



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, FEBRUARY 8, 2022, 4:30 PM

AMENDED

Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

- I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

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 January 25, 2022.

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. Park Maintenance Worker - Park, Recreation & Forestry
 - b. Engineering Technician - Public Works
 - c. Engineering Aide - Public Works
2. Consideration with possible action on a request to reclassify a vacant Wildlife Sanctuary Park Maintenance Worker position to a Custodian I position and approval to fill the position and all subsequent vacancies.
3. Consideration with possible action on a request to reclassify a vacant Word Processor position to a Records Clerk position and approval to fill the position and all subsequent vacancies.
4. Consideration with possible action to add (1) one limited-term Locate Technician position to the Public Works table of organization and approval to fill the position.

5. Consideration with possible action to Repeal and Replace Chapter 20, Weather Emergency Employee Absence Policy
6. Consideration with possible action to approve Personnel Policy Chapter 33: Temporary Emergency Medical Paid Sick Leave
7. Consideration with possible action to over hire six firefighter positions due to upcoming retirements.

F. Informational.

1. Report of routine personnel actions for regular employees.
2. Next meeting date: February 22, 2022.

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=K3NJQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

Meeting ID: 868 4649 1807

Passcode: 298054

One tap mobile

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

+13017158592,,86846491807#,,,,*298054# US (Washington DC)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 868 4649 1807

Passcode: 298054

Find your local number: <https://us02web.zoom.us/j/86846491807?pwd=K3NJQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

Public Comments

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting.

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must state their name and address for the minutes.
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition*.
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
3. Once you are in the meeting please mute yourself.
 - a. You may unmute yourself when you are called upon to speak.
4. Waiting room
 - a. When you call in or connect via web or Zoom app, you will be placed in a "waiting room."
 - b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. 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 be tied to an email.
6. Raising your hand
 - a. Committee/Commission/Board members—you can either use CivicClerk and request to speak or you can also utilize the "raise your hand" tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
 - b. Persons with items on the agenda or other interested parties—you can also utilize the "raise your hand" tool on the Zoom platform via computer or mobile device. You will be allowed to speak once the committee, commission, or board has moved to "open the floor for interested parties to speak." Once discussion on your agenda item has concluded, the host will mute you, unless the committee opens the floor again.
7. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
 - d. Computer—you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
 - e. For tablet and computer users—if you download the app you may be asked to verify your email.

8. Zoom etiquette
 - a. Muting yourself when you're not speaking 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 state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
9. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
10. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

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 #
3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not wish to speak, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 8, 2022

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. Park Maintenance Worker - Park, Recreation & Forestry
- b. Engineering Technician - Public Works
- c. Engineering Aide - Public Works

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Request to Fill Memo 2.8.2022
- 2. Park Maintenance Worker - B. Buntrock 01.28.22
- 3. Engineering Tech - Plamann
- 4. Engineering Aide - Conger 2.22

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: February 8, 2022

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2022 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Park Maintenance Worker – Replacement position due to the retirement of Brian Buntrock effective January 28, 2022. Salary range: \$20.56 - \$24.20 per hour.
- Engineering Technician – Replacement position due to the retirement of Paul Plamann effective January 4, 2022. Salary range: \$27.18 - \$31.97 per hour.
- Engineering Aide – Replacement position due to the resignation of Taylor Conger effective February 11, 2022. Salary range: \$18.92 - \$24.20 per hour.

**Position Fill Request
Justification Report
January 24, 2022**

Position Title: Park Maintenance Worker

- 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 be vacant as a result of the retirement of Brian Buntrock effective at the end of the work day on 01/28/2022.

- 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 budgeted. The wage range is \$20.56 - \$24.20 per hour (Pay Grade F).

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

The Park Maintenance Worker is a generalist position responsible for maintaining all facets of the year-round park operations. Parks and the related facilities are used daily from sun-up to 10:30 p.m. throughout the year. Therefore, we need to ensure that they are clean, safe, and functional at all times for our patrons.

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

No.

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

Over the years, we have added more parkland and facilities, but have not added additional staff. We are also responsible for maintaining a four-diamond Little League complex, a six-field soccer complex, more trails, more parklands, and the City Deck.

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

When vacancies occur in this classification, we are unable to meet all of the maintenance needs of our parks and facilities. As positions become vacant, we prioritize and reprioritize our daily work. The effect is that many of the services that we provide to the public are being performed less frequently.

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

The overall service would be reduced. We have tried to lessen the obvious impact by reprioritization.

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

Contracting for various maintenance services would need to be explored. Costs would be dependent on the service contracted. The Park Maintenance Worker performs a wide range of services during a calendar year, therefore making it difficult to replace a single position by contracting.

9. Are there union issues?

No.

10. Other supporting comments.

Since 2001, the Parks Division has been responsible for maintaining the following added facilities: SK8 Park; Leicht Memorial Festival Park; Resch Aquatic Center; four new buildings; nine splash pads; more parkland at Farlin Park, Beach Lane, Navarino Park, V.T. Pride Park, Eastman Park; several parcels along the Baird Creek Greenway; 16 acres of turf at Bay Beach Park; a new boarded hockey rink; a four ball diamond softball complex; a six-field soccer complex; the City Deck; the Zippin Pippin, Sea Dragon, Bay Beast, Rockin' Tug, and Falling Star amusement rides; as well as several miles of trails.

We have assumed the work at the additional facilities while seeing a reduction in staff of 6 Park Maintenance Workers and 12 fewer seasonal positions since 2006. With future maintenance responsibilities sure to come, we will fall further behind in our efforts to provide the most basic of services if we do not maintain our staffing levels accordingly.

**Position Fill Request
Justification Report
February 02, 2022**

Position Title: **Engineering Tech**

- 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 is a replacement for Paul Plamann who retired on January 4, 2022.

- 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. Wage range: \$27.18 – \$31.97/hour.

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

Engineering Technicians perform field surveys for design and construction of public works construction projects. They also perform design of basic engineering details on public works construction projects, prepare and administer public works contracts of moderate difficulty, prepare necessary reports and maintains records related to survey of public works construction projects and the storm water facility maintenance program. The Technician position may assist in preparation of special assessment rolls for public works projects, review site plans, administer sewer service charge billings, and other work related to the storm water management program, erosion control program, and other duties as assigned.

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

Engineering staff, including Engineering Technicians, provide services that are often funded in part by grants, state aid and developer/project agreements.

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

One (1) Engineering Aide was eliminated from the staff in 1997 as well as a related Engineering Technician position in 2007. Although engineering operations have been improved by technology, the size of the City continues to grow and the new stormwater permit has imposed additional duties that will be shared by Techs.

The remaining Technician positions have responsibilities to execute the concrete repair and sidewalk program, as well as perform the necessary survey work for all other Public Works projects and would not be able to absorb the duties of this position.

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

Remaining staff are attempting to continue doing the primary duties and tasks in as efficient manner as possible.

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

The annual Capital Improvement Program for the City of Green Bay would not be able to be delivered if this position were not filled. This position completes surveys for design of capital projects, construction staking to ensure projects are properly constructed, and record surveys to document where and how infrastructure has been installed within the City.

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

Consultants are used to supplement staff for specialized projects. However, it is more cost effective, and better continuity is maintained, with a City employee that knows and understands DPW Engineering policies and procedures.

9. Are there union issues?

No.

10. Other supporting comments.

**Position Fill Request
Justification Report
February 02, 2022**

Position Title: Engineering Aide

- 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 is a replacement position for Taylor Conger who is resigning on February 11, 2022.

- 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. Wage range: \$18.92 - \$24.20/hour.

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

- Inspects routine public works construction projects for compliance with the plans and specifications for the project.
- Performs sanitary sewer and storm sewer CCTV review, makes preliminary determination as to defects and possible repairs necessary.
- Performs CAD and manual drafting assignments and other office work as directed.
- Prepares necessary reports and maintains records related to inspection of public works construction projects.
- Performs concrete field testing and coordinates and schedules testing of materials with material testing consultant
- Operates surveying, concrete testing, and other equipment as necessary.
- Assists Engineering Technicians on engineering surveys by serving as an instrument person, and rod person, and by performing other manual tasks such as driving stakes, clearing brush from survey lines, and searching for survey monuments as directed.
- Works with other City Departments to coordinate and assist with various Public Works projects/programs

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

The position does not generate revenue.

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

One (1) Engineering Aide was eliminated from the staff in 1997 as well as a related Engineering Technician position in 2007. Although engineering operations have been improved by technology, the size of the City continues to grow and the number of infrastructure projects has continued to increase over the last few years.

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

The duties are presently being done by the incumbent until his resignation date.

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

If the position would be eliminated, construction inspection of critical City infrastructure would be reduced, potentially resulting in added future maintenance issues and costs. Other staff that are already very busy, would need to assist, reducing construction inspection on other infrastructure projects. Additionally, construction plan drafting needs would also be impacted.

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

Consultants are used to supplement staff for specialized projects. However, it is more cost effective, and better continuity is maintained, with a City employee that knows and understands DPW Engineering policies and procedures.

9. Are there union issues?

None.

10. Other supporting comments.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 8, 2022

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action on a request to reclassify a vacant Wildlife Sanctuary Park Maintenance Worker position to a Custodian I position and approval to fill the position and all subsequent vacancies.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Park Maintenance Worker Reclass 02-2022
2. Bldg Custodian I - WLS



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee
Joseph Faulds, Chief of Operations

From: Melanie Falk, Human Resources Manager

Re: Consideration with possible action to reclassify and fill a vacant Wildlife Sanctuary Park Maintenance Worker (\$20.56/hour - \$24.20/hour) to a Custodian I (\$16.50/hour - \$19.42/hour) and request to fill any subsequent vacancy resulting from an internal transfer

Date: February 8, 2022

RECOMMENDATION

- I. Human Resources and the Park, Recreation and Forestry Department are requesting that the Park Maintenance Worker (PMW) – Pay Grade F assigned to perform maintenance work at the Wildlife Sanctuary be reclassified to a Custodian I – Pay Grade C of the City's salary plan. The PMW job duties have changed significantly over the last several years as a result of changing maintenance needs. Specifically, Park Rangers perform the majority of the outdoor grounds work and with the recent addition of the banquet facility, the work being performed by the current PMW is predominately custodial work.

BACKGROUND

- II. On February 18, 2022 the current PMW that is assigned full time to the Wildlife Sanctuary is retiring. The Wildlife Sanctuary Superintendent has been observing the work performed by this position during the last year and has requested a review of the position.

This maintenance worker has worked at the Wildlife Sanctuary for 24 years, and over time, his responsibilities have evolved to be more focused on custodial functions as opposed to external grounds maintenance. The Sanctuary PMW works four 10-hour days (Friday, Saturday, Sunday, Monday) from 12:30 p.m.-10:30 p.m. to perform building cleaning/maintenance work during non-peak hours and to close up and lock the facilities. Another PMW is assigned to the WLS from 2:30 p.m. – 10:30 p.m. on Tuesdays, Wednesdays and Thursdays and works in the other park facilities on Mondays and Fridays.

The PMW assigned to the Sanctuary is primarily responsible for cleaning and maintaining the Sanctuary buildings including the new banquet facility, parking areas and walkways. This position inspects the security of the park and secures the buildings and grounds nightly. This

maintenance worker is expected to clean windows; clean and move office equipment and furniture, set up the banquet facility and clean up the facility following events. Other custodial duties include washing windows; cleaning restrooms; vacuuming and shampooing carpets and floor maintenance including stripping, waxing and polishing floors. In addition, this position will perform winter maintenance including shoveling snow from walks and drives.

There are currently 22 PMW's in the Parks Department with responsibility for performing various maintenance functions at various City park facilities. They work a rotating schedule, which includes weekends, to provide maintenance coverage to the park facilities between the hours of 6:30 a.m. – 10:30 p.m. 7 days per week.

The PMW job duties are more diverse than the Custodian position and include mowing, watering, fertilizing, pesticide application, grading, seeding; assembling playground equipment fences, hockey rinks, bandstands and stages; cleaning and providing supplies for park shelters and bathroom facilities; collecting garbage from all park areas; planting and pruning trees, shrubs; performing winter maintenance including flooding ice rinks, plowing and shoveling snow from walks, drives and rinks; opening and closing park facilities; assembling, repairing, and painting benches, tables and other park equipment and maintaining ball diamonds and fields. These positions also require a CDL license to operate larger vehicles and equipment. The Sanctuary PMW is not required to operate large vehicles and equipment and therefore does not need a CDL.

The duties of the Sanctuary PMW are identical to the job duties of the City's Custodian I position (job description attached), and therefore, it is recommended that the Sanctuary PMW be reclassified to a Custodian I.

RECLASSIFICATION FISCAL IMPACT

III. This reclassification results in a cost savings of \$9,474 from March 2022 through December 2022.

Park Maintenance Worker			Custodian I	
Salary (Step 7)	\$50,336		Salary (Step 7)	\$40,393
FICA	\$3,851		FICA	\$3,090
WRS (General)	\$3,272		WRS (General)	\$2,626
Worker's Comp	\$106		Worker's Comp	\$85
Health Insurance	\$16,860		Health Insurance	\$16,860
Dental Insurance	\$1,402		Dental Insurance	\$1,402
Life Insurance	\$112		Life Insurance	\$112
Total Compensation	\$63,280		Total Compensation	\$53,806
			2022 Fiscal Impact:	(\$9,474)

CC: Dan Ditscheit, Park, Recreation and Forestry Director
Steve Lakatos, WLS Director

JOB DESCRIPTION

City of Green Bay

Position Title:	Building Custodian I
Department:	Parks, Recreation and Forestry/Maintenance
Reports To:	Wildlife Sanctuary Superintendent
Position Status:	Non-Exempt
Salary Range:	
Job Summary:	Under general direction, performs work of moderate difficulty in custodial care and maintenance of public buildings. Performs related work as required.
Essential Functions:	- Performs cleaning and maintenance of parking areas, walkways, stairways, elevators, windows, floors, walls, restrooms, conference rooms, offices and lounge areas. Changes light bulbs and ballasts. Dusts woodwork, furniture, windowsills and other fixtures. Cleans and moves office equipment and furniture - Washes walls, windows and woodwork. Vacuums and shampoos carpets. Sweeps, mops, strips, waxes and polishes floors. Locks and unlocks buildings. Secures the wildlife sanctuary grounds nightly. Sands, strips and stains woodwork and paints as needed. Responsible for maintaining reports as needed. - May assist supervisor with monitoring and controlling supplies. Assists with pickup and disposal of trash. Assists with snow and ice removal and maintains grass and landscaped areas including weed control, lawn mowing, raking, trimming and general cleaning of walkways and parking lots. - Performs other duties as assigned.
Knowledge, Skills And Abilities	- Good knowledge of cleaning methods, materials and equipment. Knowledge of safety measures involved in handling and use of hazardous materials used by the department and occupational and safety precautions. Knowledge of basic arithmetic calculations. - Skill and ability to operate a variety of specialized and general machinery and equipment including sweepers, buffers, mowers, weed eaters, spreaders, sanders, trucks, snow blowers, shovels, etc. Skill and ability to follow written and oral directions. - Ability to communicate effectively both orally and in writing. Ability to read, interpret and apply operating, use and safety instructions provided by manufacturers for equipment, tools and supplies. Ability to complete/maintain simple reports. Ability to establish and maintain effective working relationships with staff and the public. Ability to deal with the public in an effective and courteous manner. Ability to work the required hours of the position. - May be required to demonstrate minimum competency by successfully passing approved tests.
Minimum Education And Experience	- High school diploma or equivalent. - One year experience in cleaning and maintaining large buildings and grounds. - Experience with cleaning machinery and equipment including sweepers, buffers,

	mowers, weed eaters, spreaders, sanders, trucks, snow blowers, shovels, etc., preferred. 4. Must have valid driver's license and good driving record. A combination of equivalent experience and/or education may be considered.
Physical Requirements	Ability to perform the following activities: ○ Lifting and carrying up to 50-75 pounds. ○ Frequent lifting, pushing, pulling, and carrying. ○ Ability to reach, seize, hold, grasp, climb, stoop, kneel, crouch and crawl. ○ Ability to work in varied environmental conditions.
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 (please print) _____ Date _____ Employee Signature	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 8, 2022

PREPARED BY**AGENDA ITEM # E.3**

Consideration with possible action on a request to reclassify a vacant Word Processor position to a Records Clerk position and approval to fill the position and all subsequent vacancies.

BACKGROUND**RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

- I. Records Clerk memo 2.4.22



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee
Joseph Faulds, Chief of Operations

From: Jennifer Smits, Human Resources Generalist

Re: Request to Reclassify a Vacant Word Processor to a Records Clerk

Date: February 8, 2022

RECOMMENDATION

- I. Human Resources and the Police Department is requesting that a vacant Word Processor (Pay Grade C, \$16.50/hour - \$19.42/hour) be reclassified to Records Clerk (Pay Grade D, \$17.83/hour - \$20.97/hour).

BACKGROUND

- II. Word Processors are primarily responsible for transcribing Police Officers' details from recorded media, and assist with other Records Division duties as needed. Records Clerks also transcribe Police Officers' details, in addition to validating and preparing a variety of police reports. As a result of a recent retirement, there is an opportunity to reclassify a vacant Word Processor to a Records Clerk to allow for more cross-training and efficiencies.

The City has three Word Processor positions in the Records Division. The intent is to reclass each Word Process position into a Records Clerk through attrition as employees retire or the position becomes vacant. The long-term goal is to have all of the positions be Records Clerks, so they are able to perform the same job responsibilities to give the division more flexibility in completing tasks. If a need does arise to reclass all the positions before the Word Processor positions become vacant, the Police Department will provide a justification and cost analysis for the Committee to review.

FISCAL IMPACT

- III. This reclassification results in an annual cost increase of \$3,381.

Category	Word Processor (Grade C, Step 4)	Records Clerk (Grade D, Step 4)
Salary	\$37,378	\$40,331
FICA	\$2,859	\$3,085
WRS	\$2,430	\$2,622

Worker's Comp	\$78	\$85
Health Insurance	\$17,197	\$17,197
Dental Insurance	\$1,402	\$1,402
Life Insurance	\$48	\$52
TOTAL COMPENSATION	\$61,392	\$64,773

CC: Police Chief Chris Davis





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 8, 2022

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action to add (1) one limited-term Locate Technician position to the Public Works table of organization and approval to fill the position.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Locate Technician Memo to Personnel
2. Request to Fill - LTE Locate Technician
3. Locate Technician Job Description



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

To: Personnel Committee
Joseph Faulds, Chief of Operations

From: Adam Reidinger
Human Resources Generalist

Re: Request to add (1) one limited-term Locate Technician position to the Public Works table of organization and approval to fill the position.

Date: February 8, 2022

RECOMMENDATION

- I. The Department of Public Works is requesting that a Locate Technician position (Grade E, \$18.92/hour - \$22.26/hour) be added to their table of organization. The position is new and is being requested due to an upcoming construction project that will result in a large increase in requests for locate services. The department has assessed their needs and it has been determined that adding a limited-term Locate Technician position for the duration of the project, which is expected to last three (3) years, is required to perform work dedicated to the project in which TDS Metrocom will be installing fiber optic cable throughout the City and is expected to begin in March 2022. This position and the job duties were reviewed by the City's consultant for placement in the salary plan.

BACKGROUND

- II. Currently requests for locate services in the City are being completed by the Public Works Sewer Section and Green Bay Water Utility. The size of the project being completed by TDS Metrocom will result in increased requests for locating services. A dedicated Locate Technician is being requested to allow other staff to continue performing all regular duties in a timely and efficient manner. TDS Metrocom is expected to install an estimated 500 miles of underground fiber optic cable in the City. Broken down this equates to 80,000 lineal feet per month or somewhere between 3,000 to 4,000 feet per day. Based on these numbers, the department is concerned that existing Utility Locators will be significantly overwhelmed and will not be able to keep up with the needs of TDS and all other construction projects while still completing other assigned duties.

FISCAL IMPACT

- III. This new position will be eligible for benefits and the cost of this position will be \$58,297 for March-December of 2022. The department intends to charge permitting fees in an amount to cover the

costs of the position. It is anticipated that this new position will have no impact on the utility budgets during the LTE period.

Category	LTE Locate Technician, Grade E (\$20.58/hour)
Salary	\$35,672
FICA	\$2,729
WRS	\$2,408
Worker's Comp	\$75
Health Insurance	\$16,860
Dental Insurance	\$1,402
Life Insurance	\$112
TOTAL COMPENSATION	\$59,258

# OF MONTHS	10
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- c: Steve Grenier, Public Works Director
James Brunette, Assistant Public Works Director
Matthew Heckenlaible, Utility Manager
David Wiesman, Public Works Superintendent
Brian Powell, Water Utility Operations Manager

**Position Fill Request
Justification Report
February 1, 2022**

Position Title: Full-Time, limited-term Locate Technician – DPW Operations/Sewer Section

- 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.**

This is a new, limited-term position being requested due to an upcoming project in which TDS Metrocom will be installing an estimated 500 miles of underground fiber optic cable within Green Bay over the next 3 years. The project is anticipated to begin as early as March 2022 and the contractor will be calling in Utility (Digger's Hotline) locate requests to have all utilities mark their infrastructure in the field. This will include sewers (sanitary/storm) and water mains and water services. With this being a large-scale project, a dedicated Locate Technician is being requested to ensure requests for locate services are being performed efficiently.

- 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.**

As this is a new position, it was not included in the budget for 2022 or beyond. The recommended wage range received from the City's consultant who reviewed the job description is Pay Grade E, which is \$18.92 to \$22.26 per hour (\$39,354 to \$46,301 per year). This new position is currently estimated to be needed for three (3) years with the potential to become a permanent position in the future. The department intends to charge permitting fees in an amount to cover the costs of the position. It is expected that the new position will have no impact on the utility budgets during the LTE period.

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

The department anticipates the Locate Technician will perform duties including, but not limited to, accurately locating and marking utilities, coordinating locates relative to private fiber optic utility contractor(s), preparing written documents verifying marked utilities, maintaining information records of locating work completed and preparing necessary memos, organizing daily locate assignments, and conducting research/analysis regarding excavation locations.

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

This position does not directly generate revenue for the City. However, the use of in-house labor and equipment reduces the need to contract out for those services.

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

The magnitude of the project being completed by TDS Metrocom will demand increased requests for locating services. A dedicated Locate Technician is needed to allow other staff to continue performing their regular duties in a timely and efficient manner. TDS Metrocom is anticipated to install an estimated 80,000 lineal feet per month or somewhere between 3,000 to 4,000 feet per day. Existing Utility Locators will be significantly overwhelmed and will not be able to keep up with the needs of TDS and all other construction projects.

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

Increased locate service requests are anticipated to begin as soon as March 2022.

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

Failing to add and fill this position will result in current Utility staff being significantly overwhelmed and unable to keep up with the needs of the project and other construction projects throughout the City.

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

The Public Works Sewer Section and Green Bay Water Utility currently perform locating work, but would not be able to keep up with other required tasks if there is not an employee dedicated to the fiber optic project. Other assigned duties and tasks would not be completed in a timely or efficient manner.

Utilizing contracted locating services was investigated, but based on historic experience they were not reliable and are currently experiencing staffing shortages. In addition to being short-staffed, TDS Metrocom is not only installing fiber optic cable in Green Bay, but also in many other surrounding municipalities. Given the additional demand that is being placed on private locating services, the department is not confident that sufficient resources exist within this service area for private locating firms to be able to provide the volume needed by Green Bay.

9. Are there union issues?

No

10. Other supporting comments.

None



JOB DESCRIPTION

City of Green Bay

Position Title:	Locate Technician/Locator
Department:	Public Works
Reports To:	Public Works Superintendent
Status:	Non-Exempt
Salary Range:	Grade E
Job Summary:	Under general supervision, performs work of moderate difficulty locating and marking Green Bay Water Utility waterworks, City of Green Bay sanitary and storm sewer infrastructure, and electrical utilities.
Essential Functions:	▪ Accurately locates and marks for Green Bay Water Utility and City facilities agencies and businesses using utility maps, engineering drawings, GIS information and various pipe and electronic locating equipment. ▪ Coordinates locates relative to Private Fiber Optic Utility Contractor with the Green Bay Water Utility Lead Locator. ▪ Prepares written documents verifying marked utilities. ▪ Operates various electronic devices designed to assist in locating of subsurface utilities including GIS and GPS equipment. ▪ Maintains information records of locating work completed and prepares various reports, forms and memos to document work completed, updates and corrections. ▪ Uses GIS maps and records and updates mapping systems to make necessary corrections. ▪ Organizes daily locate assignments. ▪ Conducts research or analysis regarding excavation locations. Investigates and prepares detailed written documentation on excavations that result in damage to underground utilities. ▪ Other duties as assigned.
Knowledge, Skills And Abilities	▪ Considerable skill in the use of electronic and mechanical locating equipment. ▪ Good knowledge of methods, techniques, equipment, and materials used in construction and maintenance of underground utilities. ▪ Good knowledge of occupational hazards and safe work practices. ▪ Good record-keeping skills. ▪ Ability to proficiently use a computer and required software. ▪ Ability to understand and follow oral and written instructions. ▪ Ability to effectively communicate verbally and in writing. ▪ Ability to establish and maintain effective working relationships with staff and the public.

	▪ Ability to work in varied environmental conditions. ▪ Ability to work the required hours of the position, including availability to work extended hours as needed.
Minimum Education and Experience	▪ High school diploma or equivalent. ▪ Valid driver's license and a good driving record. ▪ One to two years' of locator, construction or other related work experience . A combination of equivalent experience and/or education may be considered.
Physical Requirements	▪ Ability to perform the following activities: ○ Lifting and carrying up to 50 pounds. ○ Lifting and carrying up to 100 pounds with assistance. ○ Frequent standing, walking, sitting, and bending. ○ Ability to focus for long period of time on projects. ○ Ability to reach, stoop and lift. ○ Ability to work outdoors for extended periods of time in various weather conditions and terrain. ○ Ability to pass a pre-employment physical.
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) _____ Date _____ Employee Signature	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 8, 2022

PREPARED BY**AGENDA ITEM # E.5**

Consideration with possible action to Repeal and Replace Chapter 20, Weather Emergency Employee Absence Policy

BACKGROUND**RECOMMENDATION****FISCAL IMPACT****ATTACHMENTS**

1. Cover Memo - Chapter 20 - Inclement-Emergency Weather Employee Absences
2. Proposed Draft - Chapter 20 - Weather Emergency - Employee Absence
3. Current Policy to be repealed - Chapter 20 - Weather Emergency - Employee Absence



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee
Joseph Faulds, Chief of Operations

From: Melanie Falk, Human Resources Manager

Re: Consideration with Possible Action to Repeal and Replace Chapter 20, Weather Emergency Employee Absence Policy

Date: February 4, 2022

Attached is a copy of the current Weather Emergency policy and the revised policy for your review and consideration.

The new policy is a complete rewrite of the existing policy, and it provides the following:

- Defines more clearly the employees that are covered by the policy
 - Non-Emergency/Non-Essential services
 - Generally, administrative/support, clerical personnel in all departments
 - Department Heads responsible for essential services have the ability to designate other positions as essential if necessary
- Incorporates remote work provisions
- Details manner in which absences are handled in the event that severe weather requires the closure of buildings or curtailment of non-emergency services

Thank you for your consideration.



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Inclement/Emergency Weather Employee Absences	Policy Reference Chapter 20
Policy Source Human Resources Department	Legal Review Date
Personnel Committee Approval	City Council Approval

20.1 POLICY. This policy applies to City employees that perform non-emergency/non-essential services. Generally, this includes administrative/support, clerical personnel in all departments. Essential operations include but are not limited to the protection of the public and property or emergency/critical services (Police, Fire, Public Works, Transit, Water Utility).

Department Heads who are responsible for essential services shall designate essential operations and positions. In unique emergency situations, other positions and departments may also be considered essential. Employees holding positions so designated will be expected to report to work. Failure to comply with the policy will subject the employee to disciplinary action up to and including discharge.

It is the policy of the City of Green Bay that City operations and buildings are open and available to the public to the fullest extent possible. One of the principal functions of local government and its employees is to promote the general welfare and to provide for the common good of our customers and citizens during severe weather or emergency situations. As a result, City operations/facilities will rarely close.

20.2 ABSENCES DUE TO INCLEMENT WEATHER. In cases of inclement weather, employees are expected to make every reasonable effort to report to work, while making a good faith determination about their safety when attempting to travel to work. Weather conditions may prevent employees from getting to work or cause them to arrive late. It is the responsibility of the employee to contact his/her supervisor before the start of the shift if he/she is unable to report to work or report on time.

20.3 REMOTE WORK. If an employee is able to work remotely and has an approved remote work agreement, the supervisor may allow the employee to work remotely so long as adequate staffing is maintained and operations are not negatively impacted if City facilities remain open to the public. In the event that inclement weather disrupts the employee's ability to perform the work remotely, the supervisor should be contacted to discuss the circumstances.

Employees that are unable to report to work or who leave work early and are not able to work remotely when City services are open and available to the public, must use vacation, personal, compensatory or unpaid leave time to account for the missed time. Sick leave will not be permitted to be used for this purpose. Work time missed due to inclement weather will be without regular pay. When feasible, employees may be permitted by the supervisor to make up lost time during the work week.

- 20.4 CLOSURE OF NON-EMERGENCY SERVICES DUE TO WEATHER. In the event that severe weather requires the closure of buildings or curtailment of non-emergency services, the Mayor or Chief of Operations will notify the Department Heads. If this determination is made prior to the commencement of the workday, the City will communicate a public statement to that effect with a press release and through the use of social media. Other methods of communicating with employees may be used by departments if available and practical to do so (i.e., ReadyOp, text messages, etc.).

When closure notification is provided prior to the commencement of the workday, employees with an approved telework agreement may work remotely with supervisor approval. If remote work is not an option, non-exempt (hourly) employees may use vacation, personal or compensatory time in lieu of time not worked. In accordance with the Fair Labor Standards Act (FLSA), exempt (salaried) employees that are unable to work remotely, will receive compensation for the day. Department Heads may, at their discretion, allow employees to flex their hours during the current work week in order to avoid the loss of some or all of the hours not worked, provided that the hours worked do not result in overtime compensation or accumulation of compensatory time.

When offices are closed early due to extreme weather, non-exempt employees will be paid for the hours worked, and may use vacation, personal or compensatory time in lieu of time not worked. Remote work is also an option for those employees able to do so with supervisor approval. Salaried (exempt) employees unable to work remotely will receive compensation for the workday in accordance with FLSA standards. Department Heads may allow employees to flex their hours during the current work week to make up for any of the hours lost due to the office closure, provided that the hours worked do not result in overtime compensation or accumulation of compensatory time.

When offices/departments are closed, employees will not be allowed to continue to work and remain in the building after the office has closed without department head approval.

If offices/departments are closed on an employee's last scheduled workday prior to a holiday or first scheduled workday after a holiday, the closing will not affect the employee's eligibility for holiday pay.

Employees that are on a scheduled absence from work due to vacation, illness, injury or leave of absence, shall not be affected by the provisions of this policy and will not be permitted to convert any hours to pay because they were not scheduled to work.



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Weather Emergency Employee Absence	Policy Reference Chapter 20
Policy Source Human Resources Department	Legal Review Date
Personnel Committee Approval	City Council Approval

20.1 POLICY. It is the policy of the City of Green Bay that the City Operations and Buildings do not close because of snow and normal weather emergencies. One of the principal functions of local government and its employees is to promote the general welfare and to provide for the common good of our customers and citizens during such periods through service of both an emergency and non-emergency nature. Therefore, all employees' regular work goes on and they are expected to be at their duty stations except as provided for herein. Failure to comply with the policy will lead to disciplinary action up to and including discharge.

20.2 WEATHER EMERGENCY. A snow emergency is a formal designation made in practice by the City's Public Work's Director, through formal public announcement which triggers no parking in the snow routes. This generally means the snowfall has or is anticipated to exceed certain minimums requiring special action to facilitate traffic movements and clearance of these routes. However, transportation over the roadways is still fairly feasible.

For purposes of this policy, a weather emergency is activated when an announcement is made that City Bus service is being terminated due to the snow. These announcements are generally made at least 2-hours before the buses stop running and indicate road conditions are becoming sufficiently bad that traffic flow is impeded.

20.3 EMPLOYEES LEAVING WORK STATIONS. Once a weather emergency or other emergency has been formally declared, each employee in non-protective service who is deemed to not be essential to emergency response, while expected to work if practical, may evaluate their individual circumstances. Through this process, the employee shall make a decision to stay at work or use leave time to go home early or stay, following proper notification to their supervisor.

Any employee who leaves work as outlined above because they feel that their personal safety or that of a family member requires it, must use a personal day, vacation or unpaid leave for any time missed by going home. Sick leave will not be permitted to be used for this purpose. An employee already scheduled to be on vacation or who had called in sick, must use the vacation or sick day and will not be permitted to convert any hours to paid because they were not scheduled to work.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 8, 2022

PREPARED BY

AGENDA ITEM # E.6

Consideration with possible action to approve Personnel Policy Chapter 33: Temporary Emergency Medical Paid Sick Leave

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Memo - Temporary Emergency Medical Leave Memo
2. COVID-19 Temporary Emergency Medical Leave - 1-20-2022 - DRAFT



Human Resources Department
100 North Jefferson Street - Room 500
Green Bay, Wisconsin 54301-5026
www.greenbaywi.gov

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee

From: Joseph Faulds, Chief of Operations

Re: Personnel Policy Chapter 33: Temporary Emergency Medical Paid Sick Leave

Date: February 8, 2022

I. CHAPTER 23.2 COVID-19 PAID SICK LEAVE

Due to the recent surge in COVID-19 cases, the City is proposing a Temporary Emergency Medical Paid Sick Leave to be used for time off due to COVID-19. Many employees have experienced time off due to COVID-19 since January 1, 2022; a total of at least 88 employees. The paid medical leave will help ease the burden on our employees who have faced the unexpected time off related to COVID—especially those who are unable to remote work and new hires who have earned minimal sick leave.

This policy is for all general employees and police and fire union employees. The amount of leave available is capped at 40 hours for full time employees or pro-rated hours for one week of work for part time and variable schedule employees. The 40 hours is in addition to an employee's current sick leave accrual bank. The 40 hours of additional sick leave cannot be carried over into 2023.

To qualify for the leave, the employee must be unable to work or telecommute because: (1) The employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis, (2) the employee is required to quarantine due to exposure to COVID-19, (3) the employee is required to isolate due to a positive COVID-19 test result, (4) the employee is caring for a member of his/her household who is infected with COVID-19 or (5) the employee has to stay home with a child due to a school or daycare closing related to COVID-19.

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 2022 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, which 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 December 31, 2022. 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.

II. COVID-19 Employee Data

In 2020 the City had 384 employees use time off due to COVID related reasons for a total cost of \$608,690.60. In 2021 when the federal law and City policy expired the City had a total of 151 employees use time off due to COVID related reasons. That number is most likely low because the City was not tracking COVID leave because employees were using sick leave without providing documentation on whether it was COVID related or not.

In 2022, there have been at least 88 employees out due to COVID-19 exposure, infection, or school or daycare closing due to COVID-19. The estimated total cost for this leave is \$81,184.08.

The guidelines in 2020 were for longer periods of isolation and quarantine than the current guidelines are, so it can be expected that even though the number of employees will be between 2020 and 2021's number, the time off and away from work in total should be less. The 2022 total estimate of employees off due to COVID reasons is 250 with a total estimated cost of lost time to be \$345,954.89.

The City has hired 110 employees since 2021 and those have less sick leave earned and banked than more tenured employees.



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Temporary Emergency Medical Paid Sick Leave	Policy Reference Chapter 33
Policy Source Human Resources Department	Legal Review Date
Personnel Committee Approval	City Council Approval

23.2.1 PURPOSE. The City of Green Bay intends to create a Temporary Emergency Medical 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 Temporary Emergency Medical 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 except for those in Transit bargaining units, shall be eligible for this leave effective January 1, 2022.
- b. Qualifications. The employee must be unable to work or telecommute because:
 - 1) The employee is experiencing symptoms of COVID-19 virus and is seeking a medical diagnosis; or
 - 2) The employee has to quarantine from exposure to COVID-19 or has to isolate from a positive COVID-19 test result; or
 - 3) The employee is caring for a member of his/her household who is infected with COVID-19; or
 - 4) The employee has to stay home with a child due to a school or daycare closing related to COVID-19.
- c. Pay During Leave. The amount of Temporary Emergency Medical Paid Sick Leave available to employees is limited as follows:

- 1) Full-time non-public safety employees, depending upon the work schedule, will be eligible for 40 hours or 37.5 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.
- e. Paid Sick Leave does not count towards overtime. In accordance with City of Green Bay Personnel Policy 9.2.6, Temporary Emergency Medical 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 his/her supervisor the desire to use the available Temporary Emergency Medical 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 the Temporary Emergency Medical Paid Sick Leave.

Employees shall provide the appropriate documentation that supports one of the qualifying reasons for this leave outlined in the policy within 45 days of each use of this leave. Any retroactive use of this leave should be submitted no later than March 31, 2022. If an employee does not submit the proper documentation within these time frames, then the City will recover the time from the employee's sick leave, vacation, or personal leave banks. Examples of acceptable documentation may include medical documentation, a positive test result, letter or email from a school or daycare.

Work time missed due to a qualified Temporary Emergency Paid Sick Leave absence, should be recorded on the timecard using the COVID-19 sick leave code.

- g. Return to Work. Employees may return to work based on either a healthcare provider's recommendation or after completing the isolation or quarantine time periods described in the City's COVID-19 guidelines. If an employee exceeds the amount of Temporary Emergency Medical 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 Temporary Emergency Medical Paid Sick Leave. Further, upon an employee's separation from employment, any unused Temporary Emergency Medical Sick Paid Leave is forfeited. The Common Council may amend or remove this benefit at any time. Temporary Emergency Medical Paid Sick Leave is set to expire on December 31, 2022.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 8, 2022

PREPARED BY

AGENDA ITEM # E.7

Consideration with possible action to over hire six firefighter positions due to upcoming retirements.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Fire Over Hire 2022



Proudly Serving the communities of Allouez, Bellevue, and Green Bay

Green Bay Metro Fire Department

David Litton
Fire Chief

MEMORANDUM

To: Alder Barb Dorf, Chairperson
Personnel Committee

From: David Litton, Fire Chief

Date: February 8, 2022

Re: Fire Personnel Over Hire

The Fire Department currently has 11 open positions in the fire department that will be filled by the Police and Fire Commission with a start date of March 14, 2022. Additionally, we have 2 Captains and 1 Engineer retiring at the end of March and 3 Captains retiring the first week of July which creates 6 more vacancies. I'm requesting that the department be allowed to over hire for these 6 other retirements to begin on March 14, 2022, as well. March 14 is the beginning of our 10-week recruit academy for new personnel. As a reminder, we only hire once a year because of the requirements both from a personnel standpoint and the amount of time needed to instruct the academy.

Having run the analysis of the costs involved, over hiring the 6 personnel will have a net savings of \$1,560 which is negligible. The more important issue is that it will reduce the strain on existing personnel to fill the overtime slots.

Overtime Cost to fill 6 vacant positions (452 shifts x 24 hours x \$52.50)	\$569,520
Cost to over hire 6 recruits (42 weeks) \$92,879 x 6 x 79%	\$440,246
Cost for 3 Captains (14 weeks) 137,937 x 27%	\$111,729
Cost for 2 Captains (2 weeks) 137,937 x 4%	\$ 11,035
Cost for 1 Engineer (2 weeks) 123,722 x 4%	<u>\$ 4,949</u>
Total	\$567,959

Net Savings \$1,560

Cc: Joe Faulds, Diana Ellenbecker



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

February 8, 2022

AGENDA ITEM # F.I

Report of routine personnel actions for regular employees.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 2.8.2022

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
February 8, 2022**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Community Service Officer	Police	Kaden Leick	2/3/2022
Transit Operator	Transit	Keith Roubal	1/31/2022
Arborist II	Park Recreation & Forestry	Nicholas Simons	2/21/2022
<u>Reclassification</u>			
Park Ranger	Park, Recreation & Forestry	Paul Leicht	1/1/2022
Park Ranger	Park, Recreation & Forestry	Austin Larsen	1/1/2022
<u>Promotion</u>			
Engineer EMT Lieutenant	Fire	Ernie Robb	1/16/2022
Firefighter EMT-P Engineer	Fire	James Bourgeois	1/16/2022
Laborer - Street Operator II	Public Works	Brian Hunter	2/7/2022
<u>Grade/Step Change</u>			
Time Clerk	Public Works	Cynthia Tappy	1/22/2022
Public Arts Coordinator	Community & Economic Development	Laura Schley	1/20/2022
Building Inspector	Community & Economic Development	Erik Wasilewski	2/1/2022
Transit Operator	Transit	Travis Krause	1/12/2022
Mechanic Foreperson	Police	James Spychalski	1/21/2022
Electrician	Public Works	Brandon Kamm	1/27/2022
Operator II	Public Works	Randy Trembl	2/8/2022
Public Works Superintendent	Public Works	Josh Brassfield	1/8/2022
Park Maintenance Worker	Park Recreation & Forestry	Eric Perrault	2/12/2022
Custodian I	Transit	Emmett Parks	1/27/2022
Laborer - Sanitation	Public Works	Benjamin Cathey	2/8/2022
<u>End of Employment</u>			
Electrical Inspector	Community & Economic Development	Stephen Krueger	3/4/2022
Park Maintenance Worker	Park Recreation & Forestry	Brian Buntrock	1/28/2022
Lieutenant EMT-P	Fire	Karl Linsmeier	1/15/2022
LTE Temp employee	Admin Svs	Melissa Cheslock	6/30/2021
Transit Operator	Transit	Tim Moore	2/2/2022