



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, DECEMBER 8, 2020, 4:30 PM

AMENDED

IMMEDIATELY FOLLOWING FINANCE COMMITTEE

Virtual Meeting. Public may join via Zoom.

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 November 2, 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. Public Works Supervisor - Public Works
 - b. Deputy City Clerk - Clerk's Office
2. A request by Ald. Brian Johnson to the Personnel Committee for an update on the alderperson orientation program that was submitted approximately two years ago.
3. Request for consideration and approval to award a 3-year contract for crossing guard services (RFP #3262) to Cross Safe/Everything Parking, Inc. for the estimated amount of \$1,338,656 with (2) one-year renewals upon mutual agreement due to the cancellation of the original contract with All City Management Services, Inc.

4. Update and discussion on Bus Mechanic labor negotiations.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

5. Consideration with possible action to repeal and replace Personnel Policy Chapter 23.2 Families First Coronavirus Response Act with Chapter 23.2 COVID-19 Paid Sick Leave effective January 1, 2021.

F. Informational.

1. Consideration with possible action on the request to fill Patrol Officer and Fire Fighter vacancies in 2021 that were approved as part of the budget.
2. Report of routine personnel actions for regular employees.
3. Next meeting date: January 12, 2021

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

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/86240333108?pwd=SE1ISnRVZmpQL21JV21CV2xuai9jdz09>

Meeting ID: 862 4033 3108

Passcode: 953164

One tap mobile

+13126266799,,86240333108#,,,,,0#,,953164# US (Chicago)

+19292056099,,86240333108#,,,,,0#,,953164# 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: 862 4033 3108

Passcode: 953164

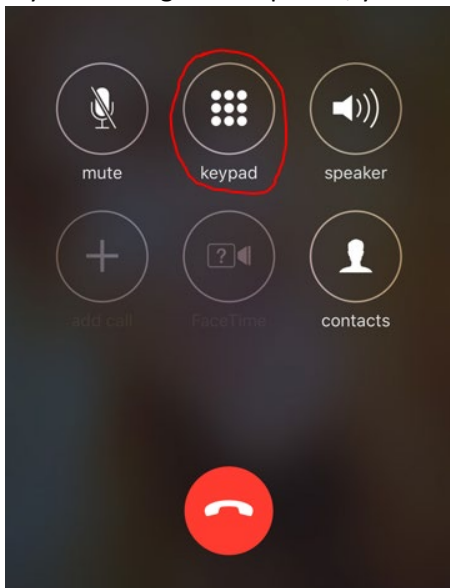
Find your local number: <https://us02web.zoom.us/j/86240333108?pwd=SE1ISnRVZmpQL21JV21CV2xuai9jdz09>

Additional Information

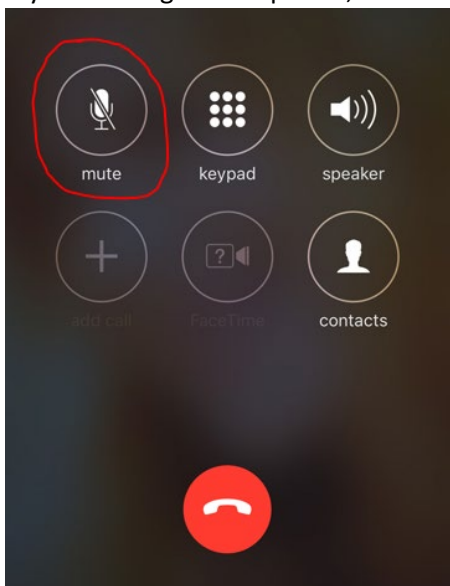
1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
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 attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number above.

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

December 8, 2020

PREPARED BY

AGENDA ITEM # E.I

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

- a. Public Works Supervisor - Public Works
- b. Deputy City Clerk - Clerk's Office

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Request to Fill Memo 12.8.2020
2. DPW Supervisor - T. Gates 11.30.20
3. Deputy City Clerk - K. Wayte 12.09.20

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Sarah Fidler
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: December 8, 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.

- Public Works Supervisor – Replacement position due to the vacancy of Tim Gates effective November 30, 2020. Salary range: \$60,486 - \$71,136 annually.
- Deputy City Clerk – Replacement position due to the resignation of Kim Wayte effective December 9, 2020. Salary range: \$51,459 - \$55,972 annually.

**Position Fill Request
Justification Report
December 1, 2020**

Position Title: Supervisor – DPW Operations Division

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X Replacement Position Not a Replacement Position

This position was vacated by DPW Supervisor Tim Gates on Monday, November 30, 2020.

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

Yes, this position is currently funded in the DPW operating budget. The current salary range is \$60,486 to \$71,136 depending on qualifications and experience.

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

DPW Supervisors play a key role in coordinating, managing, and addressing issues related day-to-day activities of DPW-Operations Division. They also serve proxy duty when DPW Superintendents are absent from work. Supervisors are responsible for, scheduling work assignments, directing and managing daily projects, making sure that job assignments are completed in a timely manner, addressing project issues, responding to citizen complaints, handling after-hour emergencies, and preparing and maintaining associated records and documentation.

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

This position does not generate revenue on a regular basis. Supervisors are responsible for the enforcement of the City's 1) sidewalk ice/snow and 2) long grass/noxious weed ordinances. DPW action on these issues generates revenue through service charges and citations. Supervisors also maintain records for accounting and invoicing of services performed for special projects/events.

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

Until the early 1990's, Operations Division had 10 supervisory staff plus an Operations Superintendent, covering five (5) sections (Sewer/Bridge, Street, Sanitation, Motor Equipment, and Buildings/Grounds). At that time, there was little (if any) crossover of responsibilities between sections.

Operations Division currently has six (6) supervisory staff plus the Operations Director that lead four (4) Operations Division sections (Street, Sanitation, Motor Equipment, and Buildings/Grounds). Four (4) of those staff members maintain responsibilities in more than one section. Workload of the current supervisory staff is maximized. DPW cannot absorb the duties of a lost Supervisor position.

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

During periods of short staffing core duties completed by vacant Supervisor positions must still be completed. So other Supervisors, Superintendent, and the Operations Division

Director perform those duties. This leads to additional time spent by all management staff, and additional on-call duties to compensate for the missing Supervisor.

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

DPW will always perform core services due to safety-critical and customer service responsibilities of the organization. However, a reduction in staffing will result in a lower level of service to residents. The main function of a DPW Supervisor is to plan, direct, and oversee day-to-day activities of DPW employees. By not filling this position, DPW's Employee-to-Supervisor ratio will increase. This will reduce quality, quantity, and interaction of management staff with employees due to added workload. Lack of proper leadership/supervision results in City services not being addressed in a timely and efficient manner, and reduced oversight to assure that City policies and procedures are being followed.

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

There is no alternative to losing a Supervisor from the DPW Table of Organization. To effectively manage day-to-day activities of DPW-Operations Division, there must be adequate management staff. This cannot be accomplished by outside services. DPW must comply with Federal, State, and local laws, ordinances, policies, and rules for care of public infrastructure. The frequency of certain activities cannot be reduced. One alternative would be imposing more responsibility on existing Supervisors. However, that alternative would lead to Supervisor burn-out and continued inadequate Supervisor coverage.

9. Are there union issues?

No

10. Other supporting comments.

None

**Position Fill Request
Justification Report
(11/25/2020)**

Position Title: Deputy City Clerk

- 1. If this position is a replacement position, please indicate the reasons for the vacancy. If this is not a replacement position, please indicate the reasons for requesting the position.**

 X **Replacement Position** **Not a Replacement Position**

This position will become vacant as a result of the resignation of Kim Wayte effective at the end of the day on 12/9/2020.

- 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 2020 and 2021 budget. The hiring range for this position will be steps 1-4 of pay grade H of the City Pay Plan, which is \$51,459 - \$55,972 annually.

- 3. Please list the functions and any special information regarding this position.**
Assist City Clerk, supervises Admin Clerks, oversees special assessment program and posts special assessments to tax roll, assists with elections, pre-election function, poll workers, poll location at election time, generates poll books, records absentees ballot, state reporting, maintains state voter registration system, acts as the City Clerk in her absence by coordinating elections, managing the office, attending council meetings, and Board of Review.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**
This position receipts or oversees the clerks that receive a great number of receipts.

- 5. Please explain why current staff is unable to absorb duties of this position.**
Currently the City Clerk is out on leave, and the Deputy is filling in. The remaining staff have their own responsibilities and are not currently cross trained to fill in. The Clerk's office is also still working on balancing the fall election, completing audits, preparing special elections for tax roll, and currently have a backlog of tasks.

- 6. If duties of position are presently being done, how are they done?**
By the current employee in the role until 12/9/2020.

- 7. What service would be reduced or eliminated if this position is not filled?**
A large number of election functions would not be completed. Special assessment, balance of delinquent special assessments, other tasks related. With this position open and the City Clerk on leave, that would leave the city without an acting City Clerk.

- 8. What are the alternative methods and costs of accomplishing the work?**
Potentially hiring temporary Deputy Clerk or Election Specialist, but would be a difficult position to fill.

- 9. Are there union issues?**
No

10. Other supporting comments.

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

December 8, 2020

PREPARED BY

AGENDA ITEM # E.2

A request by Ald. Brian Johnson to the Personnel Committee for an update on the alderperson orientation program that was submitted approximately two years ago.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

December 8, 2020

PREPARED BY

AGENDA ITEM # E.3

Request for consideration and approval to award a 3-year contract for crossing guard services (RFP #3262) to Cross Safe/Everything Parking, Inc. for the estimated amount of \$1,338,656 with (2) one-year renewals upon mutual agreement due to the cancellation of the original contract with All City Management Services, Inc.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. #3262 REVISED Award Recommendation Memo (I)



December 3, 2020,

RE: Notice of Recommendation to Award Crossing Guard Services Contract – RFP #3262

The City's Purchasing Department along with City of Green Bay's Human Resource and Green Bay Police Department conducted an RFP (Request for Proposal) from qualified vendors to provide Crossing Guard Services in compliance with state, local, and federal regulations. We received four Proposals. As a result of the RFP, and the cancellation of the original contract with All City Management Services, Inc. the Green Bay Human Resource and Police Department are recommending the below award to the Personnel Committee:

- Recommendation to award a three year Contract for Crossing Guard Service to Cross Safe/Everything Parking, Inc. for the estimated amount of \$1,338,656 (~\$446,219 annual average) with two (2) one year renewals upon mutual agreement. This Contract will begin on January 1, 2021

The new contract is based on 183 school days with 100 hours per day per year for the Crossing Guards and additional hours for cost of Supervisor.

CITY OF GREEN BAY
Diane Kruse, Buyer CPM, C.P.I.M.

Diane Kruse

Attachment

December 3, 2020

TO: Personnel Committee

FR: Diane Kruse, Buyer

RE: **Crossing Guard Services RFP #3262 Award Recommendation Report**

Cc: Chief Andrew Smith

Captain Kevin Warych

Lieutenant Brad Strouf

RFP Scope /Objectives	The City of Green Bay, Green Bay Police Department and Human Resources requested proposals from qualified vendors to provide Crossing Guard Services. The primary goal of this RFP was to find a contractor to provide the following services: • Maintain a high level of service to City of Green Bay's School District at a competitive cost • Make a seamless transition with no lapse in customer service if a new vendor is selected
Timelines:	• June 18, 2020 – Issued formal RFP • July 6, 2020 – Due date for responses. • Vendors responded: • All City Management Services • Andy Frain Services • Cross Safe • SAKOM Services Group • July 9, 2020 – Evaluation Team reviewed and analyzed vendor's response • September 3, 2020 – Request to Award Recommendation Posted on demandstar, vendornet and sent via email to Vendors who submitted proposals. • September 8, 2020 – Request to Award Recommendation presented to Personnel Committee. • September 8, 2020 - Personnel Committee approved Award to All City Management Services, Inc. • December 1, 2020 – All City Management Services, Inc. requested daily hours per day increase (which increased price). • December 2, 2020 - Contract was cancelled with All City Management Services. • December 2, 2020 – Team reviewed remaining Proposals, recommended to award to Cross Safe/Everything Parking, Inc. • December 8, 2020 - Request to Award Recommendation to Cross Safe/Everything Parking, Inc. presented to Personnel Committee.
Proposal Evaluation	RFP was advertised/posted on bid website vendornet, demandstar.com, where it was broadcast to numerous potential vendors; We received four proposals and reviewed all submitted proposals. Proposals were due July 6, 2020 and on July 9; the Evaluation team consisting of three evaluators did Consensus Scoring for each vendor. On December 3, 2020, original award/contract was cancelled and the evaluation team recommended to award to Cross Safe/Everything Parking, Inc.
Scoring:	Refer to attached RFP Scoring Sheet
Recommendation	The evaluation committee recommends the award of a three year contract with two one year renewals upon mutual agreement for Crossing Guard Service to Cross Safe/Everything Parking, Inc. for estimated \$1,338,656 three years (\$446,219 estimated annual average).

CROSSING GUARD CONTRACT #3228 RFP Scoring Sheet

Crossing Guard Contract
RFP #3262
ISSUED: 6/18/2020 DUE: 7/6/2020
CC: 96100
Scoring Criteria & Points

Total Possible Points	MINIMUM SPECIFICATIONS	Highest Score	----->	----->	----->
		All City Management Services, Inc.	Andy Frain	Cross Safe/Everything Parking Inc.	SAKOM
20	Tab 2: Overall Firm Qualifications and experience along with Supervisory personnel's qualifications and experiences.	20	18	12	12
20	Tab 3: Training Program/Implementation/General	20	18	11	12
10	Tab 4: Reports/Invoicing/Payment Terms	10	7	7	9
20	Tab 5: References for which school crossing guard services are currently being provided.	20	17	15	5
30	Tab 6: Cost Proposal	30	26.23	29.46	28.48
Vendor Scores					
Total possible points = 100		100.00	86.23	74.46	66.48
Cost for three (3) years of Service		\$1,314,672.00	\$1,503,546.30	\$1,338,655.98	\$1,384,944.00

RECOMMENDATION:

Award this Contract to Cross Safe/Everything Parking Inc.the Contractor that received acceptalbe points/score and which honors their original Cost per their Proposal submittal.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

December 8, 2020

PREPARED BY

AGENDA ITEM # E.4

Update and discussion on Bus Mechanic labor negotiations.

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Cover Memo - Wage Offer
2. Bus Mechanics Cost Out 12-2020 - 2% Increase
3. Bus Mechanics Cost Out 12-2020 - 1% Increase
4. Bus Mechanic Settlements 2020-2023 (Final)



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

December 8, 2020

PREPARED BY

AGENDA ITEM # E.5

Consideration with possible action to repeal and replace Personnel Policy Chapter 23.2 Families First Coronavirus Response Act with Chapter 23.2 COVID-19 Paid Sick Leave effective January 1, 2021.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee - Ch. 23.2 COVID-19 Paid Sick Leave Memo 12-08-2020
2. Repealed - Ch. 23.2 Families First Coronavirus Response Act 12-8-2020
3. CITY OF GREEN BAY PERSONNEL POLICY - COVID-19 PAID SICK LEAVE - Ch. 23 -..

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph W. Faulds
Human Resources Director

Re: City of Green Bay 2021 COVID-19 Sick Leave

Date: December 8, 2020

I. FAMILIES FIRST CORONAVIRUS RESPONSE ACT EXPIRATION

The Families First Coronavirus Response Act (FFCRA) became effective on April 1, 2020. This law mandated that the City allow 2 weeks of paid leave for COVID-19 related purposes and up to 12 weeks of leave to care for a child due to childcare or school closures due to COVID-19 (Paid at 2/3 of the employee's wage). This mandatory leave expires on December 31, 2020.

In addition, the City created a benefit for Emergency First Responders (Police and Fire) that allowed up to two weeks leave for COVID-19 related purposes and four weeks of leave for a child due to childcare or school closures due to COVID-19 (paid at 100% of the employee's wage). This leave expired on November 6, 2020.

The total amount of leave—in salary and not including fringe benefits—is as follows:

Total leave for school or daycare closing or caring for an individual:	\$172,292.53
Total leave for quarantine:	\$254,057.33
Total FFCRA leave for all departments:	\$426,239.86

II. CHAPTER 23.2 COVID-19 PAID SICK LEAVE

Due to the request of extending the Emergency Declaration and the expiration of the FFCRA leave on December 31, 2020, the City is proposing a COVID-19 Paid Sick Leave policy. This policy is for all employees including employees in a bargaining unit in police, fire, and transit. The amount of leave is up to 40 hours for full time employees or pro-rated hours for one week of work for part time and variable schedule employees. This is in addition to an employee's current sick leave accrual bank.

To qualify for the leave, the employee must be unable to work or telecommute because: (1) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or (2) the employee is experiencing symptoms of the COVID-19 virus and is seeking medical diagnosis from an appropriate health care provider.

This is different than the FFCRA as it is not providing leave to care for a child if a child's school or childcare has closed due to COVID-19. There also is not an option for leave to care for an individual who has been diagnosed with COVID-19. However, if an employee needs to take time off to care for a family member who has been diagnosed with COVID-19, then that employee may qualify for FMLA.

Moreover, for employees who have previously used FFCRA leave in 2020, that amount of leave will count towards COVID-19 Paid Sick Leave. For example, if an employee has already used 40+ hours of FFCRA, they will not be eligible for the COVID-19 Paid Sick Leave. However, if a full-time employee has used 20 hours of FFCRA, then the full-time employee would have up to 20 hours remaining.

The City does not have any funds allocated to pay these costs other than the salary line item for each position that has been approved in the 2021 City budget. In addition, for an employee who is eligible for an escrow account when the employee retires, providing this type of paid sick leave can increase the cost for the City to fund this escrow in the future as the employee does not have to use one's own sick leave for this leave.

Further, this benefit does not necessarily increase costs for overtime or have the potential of decreasing service or response time. Even without this benefit, an employee—who is unable to work remotely—is unable to return to work with a COVID-19 diagnosis and may still lead to overtime costs or disruption of service. The only difference without the benefit is the employee would be using one's own on sick leave instead of the paid sick leave that is created by this policy.

This proposed benefit is set to expire on April 30, 2021. It can be repealed, amended, or extended at any time with Common Council approval. The intent of the benefit is not to supplant or replace any future federal, state, or local law that may be passed in the future. If any future legislation is passed, the Common Council reserves the right to amend or repeal this policy.



CITY OF GREEN BAY PERSONNEL POLICY

<u>Policy Title</u> Families First Coronavirus Response Act	<u>Policy Reference</u> Chapter 23, Section 2
<u>Policy Source</u> Human Resources Department	<u>Legal Review Date</u> March 30, 2020
<u>Personnel Committee Approval</u> April 8, 2020	<u>City Council Approval</u> April 1, 2020

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~~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 September 30, 2020November 6, 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.~~



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title COVID-19 PAID SICK LEAVE	Policy Reference Chapter 23, Section 2
Policy Source Human Resources Department	Legal Review Date 12/04/2020
Personnel Committee Approval	City Council Approval

23.2.1 PURPOSE. The Emergency Paid Sick Leave Act (EPSLA) and Emergency Family and Medical Leave Expansion Act (EFMLEA), which provide additional sick time for employees while they or their family members are impacted by COVID-19, expire on December 31, 2020 due to the sunset date set by the Federal Government. The City of Green Bay does not intend to extend these laws, but intends to create a paid sick leave benefit (separate from employees' current sick leave accrual bank) for employees who are affected by COVID-19 and meet the qualifications listed in this policy. This policy is not intended to supplant or supersede any federal, state, or local COVID-19 related law(s) that may be passed in the future. If any such law is passed on a later date, then the City reserves the right to amend this policy to coincide with the new legislation.

23.2.2 COVID-19 PAID SICK LEAVE. Provides paid sick leave in addition to the employee's current sick leave accrual.

- a. Employee eligibility. All employees actively employed by the City including members of the bargaining units in Police, Fire, and Transit.
- b. Qualifications. The employee must be unable to work or telecommute because:
 - 1) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
 - 2) The employee is experiencing symptoms of the COVID-19 virus and is seeking a medical diagnosis from an appropriate health care provider.
- c. Pay During Leave. The amount of COVID-19 Paid Sick Leave available to employees is limited as follows:

- 1) Full-time employees will be eligible for 40 hours of paid sick leave.
 - 2) The number of hours of sick leave that Regular, Part-time employees will be eligible for will be pro-rated based upon their regular hours of work in one week, in an amount not to exceed 40 hours.
 - 3) Employees who work a variable work schedule will be eligible for one week of sick leave, to be calculated based on their average weekly hours of work over the preceding six-month period, in an amount not to exceed 40 hours.
- d. EPSLA and EFMLEA Leave. An employee's total amount of available COVID-19 Paid Sick Leave includes any leave the employee has previously used under EPSLA or EFMLEA in 2020. No employee may exceed 40 hours or the pro-rated one week amount for Regular, Part-time employees or employees who work a variable schedule.
 - e. Paid Sick Leave does not count towards overtime. In accordance with City of Green Bay Personnel Policy 9.2.6, COVID-19 Paid Sick Leave will not be considered actual hours worked for the purpose of determining eligibility for OT.
 - f. Benefits during Leave. Benefits for an employee using COVID-19 Paid Sick Leave will continue as if the employee is actively working.
 - g. Procedures for Requesting Leave and Certification. The employee will be required to give notice to the employer of the desire to use the available COVID-19 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 COVID-19 Paid Sick Leave.

Employees shall complete a COVID-19 Paid Sick 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 accordance with social distancing recommendations, please do not physically go to the Human Resources Department.

- g. Return to Work. Employees may be required to provide a return-to-work notice to their supervisor and Human Resources before returning to work. If an employee is unable to return to work based on a healthcare provider's recommendation and exceeds the amount of COVID-19 Paid Sick Leave he or she is eligible for, then the employee will need to use his or her own sick, personal, vacation, or comp time for the time away from work.

- h. 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 COVID-19 Paid Sick Leave. Further, upon an employee's separation from employment, any unused COVID-19 Paid Sick Leave is forfeited. The Common Council may amend or remove this benefit at any time. COVID-19 Paid Sick Leave is set to expire on April 30, 2021.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

December 8, 2020

PREPARED BY

AGENDA ITEM # F.I

Consideration with possible action on the request to fill Patrol Officer and Fire Fighter vacancies in 2021 that were approved as part of the budget.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. 2021 Police and Fire Vacancies

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

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

Re: Request to fill Patrol Officer and Fire Fighter vacancies in 2021 that were approved as part of the budget.

Date: December 8, 2020

The Police Department and Fire Department are requesting authorization to fill Patrol Officer and Fire Fighter vacancies in 2021 that were approved as part of the budget.

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

c: Fire Chief David Litton
Police Chief Andrew Smith

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
December 8, 2020**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Resiliency Coordinator	Public Works	Melissa Schmitz	10/12/2020
Patrol Officer	Police	Brandon Berg	11/2/2020
Patrol Officer	Police	Tessa Dimity	11/2/2020
Patrol Officer	Police	Wyatt Veseth	11/2/2020
Truck Driver - Streets	Public Works	Timothy Schumacher	10/28/2020
Truck Driver - Streets	Public Works	Joseph Mancoske	11/2/2020
FOG Inspector	Public Works	Bradley Rentmeester	11/9/2020
Diversity and Inclusion Coordinator	Human Resources	Raiya Sankari-Diaz	11/19/2020
Transit Dispatcher	Transit	Diane Deprez	11/16/2020
Forestry Worker I	Parks Recreation & Forestry	Cole Kirchman	11/16/2020
Truck Driver - Sanitation	Public Works	Kevin Marks	11/23/2020
<u>Rehire</u>			
Park Maintenance Worker	Parks, Rec & Forestry	Gregory Heezen	10/19/2020
Seasonal Engineering Aide	Public Works	Dylan Ferron	12/1/2020
<u>Transfer</u>			
Operator I (D)	Public Works	Ben LaPlante	10/13/2020
Night Sweeper			
Seasonal Housing & Zoning Insp Asst	DCED	Marcus Ruffedt	10/22/2020
Neighborhood Compliance Inspector			
Truck Driver - Sanitation	DPW	Ryan Lewis	11/9/2020
Operator I (D) Sweeper			
Laborer - Sanitation	DPW	Joshua Sonesen	11/23/2020
Truck Driver - Sanitation			
<u>Promotion</u>			
Engineering Technician	Public Works	Douglas Kropp	10/26/2020
Public Works Supervisor			
<u>Grade/Step Change</u>			
Public Works Superintendent	Public Works	Justin Linzmeier	9/28/2020
Park Superintendent	Parks, Rec & Forestry	Andy Krzewina	9/16/2020
Advanced Patrol Officer	Police	Riley Peterson	10/7/2020
Advanced Patrol Officer	Police	Kris Thoreson	10/7/2020
Patrol Officer	Police	Luke VanDonsel	10/23/2020
Patrol Officer	Police	Jacob Wallner	10/23/2020
Patrol Officer	Police	Logan Rueckl	10/28/2020
Park Planner	Parks, Rec & Forestry	Kaurie Mihm	10/1/2020
Municipal Court Administrator	Muni Court	Neil Basten	10/3/2020
Engienering Technician	Public Works	Pam Freeman	12/1/2020
Operator II	Public Works	Shawn Potts	10/28/2020
Assistant Fire Chief	Fire	Ryan Gibbons	9/30/2020
Assistant Fire Chief	Fire	Robert Goplin	12/1/2020
Parking Maintenance Technician	Public Works	David Falk	11/7/2020
Battalion Chief	Fire	Michael Vandenvond	12/1/2020
Administrative Assistant	Fire	Lynn Beno	12/1/2020
Battalion Chief	Fire	Drew Spielman	12/1/2020
Fleet Manager	Public Works	Nathan Wachtendonk	12/1/2020
Mechanic	Fire	Mark Retzlaff	12/1/2020

Mechanic Foreperson	Fire	Trevor Janiak	12/1/2020
Park Maintenance Worker	Parks, Rec & Forestry	Derek Willems	11/4/2020
Housing and Zoning Enforcement Coordinator	Community and Economic Development	Bill Paape	11/12/2020
Mechanic Foreperson	Public Works	William Leisgang	11/25/2020
Engineering Technician	Public Works	Robert Woldt	11/28/2020

Name Change

Advanced Patrol Officer Elizabeth Strandt	Police	Elizabeth Rocque	9/28/2020
Network Technician Kristi Wise	IT	Kurt Wise	7/3/2020

End of Employment

Engineering Aide I	Public Works	Johnathon Paque	10/23/2020
Building Services Coordinator	Community and Economic Development	David Schmidt	11/2/2020
Custodian II	Community and Economic Development	Jeff Minix	11/6/2020
Parking Maintenance Technician	Public Works	Sharon Gerrits	11/16/2020
Crossing Guard - Civilian	Police	Robert Selissen	9/30/2020
Transit Operator	Transit	Dave Bornemann	11/20/2020
Battalion Chief	Fire	Steve Sellin	11/13/2020
Engineering Aide II	Public Works	Ann Behnke	1/5/2021

Longevity

Firefighter EMT-P	Fire	Matthew Stremer	11/3/2020
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