



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, AUGUST 24, 2021, 4:30 PM

Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

1. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. Roll Call.

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

C. Approval of the Agenda.

D. Approval of Minutes.

1. Approval of the minutes from August 10, 2021.

E. Regular Business.

1. Consideration with possible action on request to add a Conservation Corps Coordinator position to the Parks, Recreation and Forestry table of organization.
2. Consideration with possible action to repeal and replace Chapter 24 Social Media Policy.
3. Consideration with possible action to create Chapter 32 Remote Work Policy.
4. Update and discussion on Green Bay Professional Police Association 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.

F. Informational.

1. Report of routine personnel actions for regular employees.

2. Next meeting date: September 14, 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/86846491807?pwd=K3NlQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

Meeting ID: 868 4649 1807

Passcode: 298054

One tap mobile

+19292056099,,86846491807#,,,,*298054# US (New York)

+13017158592,,86846491807#,,,,*298054# US (Washington D.C)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 868 4649 1807

Passcode: 298054

Find your local number: <https://us02web.zoom.us/j/86846491807?pwd=K3NlQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

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



MEMORANDUM



Human Resources Department

To: Personnel Committee
Joseph Faulds, Human Resources Director

From: Adam Reidinger, Human Resources Generalist

Re: Consideration with possible action on request to add a Conservation Corps Coordinator position to the Parks, Recreation and Forestry table of organization

Date: August 19, 2021

RECOMMENDATION

- I. The Parks, Recreation, & Forestry Department is requesting that a Conservation Corps Coordinator position be added. This position is a non-exempt position at Pay Grade G (\$46,862-\$60,507) of the City's salary plan. This position and job responsibilities were reviewed by the City's consultant, Carlson and Dettmann, for placement in the salary plan.

BACKGROUND

- II. The Parks, Recreation, & Forestry (PRF) Department is requesting this new position contingent upon receipt of an AmeriCorps Program grant in the amount of \$65,613. It is anticipated that this grant will be awarded to the department the week of August 23, 2021. The proposed position of Conservation Corps Coordinator will focus on conservation related projects throughout the City's parks, greenways, recreational trails, and right of ways. If the City were to receive funding as expected from an AmeriCorps program grant, there will be a need to have a coordinator on staff who can oversee and implement the program grant.

In addition, the department has applied for this planning grant to hire an individual to achieve the following:

- Identify priority areas of need and recommend environmental stewardship projects where AmeriCorps members and volunteers can make the most impact to the City of Green Bay through the PRF Department.
- Identify the number of AmeriCorps members and volunteers needed to complete the selected projects and determine what activities they will be executing.
- Develop and enhance existing partnerships with community organizations, the Green Bay Area Public School District and regional higher learning campuses to develop recruitment materials and program promotions for potential AmeriCorps members and community volunteers.
- Work with City staff to develop a three-year AmeriCorps program to complete selected projects.

FISCAL IMPACT

- III. The grant award amount is \$65,613 and the match portion is accounted for in the general levy in the amount of \$25,000. This is a planning grant, and the department plans on applying for the operational grant in 2022. The expected cost for the position including salary and benefits is \$79,983. (See attached worksheet for detail). The remaining funds will be utilized for the materials, supplies, and other items necessary to successfully fulfill the planning grant requirements.

Cc: Dan Ditscheit, Director of Parks, Recreation and Forestry
James Anderson, Assistant Director of Parks, Recreation and Forestry

**Position Fill Request
Justification Report
8-19-2021**

Position Title:

- 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.**

 Replacement Position X **Not a Replacement Position**

This position is being requested in order to develop, plan and apply for an AmeriCorps Program grant which would focus on conservation related projects throughout the City's parks, greenways, recreational trails and rights of way. If the City were to receive funding from an AmeriCorps program grant, there will be a need to have a coordinator on staff who can oversee and implement the program grant. Staff envisions the person in this role carrying out the duties of the coordinator for the program grant.

The City of Green Bay Parks, Recreation and Forestry Department (PRF) is looking to expand the capacity of our local government, and increase local environmental stewardship participation through training and education to maintain and develop the City's parks, greenways, trails and rights-of-way.

The City of Green Bay is fortunate to have a large variety of natural and maintained parklands for residents and visitors to utilize and enjoy. The current park system consists of 2,658 acres of recreational open space. These open spaces include but are not limited to, 68 parks, 1 natural resource area, 13 greenways, 11 urban green spaces, 4 community gardens and the Bay Beach Wildlife Sanctuary. In recent years the acreage and number of facilities has grown and continues to grow. This growth has put a strain on current staff that has resulted in some maintenance being left undone or being done intermittently. Additionally, desired projects have not been implemented. Key issues of concern include extensive areas of invasive species, habitat restoration and preservation, multi-use trail maintenance and expansion, community garden upkeep and access improvements.

PRF staff is also responsible for overseeing the planting and maintenance of 36,000 street trees and tens of thousands of trees within the parks system. PRF staff typically plant 800 trees per year, prune 6,000 trees per year and remove approximately 1,000 trees annually. The City of Green Bay has been dealing with an infestation of Emerald Ash Borer (EAB) since 2010. The response to EAB by staff has left a growing amount of maintenance and other needs left unattended. Key issues of concern include replacement tree planting, young tree maintenance and protecting urban tree canopy.

The City of Green Bay has several unique opportunities to provide public outreach and education to the residence of the greater Green Bay metro area. Green Bay is home to the Bay Beach Wildlife Sanctuary, the Baird Creek Greenway and 4 community gardens. Through these areas connections and partnerships have been built with individuals and organizations that all have one thing in common, environmental stewardship. Through this planning grant and potential program opportunity it is the intent to identify opportunities to

expand on partnerships and educational opportunities to further promote environmental stewardship in this region.

The City of Green Bay PRF Department is applying for this planning grant to hire a person to achieve the following:

- Identify priority areas of need and recommend environmental stewardship projects where AmeriCorps members and volunteers can make the most impact to the City of Green Bay through the PRF Department.
- Identify the number of AmeriCorps members and volunteers needed to complete the selected projects and determine what activities they will be executing.
- Develop and enhance existing partnerships with community organizations, the Green Bay Area Public School District and regional higher learning campuses to develop recruitment materials and program promotions for potential AmeriCorps members and community volunteers.
- Work with City staff to develop a three year AmeriCorps program to complete selected projects.

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 grant award amount is \$65,613 and the match portion is accounted for in the general levy in the amount of \$25,000. This new position has been reviewed by Carlson Dettman and it has been recommended to be placed in pay grade G of the City's pay plan. The expected salary for the position is \$52,047. The remaining funds will be utilized for the materials, supplies and other items necessary to successfully fulfill the planning grant requirements.

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

The person in this position drafts, manages, and executes all aspects of the Green Bay Conservation Corps AmeriCorps planning grant to develop a Green Bay Conservation Corps AmeriCorps program. This program seeks to leverage human capital to enhance the value of municipal ecological, recreational, and educational resources for generations to come. This position will fulfill the planning to determine if an AmeriCorps program is feasible.

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

The person in this position may generate revenue by researching grant opportunities and applying for them to create an AmeriCorps program and facilitate the projects that the AmeriCorps members will be conducting.

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

This position is a full time position and is currently not budgeted for within the City's general levy. The roles associated with this position are not able to be accomplished with current staffing levels.

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

The duties of this position are not currently being done because this role will involve developing a new program for the City.

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

The City does not have the capacity to put together a comprehensive plan and grant application for an AmeriCorps program grant without fulfilling this position. Therefore, AmeriCorps member and volunteer work opportunities related to conservation service projects will not be achieved throughout the City without this position.

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

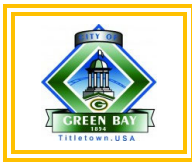
Not apparent at this time

9. Are there union issues?

No

10. Other supporting comments.

Category	Conservation Corps Coordinator, Grade G, Step 4 (\$24.78/hour)
Salary	\$51,542
FICA	\$3,943
WRS	\$3,479
Worker's Comp	\$108
Health Insurance	\$19,268
Dental Insurance	\$1,555
Life Insurance	\$88
TOTAL COMPENSATION	\$79,983



JOB DESCRIPTION

City of Green Bay

Position Title:	Conservation Corps Coordinator
Department:	Parks, Recreation & Forestry
Reports To:	Assistant Park Director
Status:	Non-Exempt
Salary Range:	Pay Grade G
Job Summary:	Drafts, manages, and executes all aspects of the Conservation Corps program grant. This program seeks to leverage human capital to enhance the value of municipal ecological, recreational, and educational resources for generations to come.
Essential Functions:	1. Conduct department needs assessment to identify potential projects and/or programs within the Parks system that benefit conservation and volunteer coordination and opportunities. 2. Work with department staff to define the role and duties of AmeriCorps Members. 3. Manage an AmeriCorps program design process that meets AmeriCorps federal guidelines. 4. Create operating budget for an AmeriCorps program. 5. Identify needs and methods for training AmeriCorps members and volunteers. 6. Coordinate meetings with stakeholders to develop an AmeriCorps program to develop and maintain community relationships and linkages to assure program success. 7. Develop and execute systems for data tracking and documentation for the Conservation Grant. 8. Coordinate with department staff to develop marketing and volunteer resource tools. 9. Develop a public outreach and comprehensive plan for recruiting AmeriCorps Members. 10. Work with philanthropic organizations to explore opportunities that establishes and enhances the AmeriCorps program. 11. Coordinates all aspects of AmeriCorps grant management with each Division. (Forestry, Design and Development, Parks, Recreation, Wildlife Sanctuary). 12. Serves as a liaison between City of Green Bay and Serve Wisconsin. 13. Perform other duties as assigned.
Knowledge, Skills And Abilities	▪ Good knowledge of environmental issues and grant administration. ▪ Good knowledge of the principles of business management and public administration. ▪ Knowledge of federal program accounting procedures and regulations. ▪ Display a positive attitude and passion for conservation. ▪ Ability to communicate effectively, both orally and in writing. ▪ Ability to utilize a computer and the required software. ▪ Ability to maintain effective working relationships with staff and the public. ▪ Ability to work the required hours of the position.

Minimum Education and Experience	▪ High school diploma or equivalent; Associate's or Bachelor's degree preferred but not required ▪ 1-3 years experience in parks, environmental science, conservation, grant management or a related field. ▪ Must possess a valid driver's license A combination of equivalent experience and/or education may be considered.
Physical Requirements	▪ Ability to perform the following activities: ○ Lifting and carrying up to 20 pounds. ○ Frequent standing and sitting. ○ Ability to focus for long period of time on projects. ○ Ability to reach, stoop and lift.
The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. I have read the above position description and understand the duties and responsibilities of the position. _____ Employee Name (Print) _____ Employee Signature _____ Date	

City of Green Bay Social Media Policy

- I. PURPOSE. The City of Green Bay recognizes the fast-changing landscape of the internet and the evolving role of technology in the workplace, including social media technologies. Where appropriate, the use of social media technologies in work-related activities, events, and announcements is encouraged to enhance customer service, increase citizen involvement, and further communication efforts of the City.

However, the City has an overriding interest and expectation in deciding what is “spoken” or communicated on behalf of the City through the use of social media. The purpose of this Policy is to establish guidelines for the creation and use of social media on behalf of the City for conveying information about the City and its events and activities. This Policy also establishes guidance for employees acting in a personal capacity when using social media.

Other laws, ordinances and policies may also apply to the use of social media and this Policy should not be interpreted to conflict with any of those laws, ordinances and policies, including requirements under the Americans with Disabilities Act. Nothing in this Policy shall be applied to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law.

II. DEFINITIONS.

- A. Authorized User: Employees or officers of the City authorized to monitor, manage, supervise, or control a City social media account as provided in this Policy.
- B. City social media accounts: Those pages, sections, or posting locations in social media websites established, managed, or maintained by an employee or officer of the City authorized to do so as part of their duties.
- C. Content: Any posts, writings, material, documents, photographs, graphics, or other information that is created, posted, shared, distributed, or transmitted via social media.
- D. Social media: The various activities that integrate technology, social interaction, and content creation. Through social media, individuals or groups may create, organize, edit, comment on, combine, and share content. Social media providers offer web pages that provide a means for various forms of discussion and information-sharing and include features such as social networks, blogs, video sharing, podcasts, wikis, message boards, and news media comment sharing/blogging. Social media providers are hosted by websites that authorize multiple users to establish, post content on, and operate their own individual social media profile. Technologies associated with social media often include picture and video sharing, wall postings, instant messaging, and music sharing. Examples of websites that host social media profiles include, but are not limited to, Facebook, Instagram, YouTube, and Twitter.
- E. Social media account: Any account established on social media.

- III. CITY WEBSITE. The City's official website (www.greenbaywi.gov) will remain the City's primary and predominant internet presence. Whenever reasonable, content posted to a City social media account should also be available on the City's official website, and should contain links directing users back to the City's official website for in-depth information, forms, documents, and online services necessary to conduct business with the City.
- IV. COMPLIANCE WITH LAWS AND CITY POLICIES. All City social media accounts shall be operated in conformance and be consistent with applicable state, federal, and local laws, regulations, and policies including all information technology security policies. Additionally, all City-related communication through social media must be conducted in accordance with the City's *Electronic Communication and Information Systems Usage Policy*, *Harassment and Discrimination in the Work Place Policy* and/or other applicable policies.
- V. OPEN MEETINGS LAW COMPLIANCE. All conduct by those persons serving on a governmental body, or subcommittee of a governmental body, must comply with Wisconsin's open meetings laws, including avoiding virtual or walking quorums. All such persons should therefore refrain from discussing business or action of the governmental body with one another while using social media. Additionally, Authorized Users publishing on the City's social media accounts should not engage or "tag" anyone serving on a governmental body when engaging in the City's social media activity.
- VI. OPEN RECORDS AND RECORDS RETENTION. City social media accounts are subject to public records laws. Any content in a social media format related to City business, including list(s) of subscribers and posted communication(s), constitutes a public record. City social media accounts shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.
- Additionally, Wisconsin state law and applicable City records retention schedules apply to social media formats and their content. The City will archive content in accordance with the public records laws. Any content that is removed may also be considered "public records" and will be archived as required by law to the extent possible using then-current reasonable options.
- VII. SOCIAL MEDIA PROVIDER TERMS OF SERVICE. Each social media provider maintains a term of use agreement for users. All posts and comments on any City social media profile are bound by these terms and conditions. The City reserves the right to report any user violation under the terms and conditions. This Policy does not modify the terms and conditions established by the social media provider. Nor does the City assume any responsibility or liability for decisions made by the social media provider involving the conduct or absence of conduct by the social media provider or by the user.

Authorized Users should be aware of the terms of service and/or use for the particular form of social media used, and should consult the most current versions in order to avoid violations. If the terms of service and/or use contradict any City policy, Management and/or Human Resources will determine whether continued use of that form of social media is appropriate.

VIII. ADMINISTRATION OF CITY SOCIAL MEDIA ACCOUNTS. Each Department Director is responsible for implementing and complying with this Policy, and for designating the Authorized User(s) for their department. The Director of Information Technology Services (ITS) is responsible for maintaining a list of social media profiles, including login and password information, approved for use by departments and employees for communicating City business. Each Department Director shall inform the Director of ITS of any administrative changes to existing social media accounts for said department.

IX. CREATION AND CONTROL OF CITY SOCIAL MEDIA ACCOUNTS.

A. New accounts. Any social media account created or maintained for the City must be capable of editing, removing, and archiving content. All proposals for new City social media accounts are subject to review and approval by the appropriate Department Director and the Director of ITS. Such proposals shall include a list of proposed Authorized Users.

1. Upon creation of a new social media account, the Department Director shall provide the account username and password to the Director of ITS. Updated credentials shall be provided to the Director of ITS any time such information is modified.
2. All City social media profiles, including any login information and passwords, are the sole property of the City and not the property of an employee or other party.
3. There is no reasonable expectation of privacy associated with the administration of a City social media account established under this Policy.

B. Authorized Users. Department Directors may authorize certain individuals to access and maintain certain City social media accounts. Only such Authorized Users may create, post, or modify content on an authorized City social media account on behalf of the City. Department Directors are responsible for ensuring that the Authorized Users for their accounts complete and sign an Authorized User Agreement Form, attached to this Policy as Exhibit A, which the Directors shall submit to the Human Resources Department.

Authorized Users posting to social media accounts on behalf of the City may not post content to City social media accounts or engage in social networking activities related to publishing the City's business during personal time. All social media activity on behalf of the City must be conducted as part of the employee's regular work activity.

C. Required content. All City social media accounts must clearly indicate that the account is maintained by the City and must have appropriate City contact information prominently displayed. Each City social media account shall include a statement that clearly specifies the intent, purpose, and subject matter of the social media site, as well as any other required disclosures described in this Policy, such as forum designation. A link to the City's website (www.greenbaywi.gov) should accompany the purpose statement. All City social media accounts shall clearly indicate that any content posted or submitted for posting is subject to public disclosure. All City social media accounts designated as limited public forums shall include the "Required Notice and Use Policy" attached to this Policy as Exhibit B.

X. CONDUCT ON CITY SOCIAL MEDIA SITES. Authorized Users representing the City on social media must conduct themselves at all times as professional and dignified representatives of the City and in accordance with all policies, directives, and professional expectations.

A. Forum designation. City social media accounts are not intended to operate as traditional open public forums. When the City opens the account for public comment it does not intend to open the site for any and all purposes but to open the site for limited discussion of only those topics specified by the City on that site. In some instances, sites may be non-public forums—that is, not open to public comment at all—and in other instances, sites may be designated limited public forums and their purpose is only to advance the business purposes of the City on those specific topics.

Each City social media account must contain a statement clearly articulating whether the site accepts comments and, if so, any restrictions that might affect the nature of the forum as either limited or traditional. When the City social media account has not been opened as a traditional public forum, or where the account has been opened as a “non-public” or “limited public” forum, the Director of ITS is authorized to remove unapproved content or links posted on the City social media account at issue that do not conform with the requirements of this Policy. Such removal must be done in a viewpoint neutral manner.

Where comments are solicited or invited on City social media accounts, the Terms of Use policy at the end of this Policy must be included.

B. Standards. The following general standards apply to all City social media accounts, including departmental, committee, board, agency, or commission sites:

1. Communications must be consistent with the goals, branding, mission, vision, and values of the City.
2. Communications must be factual and accurate and not reflect opinions or biases.
3. Communicate meaningful, respectful entries that are on topic while also recognizing that postings are widely accessible and not easily retractable.
4. Communications must be written in plain business English with proper grammar and vocabulary and should avoid acronyms and jargon.
5. Communications must comply with policy, directives, professional expectations, and respect for privacy, confidentiality, and applicable legal guidelines for external communication.
6. Ensure that legal right exists to publish all materials, including photos and articles, and comply with all trademark, copyright, fair use, disclosure of processes and methodologies, confidentiality, and financial disclosure laws.
7. If identifying yourself, maintain transparency by using your real name and job title, and be clear about your role regarding the subject. Write and post only about your area of expertise. Remember that your postings are your responsibility.
8. Communications must never be for political purposes or in support of or opposition to political campaigns or ballot measures.
9. Communications must never be for purposes of private business activity or

commerce, or for personal motivation or sharing of personal opinion or commentary.

10. Communications must not promote, foster, or perpetuate discrimination, harassment, or retaliation on the basis of sex, race, religion, creed, color, age, religion, gender, marital status, familial status, national origin, ancestry, disability, sexual orientation, gender identity, or other protected status.
11. Communications must not compromise the safety or security of the public, public systems, or public services.

C. Content of posts and comments. An important part of social media use is restraint. While the City desires to inform the community of City business, the City is not entering into a debate or discourse with those reading the social media profile. As such, commenting on, “liking,” or otherwise reacting to a post or comment by any other person is not permitted except in the following limited circumstances, and the employee’s name and title should be included in the responsive comment:

1. An Authorized User may provide a brief, factual response to answer a question posed in a post or comment. If a question requires an explanation or detailed answer, the employee should instead provide contact information and direct the commenter to seek additional information through that channel.
2. An Authorized User may respond to a comment when the employee is providing contact information to the commenter to seek or provide further information.
3. An Authorized User may respond to a comment or post to direct the poster to the City’s website or to a previous social media post by the City.

D. Original content restriction. If content from a social media platform cannot be archived via the software the City uses to archive social media content, no original content may be posted to any City social media account on that platform. City accounts on such platforms must *only* contain content shared from other City social media accounts that are capable of being archived by the Department of ITS.

XI. REPORTING/REMOVAL OF SOCIAL MEDIA ACTIVITY ON CITY SITES. A post, like, or comment by a member of the public on any City social media account is the opinion of the commentator or poster only. Publication of a user’s post, like, or a comment does not imply endorsement of, or agreement by, the City, nor reflect the opinions or policies of the City. The City assumes no liability for any comment, like, or post made by another person. Posts, likes, and comments which do not violate this Policy may not be removed from any City social media account. In the event a post, like, or comment is in violation of this policy, the following process shall apply.

A. Grounds. If the comment or post at issue contains any of the following content, the comment may be subject to removal or restriction by the City:

1. Obscene Content,
2. Content that is threatening or incites violence;
3. Solicitation of commerce, including, but not limited to, advertising of any non-City-

- related event, or business or product for sale;
- 4. Conduct in violation of any federal, state, or local law;
- 5. Content that promotes, fosters, or perpetuates unlawful activity;
- 6. Content that infringes the intellectual property rights of others;
- 7. Content that is malicious or harmful software or malware.

B. Process. In the event an Authorized User suspects that posted material may violate this policy, violate the terms of use of the social media provider, is illegal, or potentially infringes the copyrights or other rights of any person(s), the Authorized User shall not alter or remove the content, but instead shall immediately notify the Director of ITS. The Director will investigate the potential violation and, if grounds to do so exist, shall take action on the content, which may include permanent removal. *Before* taking any action on the posted material, the Director of ITS should confer with the City Law Department for assistance in determining whether the material is subject to removal. When such content is removed, the Director of ITS shall attempt to contact the person promptly to notify them of the removal action. The person may appeal the decision under Subsection D. Notice is not required when content is removed because it is a potential security breach or may contain a virus.

C. Access. No Authorized User should “block” or otherwise deny access to any City social media site to any individual who violates the City’s social media policy. The social media provider may, relying on their terms and conditions and their discretion, block a user or remove content in violation of those terms and conditions, and nothing herein restrains the social media provider from such actions.

D. Appeal. When the Director of ITS has removed a post or comment, anyone aggrieved may seek to have the Director reconsider the removal decision by providing the Director with a written request stating the reason(s) why the comment(s) do not fall within the limitations established in this Policy or offering other bases establishing a right to publish the comments or other communications on the City social media account. The Director of ITS must render a written decision on the request within two business days of receipt. The decision of the Director of ITS shall be the final administrative decision of the City.

- 1. The appeal rights in this section do not apply to employees when they are acting in an official capacity or as a representative of the City. Such rights may only apply when an employee is acting in their personal capacity as a private party and when exercising rights accorded a person under the Constitution and laws of the United States. Any employee who feels aggrieved by an action under this Policy that is not covered by this section should seek review through established grievance procedures, if applicable, or through their chain of command.

XII. CONDUCT ON PERSONAL SOCIAL MEDIA SITES. Employees may use social media profiles not belonging to the City for their personal social media purposes; however, an employee’s personal social media profile or use must remain personal in nature and must not be used to share the City’s official government positions or views. Employees must recognize that

most uses of personal social media are still part of the public domain regardless of privacy settings, and are easily replicated and published. Regardless of whether an employee identifies on a personal social media account that they work for the City, employment with the City is public record and members of the public may associate the employee with the City. Employees must therefore exercise care when posting and commenting on social media as personal views can be tied back to employment with the City. Personal activity is the personal responsibility of the employee, including the consequences that flow from such activity. In recognition of these principles, employees must comply with the requirements of this section when using their personal social media sites.

A. Disclaimer. If commenting on City business on social media in a personal capacity, an employee *must* use a disclaimer that establishes that their comments represent their own opinions and do not represent those of the City. Said disclaimer must also be used when the person can be identified as a City employee as a result of their identification, posts, or other information on the social media account. Whenever doubt exists or is likely to arise regarding the personal nature of social media activities, an employee must include a disclaimer clarifying that the social media communications reflect only the employee's personal views and do not necessarily represent the views of the City or the employee's department/board/agency/etc. A clear and conspicuous disclaimer will usually be sufficient to dispel any confusion that may arise.

1. Employees are not required to include a disclaimer with their social media communications when such communications are made on a platform dedicated to networking and/or job searching, such as LinkedIn, for the purpose of recruitment to City employment.
2. Sharing social media communications from official City accounts without additional commentary is always permitted as a public service announcement, and does not require a disclaimer.

B. Guidelines for personal use of social media. The City respects its employees' private rights to post and maintain personal websites, blogs, and social media pages, and to use and enjoy social media on their own personal devices during non-work hours. The following guidelines apply to personal communications using various forms of social media:

1. The City expects its employees to be truthful, courteous, and respectful toward supervisors, co-workers, residents, customers, and other persons or entities associated with or doing business with the City. When a person can be identified as a City employee, the employee must not engage in name-calling or personal attacks or other such demeaning behavior if the conduct would adversely affect their duties or workplace for the City. This Section and its limitations apply when the action of the employee adversely affects the employee's work, job duties, or ability to function in the Employee's position or creates a hostile work environment.
2. Employees should never use their City email account, login, or passwords in

connection with a personal social media profile.

3. Employees and others affiliated with the City must not use any City brand, logo, or other City identifiers on their personal social media accounts, nor post information that purports to be the position of the City without prior authorization or unless authorized by federal, state, or local law.
4. Employees are discouraged from identifying themselves as City employees when responding to or commenting on social media sites with personal opinions or views. Employees must not use their City titles when engaging in personal use of social media, and must use the disclaimer described in Section A. when posting or commenting on a matter related to City business.
5. Incidental and occasional access to personal social media accounts during work hours may be permitted, but employees must adhere to the guidelines outlined in the *Electronic Communication and Information Systems Usage Policy*.

C. Potential coaching or discipline. There may be times when personal use of social media in violation of this Policy, even if it occurs while the employee is off-duty and on their own equipment, may subject an employee to coaching or discipline as described in Section XIII.

XIII. VIOLATIONS BY EMPLOYEES. Use of social media may affect or impact the workplace. Examples of situations where this might occur include, but are not limited to:

1. Friendships, dating, or romance between co-workers;
2. Cyber-bullying, stalking, or harassment;
3. Release of confidential or private data;
4. Unlawful activities;
5. Misuse of City-owned social media;
6. Inappropriate use of the City's name or logo, or the employee's position or title;
7. Using City-owned equipment or City time for extensive personal social media use;
8. Violation of federal, state, or local law, or of City policy.

Failure to comply with this Policy is considered misconduct and may result in employee coaching or disciplinary action up to and including termination. Unlawful social media use, based on the level of offense, may result in referral for criminal prosecution.

Each situation will be evaluated on a case-by-case basis because the laws in this area are evolving. Employees are encouraged to discuss types of activities that might result in discipline with the Human Resources Department.

Nothing in this Policy is meant to prevent an employee from exercising his or her right to make a complaint of unlawful discrimination or other workplace misconduct through the proper processes, to engage in lawful protected concerted activity, or to express a personal opinion on a matter of public concern which may be balanced against the interests of the City.

XIV. REPORTING REQUIRED. The City is not imputed with knowledge of any activity on any

personal social media accounts of employees or elected officials, or any other social media accounts other than official City accounts. Employees have a duty to notify their supervisors of any violations of this Policy, as City staff is only able to address those violations of which they have been made aware. Additionally, any violation of this Policy occurring during an individual's term of employment may lead to discipline regardless of the amount of time that has passed since the violation has occurred, provided that management had no previous knowledge of the violation prior to it being reported.

XV. **GUIDANCE FOR ELECTED OFFICIALS USING SOCIAL MEDIA.** Accounts of elected officials are official City social media accounts for purposes of the First Amendment, open records and open meetings laws, records retention, etc. The official accounts of the Mayor and Alderpersons are considered City accounts because they are likely to be used for the purpose of conveying information about City business to the public and are likely to contain content directly tying the account to the City government, such as the official's title, link(s) to the City website, government contact information, posts related to what's happening in the City or on Council, dates of City events, etc.

A. **Rules.** Elected officials should adopt rules for posting on their pages and ensure that those rules are readily visible to every visitor to the page. Such rules must be in accordance with City policies and First Amendment requirements. Elected officials should consult with the City Law Department to ensure their rules conform to current applicable law.

B. **Access.** No elected official should "block" or otherwise deny any individual access to any social media site(s) determined to constitute government-sponsored speech. A social media provider may, relying on its own terms and conditions and its discretion, block a user or remove content in violation of those terms and conditions, and nothing herein restrains the social media provider from such actions.

C. **Removing content.** If an elected official allows the public to comment on their social media account, the official has created an open public forum for purposes of the First Amendment. Posts or comments on an elected official's social media account may be subject to removal by the official if they contain any of the content specified in Section XI.A. of this Policy. *Before* taking any action on the material in question, the elected official shall confer with the City Law Department for assistance in determining whether the material is subject to removal. The elected official shall attempt to contact the person promptly to notify them of the removal action. Notice is not required when content is removed because it is a potential security breach or may contain a virus.

1. Any person aggrieved by the removal of a post or comment to an elected official's social media account may appeal the decision to the Director of ITS under Subsection XI.D. of this Policy by submitting a written request stating the reason(s) why the content should not be removed. The Director of ITS must render a decision within two business days of receipt. Such decision shall be the final administrative decision of the City.

- D. Open records laws. Public officials' social media accounts are subject to public records laws. Additionally, officials' campaign or personal accounts, or individual posts or messages thereon, may be considered government speech that is also subject to public records laws. Officials are expected to retain records as required and produce such records if they are responsive to an open records request.
- E. Records Retention. Elected officials' social media accounts and posts are subject to records retention requirements established by state law and the City's records retention schedule. Records of all elected officials' social media accounts shall be retained via software designed for the purpose of archiving social media content, as chosen by the Director of ITS. All officials are responsible for retaining records of their campaign or personal social media accounts.
- F. Other social media accounts. Other social media pages maintained by elected officials, such as campaign pages or even personal pages, may also be considered City pages if the owner of the page is determined to be a "state actor." That determination is based on the totality of the circumstances, by examining things such as whether the stated purpose of the account is private or public; whether the official uses government resources to maintain the page; whether the page contains the official's title, government contact information, and information about issues or events occurring in the City; and similar considerations.

To avoid having a personal account designated as a City social media account, the elected official should follow the guidelines for employee conduct on personal social media sites as outlined in Section XII. of this Policy. Importantly, the official should avoid discussing City business on their personal account.

- G. Consult the Law Department. Social media law is evolving as more and more court cases are decided. Elected officials should reach out to the City Law Department regularly to ensure they are complying with the most up-to-date standards and for answers to any questions they may have.

XVI. SEVERABILITY AND SAVINGS. If any part or provision of this Policy or the application to any person or circumstance is held invalid or unconstitutional, such declaration shall not affect other parts or provisions or application of this Policy which can be given effect without the invalid or unconstitutional part or provision or application and are therefore deemed severable.

XVII. REVIEW AND REVISION. The City reserves the right to rescind and/or amend this and all City policies at any time.

Exhibit A

Social Media Policy Employee Acknowledgement Page

I understand that I must have approval from the Director of _____ (“Department Director”) to use, engage, or post on the City of Green Bay’s social media profiles and pages on behalf of the City. I also understand that I am responsible for all postings made by me on the City’s social media profiles and pages, including those made in sections created for replies, comments, or other similar responses. I further understand that the Social Media Policy applies to postings made by me via personal social media, and I agree to adhere to the guidelines in such Policy.

I acknowledge that all content on the City’s social media is considered to be property of the City and may be monitored by the City. As such, I acknowledge and understand that I am obligated to promptly disclose any log-in names or passwords associated with the City’s social media profiles and pages to the Director of Information Technology Services upon request. I further understand that employees do not have privacy or personal rights in the use of the City’s social media, and the postings, data, access to or distribution of such materials is subject to all applicable laws.

I authorize my image, likeness, voice, and work product to be published, used, and disclosed by the City on its social media, and I waive any and all rights I may have to royalties and compensation. I understand the City retains sole right and discretion as to use and ownership of information posted, published, used, and disclosed on its social media to the extent permitted by law.

I understand that I am obligated to report any suspected or perceived violations of the Social Media Policy that I observe on the City’s social media to my Department Director for further review and determination. I further understand that I am not authorized to regulate or remove comments or posts made by other persons on the City’s social media profiles and pages or to regulate the access of private citizens to the City’s social media profiles and pages. To the extent I am authorized to regulate posts or comments made by other persons on the City’s social media profiles and pages or regulate the access of private citizens to the City’s social media profiles and pages, I agree to regulate such matters consistent with the restrictions set forth in the Social Media Policy.

In complying with the Policy, I will abide by all security procedures as set forth by the Department of Information Technology Services. I am aware that violations of the Policy may result in restriction of use, may subject me to disciplinary action, up to and including discharge from employment, and may subject me to civil or criminal liability.

I acknowledge I have read and that I understand the Policy and have been afforded an opportunity to ask questions regarding the Policy.

I have read and understand this Acknowledgement Form.

Signature of Employee

Date

Signature of Supervisor

Date

AFTER SIGNING THIS ACKNOWLEDGEMENT FORM, BRING THE ORIGINAL, EXECUTED COPY OF THIS FORM TO HUMAN RESOURCES FOR PLACEMENT IN THE PERSONNEL FILE.

Exhibit B

To be included on each City social media account where a limited public forum has been created

REQUIRED NOTICE AND USE POLICY

The purpose of this site is to discuss matters of public interest in and to the City of Green Bay as identified and raised by the City for discussion. We encourage you to submit comments that are on topic, but please address your comments to the specific topic(s) discussed. This is a forum limited to the specific topics identified and raised by the City. All content of this site and all comments submitted to this page, if any, are public and are subject to disclosure pursuant to Wisconsin's public records law. Users who submit content to this City social media site agree they have read, understand, and agree to the following terms and conditions by virtue of such use:

TERMS OF USE

1. I am submitting content voluntarily and on my own behalf.
2. The content I post reflects my own original thoughts or work.
3. I understand that the City has the right to re-post or share any content, photos, or videos that I submit on this or any other City social media site.
4. I have read and understand the Policy, including the right of the City to remove or archive content as described in the City's policy and as may be allowed by law.
5. I understand that any content I provide may be considered a "public record" under state law.
6. I understand and agree that unless specifically identified as a resource for receiving request for information under the state public information laws, City social media sites are not proper vehicles for making requests for public information or public records and any such requests must be made to the appropriate custodian of the records.
7. I understand and agree that my and others' comments are subject to archiving and that my and others' comments are subject to removal in whole or in part from this site if they contain:
 - Comments not directly on the topic raised for discussion;
 - Obscene, indecent, or profane language, or pornographic images;
 - Direct threats;
 - Content that promotes discrimination on the basis of sex, race, religion, creed, color, age, religion, gender, marital status, familial status, national origin, ancestry, disability, sexual orientation, gender identity, or other protected status;
 - The solicitation, promotion, or endorsement of specific commercial services, products, or entities;
 - Links to any site or content posted by automatic software programs (i.e., "bots");
 - The promotion or encouragement of illegal activity;
 - Personally identifiable information or sensitive personal information that if released violates federal or state law;
 - The promotion or endorsement of a political campaign or candidate;
 - Information that compromises the public safety or security of the public or security systems;
 - Information that directly interferes or compromises ongoing investigations, public safety

tactics, or the safety of public safety officers;

- Confidential or exempt information in violation of state or federal law; or
- Content that appears to violate the intellectual property right of the City or a third party under federal or state law.

8. I also understand that the views and comments expressed on this site only reflect those of the comment's author, and do not necessarily reflect the official views of the City, its elected and appointed officers and employees, or its departments and agencies.

By posting or commenting, I acknowledge that I understand and accept these terms of use.



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Remote Work Policy	Policy Reference Chapter 32
Policy Source Human Resources Department	Legal Review Date August 17, 2021
Personnel Committee Approval	City Council Approval

- 32.1 Purpose. Remote Work is an arrangement in which an employee may work at a place different than the traditional workplace, typically their home, for the benefit of the employees and the organizational needs of the City of Green Bay.
- 32.2 Policy. Remote Work arrangements may vary for individuals or positions and remote work may not be suited for certain positions. The determination as to whether any particular position, assignment or employee is a good fit for Remote Work is at the discretion of the department head or department head's designee (hereinafter referred to as "Supervisor") and review by the Human Resources Department. Management retains the right to modify the Remote Work arrangement and to remove the employee from the arrangement for any or no reason and at any time. With proper notice, the employee may also stop participating in the Remote Working arrangement at any time.
- a. Remote Work is not an entitlement of any employee. It is not a City-wide benefit, and it does not in any way change the terms or conditions of employment with the City.
 - b. Employees that work remotely must reach a written agreement with their managers regarding the work schedule, work-station location and any other performance standards (see attached Remote Work Request Form).
 - c. It is the employee's responsibility to communicate any issues or concerns regarding the remote work arrangement with his/her supervisor as soon as possible.
 - d. Remote Work employees must comply with all City policies, including the Anti-Harassment policy, timekeeping policy, use of employer property policy, confidentiality and security policies and all other policies contained in the employee handbook. Failure to comply with this policy or other City policies will result in the termination of the remote work arrangement and may result in discipline up to and including discharge.
 - e. This policy applies to General Employees and does not apply to employees who are members of a Fire, Police, or Transit Union. Seasonal or temporary employees may be eligible for remote work on a case-by-case basis.

32.3.1 Criteria. Employees who wish to engage in a remote work arrangement must meet the following criteria:

- a. A history of reliable and responsible completion of work duties at a performance level that Meets Expectations or above.
- b. Employee must demonstrate a history of and maintain regular, punctual, and predictable attendance.
- c. Employee must provide broad band internet access at their own expense.
- d. Employee must utilize a City-owned computer or City approved device.

32.3.2 Criteria for Home Office. Employees wishing to work remotely must have safe and adequate workspace to work from home. Following are criteria that must be met for home office safety requirements:

- a. The temperature, noise, ventilation and lighting levels of the dedicated office area must be adequate for maintaining normal levels of job performance.
- b. File cabinet doors and drawers are arranged so they do not open into walkways.
- c. Phone lines, electrical cords and other extension wires are secured.
- d. Aisles, corners and doorways in the work area are free of obstructions.

32.3.3 In addition to meeting safety requirements in the home office, a remote work workstation must be ergonomically suited for the employee. Employees will be responsible for ensuring they maintain the following ergonomic guidelines while working from home:

- e. Chair should be adjusted so feet are flat on floor or footrest and legs are vertical to ground.
- f. Computer monitor should be directly centered in front of the user. User should not have to look up, down, left, or right for better viewing. Additionally, the monitor should be at a comfortable viewing distance.
- g. Use good posture when keyboarding. Elbows should be at a 90 degree angle. Wrists should be level with the keyboard.

32.3.4 In the event that an individual meets the above-mentioned criteria and wishes to engage in a Remote Work arrangement, the individual's position will be evaluated by the Supervisor to determine if suitable to work remotely as outlined below in section 32.4. The determination on whether an individual or position can remote work is not subject to the grievance procedures outlined in City policies. However, if the employee and a Supervisor have any dispute over whether the above criteria are met or if the position is suitable for remote work, then Human Resource shall be available to assist in this evaluation. Remote work shall be permissible so long as the employee continues to meet all of the criteria listed above. In the event the above criteria are no longer being met, the remote work authorization shall automatically terminate, and a new evaluation must be completed before remote work may be authorized again.

32.4 PROCEDURES. Supervisors should consider the following when considering an employee for Remote Work:

- a. Face-to-face communication is not a daily requirement of the position and communication can be effectively accomplished over the telephone, e-mail, or other appropriate means.
 - b. The individual already works in a self-directed role and produces clearly defined output and work products, or the work activities are measurable.
 - c. The employee must be self-motivated, self-disciplined, self-directed with the ability to establish, manage, communicate, and collaboratively determine priorities.
 - d. The employee must clearly demonstrate skills in planning, organizing, managing time, and meeting clear standards and objectives.
 - e. The employee must maintain regular, punctual, and predictable attendance.
 - f. The employee must maintain a performance level that Meets Expectations or above.
 - g. The employee can maintain a safe and ergonomically sound home office free from distractions.
 - h. Risk Management, Information Technology Services, and/or the Supervisor can complete an onsite inspection of the employee's selected Remote Work workspace if necessary.
- 32.4.1 The employee agrees to be available during their scheduled work hours for communication through phone, e-mail, in-person, video conference, or other appropriate communication tools. Employee initiated schedule changes must be pre-approved by their supervisor.
- 32.4.2 The employee agrees that City representatives may make on-site visits to the remote working site during established work hours for the purpose of inspecting the remote worksite to ensure compliance with all City policies. Any such visit may be made without notice.
- 32.4.3 The employee will try to schedule off-site business meetings on remote working days in order to maximize the time they are available at their regular work location. On occasion, it may be possible for employees to teleconference into the meetings that are scheduled on remote workdays if approved by the employee's supervisor.
- 32.4.4 The employee will meet with the supervisor according to procedures previously agreed upon to receive assignments and to review completed work as necessary. The evaluation of the employee's job performance will be based on established standards and will include their performance while working remotely. The employee's performance must continue to be at least Meets Expectations or above to continue to work remotely.
- 32.4.5 All records, papers, and correspondence done at the remote working location are considered the City's business and may be subject to public records disclosure. The employee will apply safeguards to protect records from unauthorized disclosure or damage. The employee is required to ensure that all City records are maintained at the traditional workplace in accordance with City standards. City records may not be maintained at any remote workstation and should be returned to the traditional workplace as soon as practicable to ensure proper retention. Any and all City records pertaining to the City shall be returned immediately upon demand. The City reserves the right to search the remote work station and retrieve any City records which are not returned immediately upon demand.
- 32.4.6 The employee agrees to maintain all information which is protected by federal or state laws or regulations in a confidential manner. Telecommunication meetings, conferences, calls, or any other contacts involving such information will be conducted in a private area. Passwords and protected entry

codes to the City's software will be kept confidential. The employee agrees that family members and others will not have access to protected information at any time, or to City equipment.

- 32.4.7 The employee may be required to use multi-factor authentication to access the City's network. This may require an employee to use a personal device at the employee's expense.
- 32.5.1 Equipment. The City reserves the right to make the determination as to the appropriate equipment which is subject to change at any time. Equipment needs may be periodically assessed by the Information Technology Services Department to ensure that the individual is equipped for remote work based on the needs of the position. The City may provide necessary computer and telephone equipment for a fully functional real and virtual office for employees who work remotely on a routine basis.
- 32.5.2 The employee will be responsible for providing Internet connectivity that is at least a standard speed which does not impede the employee from completing online work in an efficient manner. Connectivity should be checked before the employee begins working remotely.
- 32.5.3 The City's Information Technology Services Department may supply the following equipment for approved remote workers:
- a. City laptop pre-loaded with required standard programs.
 - b. Capable phone that connects to internal phone system.
 - c. Printer, if required for the job.
- 32.5.4 The Information Technology Services Department can provide instructions and training on how to get connected to the internal network.
- 32.5.5 The costs related to the equipment, installation and maintenance may be the responsibility of the requesting department.
- 32.5.6 Employees must make arrangements regarding the use of the City's equipment in their remote office. The Information Technology Services Department has the authority to determine for employees who work at multiple locations whether it will provide a single laptop which is transported between locations rather than maintaining a workstation at each location.
- 32.5.7 In no event shall the use of the City's equipment change the ownership of or impede the City's access to the equipment. All equipment and materials provided by the City shall remain the City's property. The employee agrees to return all City owned equipment and supplies in proper working condition and agrees to take financial responsibility for missing and/or broken items upon the termination of the remote work arrangement or termination from employment. If the employee's own home equipment such as personal cell phone or home phone is used, it will be at the employee's expense. Employees shall receive prior approval for equipment purchases to be used for remote work. Special supplies not normally provided by the City (ink cartridges, toner, etc.) may be the employee's responsibility.
- 32.5.8 Equipment provided by the City must not be used for purposes other than City business and must be kept in a secure, confidential location, and protected against damage and unauthorized use.
- 32.5.9 City owned equipment will be serviced and maintained by the City. Equipment provided by the employee will be at no cost to the City and will be maintained by the employee.
- 32.5.10 If equipment requires repair or replacement such that it is impossible for the employee to work at the remote location, the employee may be temporarily assigned to work at their traditional workplace or may suffer loss of pay for hours not worked. This includes computer repairs, and interrupted internet

service lasting more than one hour. Any lost hours may be made up within the confines of the Fair Labor Standards Act and/or the departmental policies with Supervisor approval.

- 32.5.11 The City will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g. utilities) associated with the use of the employee's residence. The City is not responsible for insuring any personal equipment in the employee's remote office. The employee understands that he or she is responsible for any tax and insurance from this arrangement and for conforming to any local zoning regulations.
- 32.6 Liability. The City will not be liable for damages to the employee's property resulting from participation in the remote work program. By participating in the remote work arrangement, the employee agrees to hold the City harmless against any and all claims including injuries to others at the remote work location. If an employee is injured during the course of his or her employment while working at home, then the employee should follow the City's established procedures for reporting on-the-job injuries.
- 32.6.1 Employment Laws. Employees working remotely will be held to the same employment laws and City Policies as employees in the traditional workplace. They will adhere to normal work schedules and will have to obtain prior management approval for any change to their normal work schedule including overtime. Employees must not use work hours for any purposes other than City business related duties.
- 32.6.2 Time Off. Employees working remotely agree to follow established procedures for requesting and obtaining approval of leave, including personal and vacation leave. If an employee working remotely is ill, then he or she must follow the City's sick leave policy.
- 32.6.3 Child/Elder Care. Remote work is not an alternative for childcare or elder care and the remote worker agrees to make regular dependent care arrangements during remote work periods.
- 32.6.4 Paid Leave. Remote Work may be used as a temporary arrangement in lieu of paid time off at the Department Head's and Human Resources Director's discretion.
- 32.7 Miscellaneous. A remote worker's presence may be required in the traditional workplace based on departmental needs as determined by the Supervisor, such as for coverage, meetings, or other purposes, and it is the responsibility of the employee to be present when requested. In most cases the employee will be notified in advance of the requirement; however, advanced notification may not be feasible in some cases.

CITY OF GREEN BAY
Remote Work Request Form

Employee Name:	
Current Position:	
Start date of Remote Work:	
End date of Remote Work:	
Address of employee, phone number & specific area employee will work from:	

The employee's Remote Work schedule will be:

Remote Working Days:

Mon Tue Wed Thu Fri

Remote Working Time:

Start Time:

Finish Time:

Breaks (if applicable):

Total Remote Working Hours Per Day:

Will the employee perform the duties of their current position?

Yes

No

If no, which duties will the employee perform?

This agreement is subject to the terms and conditions stated in the City of Green Bay Remote Work Policy, a copy of which has already been made available to the employee. I have read and understand both the City of Green Bay Remote Work Policy and this agreement. I agree to abide by and operate in accordance with the terms and conditions outlined in both documents. I agree that the sole purpose of this agreement is to regulate remote working and it neither constitutes an employment contract nor an amendment to any existing contract. I understand that this agreement may be terminated at any time.

If the reason for the Remote Work request is due to a medical condition, documentation must be attached to this form supporting this request. Furthermore, the employee agrees to operate within any work restrictions they might have as a result of their own medical condition.

Employee Signature: _____ Date: _____

Supervisor approval: _____ Date: _____

HR Director approval: _____ Date: _____

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES**
August 24, 2021

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Admin Clerk II	Admin Services	Mary Safranski	8/9/2021
<u>Rehire</u>			
Labor - Sanitation	Public Works	Robert Blank	8/30/2021
<u>Grade/Step Change</u>			
GIS Analyst	Public Works	Brennan Rhode	8/8/2021
Financial Analyst	Admin Services	Kathy Reissmann	8/12/2021
Legal Assistant	Law	Rebecca DeWitt	8/10/2021
Truck Driver - Street	Public Works	Shannon Schornack	9/3/2021
<u>End of Employment</u>			
Temp Clerk	Admin Services	Mary Safranski	8/6/2021