- 8. What are the alternative methods and costs of accomplishing the work?**
N/A
- 9. Are there union issues?**
The Captain is an administrative employee and there are no union issues with it.
- 10. Other supporting comments.**

**Position Fill Request
Justification Report
June 10, 2020**

Position Title: Sergeant

- 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

- 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 Green Bay Police Department budgets for ten sergeants. This position would be the 11th sergeant. However, the vacancy is being created due to a captain retiring, a lieutenant being promoted to captain, and the officer being promoted to sergeant. The city/department is saving money by promoting the officer to sergeant as there will not be a lieutenant promotion. We are decreasing the number of lieutenants and increasing the sergeants from 10 to 11.

Patrol Sergeant - \$40.36/hour

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

The position of Sergeant is a front line supervisor. Front line supervisors are the most important position in any law enforcement agency. They provide mentorship, leadership, ensure policies and procedures are followed, and most importantly ensure we are providing the best service (constitutional policing) to the residents of Green Bay.

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

No, this position does not generate revenue. By adding to the Sergeant ranks and not promoting a lieutenant, the city/department is saving money. It is cheaper to have a Sgt than a lieutenant. In addition, you get the supervisory oversight with the sergeant and the ability to handle calls for service. Whereas a lieutenant costs more and is not able to handle calls for service due to the collective bargaining agreement.

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

With supervisors retiring, we must maintain a span of control. The department has young officers that need leadership, mentorship and followership. Thus we need to have Sergeants on the patrol shifts to make sure the next generation of officers are working hard, doing things right, and ensure we are achieving the mission of the department.

- 6. If duties of position are presently being done, how are they done?**
There are currently ten sergeants on the five patrol shifts. They are completing the duties. This request is to add a sergeant to patrol and assign a lieutenant to another position.
- 7. What service would be reduced or eliminated if this position is not filled?**
If not filled, we would lengthen the span of control within the supervisory ranks. We need the sergeant position to ensure all officers are constitutionally policing and at the same time have more officers on the road to handle calls for service.
- 8. What are the alternative methods and costs of accomplishing the work?**
If the position is not filled, we will incur overtime as there are safety staffing numbers per the contract that require us to have so many officers and supervisors.
- 9. Are there union issues?**
No issues are foreseen. The sergeant position is outlined in the collective bargaining agreement with the city and the Green Bay Professional Police Association (GBPPA).
- 10. Other supporting comments.**



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

June 16, 2020

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to amend Chapter 23 FMLA, Section 2 to allow Emergency First Responders Paid Sick Leave to extend through September 30, 2020.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Amended Chapter 23 FMLA - FFCRA and Emergency First Responders Benefit E...



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 8, 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.

The City will require additional documentation in support of your 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.

- 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~~September 30, 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

June 16, 2020

PREPARED BY

AGENDA ITEM # F.I

Human Resources Department will begin recruiting for the Diversity and Inclusion Coordinator as approved in the 2020 City Budget.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
June 16, 2020**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Casual Worker	Community and Economic Development	Erin Galvin	5/26/2020
Seasonal Maintenance	Public Works	Kevin Butters	5/28/2020
Seasonal Maintenance	Public Works	Katelyn Simoens	5/26/2020
Seasonal Maintenance	Public Works	Zachary Woelfel	5/27/2020
<u>Promotion</u>			
Truck Driver Streets	Public Works	Terry Wegener	6/8/2020
Signs Worker Foreperson			
<u>Grade/Step Change</u>			
Purchasing Assistant	Purchasing	Becky Maccoux	6/1/2020
Chief Building Official	Community and Economic Development	Paul VanCalster	4/29/2020
Truck Driver - Streets	Public Works	Joerg schmidt	5/20/2020
Financial Analyst PT	Finance	Sheri Hallsten	6/1/2020
Sr. Accountant	Finance	Kimberly Rivest	6/1/2020
Financial Supervisor	Parks Recreation & Forestry	Nina Robinette	6/1/2020
Account Clerk II	Finance	Kala Winkler	6/1/2020
Dispatcher	Transit	Kathy Shelly	6/1/2020
Benefits Specialist	Human Resources	Jill Christensen	6/1/2020
Electrician	Public Works	Eric VanLaanen	5/20/2020
Sewer Foreperson	Public Works	Scott Martens	6/1/2020
Public Works Superintendent	Public Works	David Wiesman	6/1/2020
Parking Building Technician	Public Works	Alycia Mercier	6/1/2020
Sewer Maintenance Worker	Public Works	Lucas Cravillion	6/10/2020
Patrol Officer	Police	Zachary Cantie	6/5/2020
Patrol Officer	Police	Kevin Stevens	6/5/2020
Patrol Officer	Police	Anna Serres	6/23/2020
Patrol Officer	Police	Tyler Haack	6/23/2020
Park Ranger	Parks Recreation & Forestry	Austin Larsen	5/14/2020
Parks, Rec & Forestry Director	Parks Recreation & Forestry	Daniel Ditscheit	3/24/2020
Finance Director	Finance	Diana Ellenbecker	5/16/2020
Economic Development Director	Community and Economic Development	Kevin Vonck	11/26/2019
Firefighter EMT-P	Fire	Curtis Halbach	4/3/2020
Firefighter EMT-P	Fire	Dennis Jolly	4/3/2020
Firefighter EMT-P	Fire	Tyler Sanftleben	4/3/2020
Firefighter EMT-P	Fire	Micah Roddy	4/3/2020
Firefighter EMT-P	Fire	Daniel Alderfer	4/3/2020
Firefighter EMT-P	Fire	Garrett Wenzel	4/3/2020
Firefighter EMT-P	Fire	Mark Mattson	4/3/2020
Firefighter EMT-P	Fire	John Decker	4/3/2020
<u>End of Employment</u>			
Neighborhood Development Specialist	Economic Development	Kevin King	6/16/2020
Lieutenant	Fire	Lawrence Wohlwend	6/2/2020
Transit Operator	Transit	Tom Albers	6/5/2020