



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, APRIL 26, 2022, 4:30 PM

AMENDED

IMMEDIATELY FOLLOWING FINANCE COMMITTEE

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. Brian Johnson, Ald. Jesse Brunette, Ald. Jim Hutchison

C. Election of Personnel Committee Chair

D. Election of Personnel Committee Vice Chair

E. Approval of the Agenda.

F. Approval of Minutes.

- I. Approval of the minutes from March 8, 2022.

G. 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. Records Clerk - Police
 - b. Commander - Police
 - c. Parking Building Technician - Public Works
 - d. Administrative Clerk II - Clerks
 - e. Carpenter - Park, Recreation & Forestry
2. Request to reclassify (1) one Mechanic position to a Mechanic Foreperson position and approval to fill the position and all subsequent vacancies.
3. Request to reorganize the Parks, Recreation, & Forestry Department's administrative staff

and approval to fill the resulting Administrative Clerk position vacancy.

4. Request to reclassify a vacant Mechanic Position to a new Communications Coordinator position and approval to fill the new position.
5. Consideration with possible action on the Green Bay Police Supervisory agreement for a 3-year term January 1, 2020 through December 31, 2022.

The Common Council may convene in closed session pursuant to 19.85(e), Wis. Stats. For purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Common Council 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. (please review the closed session language I typed and make sure it matches with what we usually use or just copy and paste what we've used previously)

6. Consideration with possible action to amend the Administrative Services (Purchasing Office) organizational chart to remove two part-time Buyer positions (1.25 FTE) and create a fulltime Buyer position (1 FTE).

H. Informational.

1. Report of routine personnel actions for regular employees.
2. Next meeting date: May 10, 2022.

I. 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.

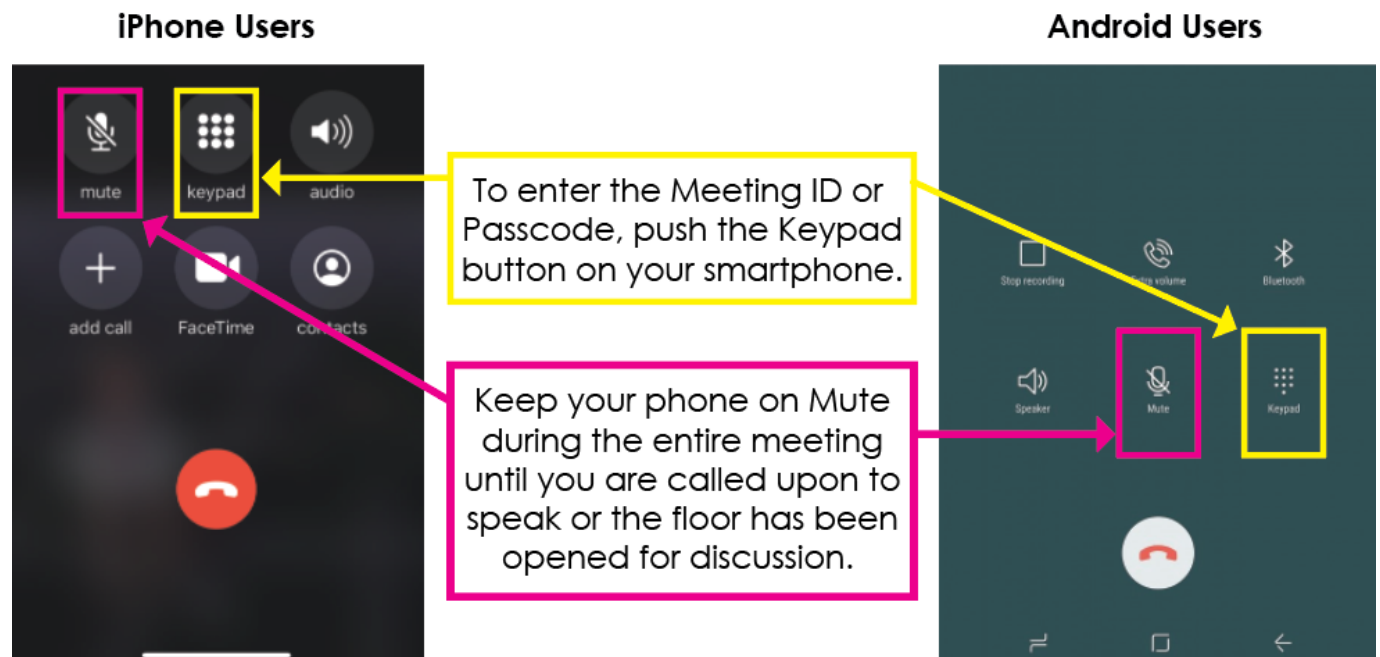
Additional Information

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

April 26, 2022

AGENDA ITEM # G.I

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

- a. Records Clerk - Police
- b. Commander - Police
- c. Parking Building Technician - Public Works
- d. Administrative Clerk II - Clerks
- e. Carpenter - Park, Recreation & Forestry

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Request to Fill Memo 4.26.2022
- 2. Records Clerk K. Howard retire 3-17-22
- 3. Commander - Ebel 4.2022
- 4. Parking Building Technician - R. Daanen 04.29.22
- 5. Administrative Clerk II - M. Safranski Santhanakumar
- 6. Carpenter - J. Caelwatts 04.18.22

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: April 26, 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.

- Records Clerk – Replacement position due to the retirement of Kelly Howard effective March 17, 2022. Salary range: \$17.83 - \$20.97 per hour.
- Police Commander – Replacement position due to the retirement of Paul Ebel effective April 1, 2022. Salary range: \$88,545 - \$104,166 annually.
- Parking Building Technician – Replacement position due to the resignation of Rick Daanen effective April 29, 2022. Salary range: \$18.92 - \$22.26 per hour.
- Administrative Clerk II – Replacement position due to the resignation of Mary Safranski Santhanakumar effective April 22, 2022. Salary range: \$20.56 - \$24.20 per hour.
- Carpenter – Replacement position due to the retirement of James Caelwarts effective April 18, 2022. Salary range: \$22.76 - \$26.79 per hour.

**Position Fill Request
Justification Report
March 4, 2022**

Position Title: Records Clerk

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

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

This is a replacement position for Kelly Howard, effective March 17, 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 included in the current budget. Wage range is \$17.83 - \$20.97.

3. **Please list the functions and any special information regarding this position.**
Records clerical support, validating/processing police reports and citations.

4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**
Yes, in terms of citations and arrests. When citations are not processed in a timely manner, it impacts Municipal Court and revenues.

5. **Please explain why current staff is unable to absorb duties of this position.**
Due to the volume of reports and citations. The Records Division has lost 2 full time positions off the Table of Organization over the last 2 years.

6. **If duties of position are presently being done, how are they done?**
By other Records Clerks.

7. **What service would be reduced or eliminated if this position is not filled?**
Entering police records and arrests to maintain data available to law enforcement officers, courts and other government agencies. Processing citations to forward to Municipal Court. Internal and external customer service.

8. **What are the alternative methods and costs of accomplishing the work?**
Overtime assignments filled by the current staff as a short term fix, but this is not a feasible long-term solution.

9. **Are there union issues?**
No

10. **Other supporting comments.**
None

Position Fill Request
Justification Report
April 6, 2022

Position Title: Police Commander

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 Paul Ebel who retired on 4/1/2022.

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.

This position is funded in the current budget within pay grade P (\$88,545-\$104,166). The Green Bay Police Department has two budgeted Commander positions and Commander Ebel's retirement created one vacancy.

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

This position oversees the work of the Investigations Bureau, which includes general assignment detectives, the School Resource Officer program, Property and Evidence, Forensics, Digital Forensics, and the Department's participation in the Brown County Drug Task Force. This is a senior command position in the Department.

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

This position does not generate revenue. Commanders are salaried, FLSA-exempt administrative employees and thus not eligible for overtime.

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

This is a senior, command-level position reporting directly to the Chief of Police. It is a critical position the duties of which cannot be absorbed by other staff due to the need for accountability, project management, and policy-level decision making.

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

The duties of this position are currently being done by a Captain working temporarily in a higher classification. It is not sustainable in the long term to have one person fill both these roles.

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

Critical accountability functions would not be accomplished in a timely manner. Command-level oversight of complex investigations would not occur.

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

Having a filled Commander position in the Investigations Bureau is the most effective way of providing the appropriate level of supervision of an essential function of the Police Department. Leaving this position unfilled would require these duties to be fulfilled by the Operations Commander or Chief, which is not realistic given the workload on these positions.

9. Are there union issues?

The Commander is a non-represented employee and there are no union issues.

10. Other supporting comments.

Position Justification Form

April 19, 2022

Position Title: **Parking Building Technician – DPW Parking Division**

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

 X Replacement Position Not a Replacement Position

This is a request for a replacement vacancy, resulting from the resignation of Rick Daanen effective at the end of his regular work shift on Friday, April 29, 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 funded in the Parking Division's operating budget. The wage range for the position is \$18.92 to \$22.26 per hour (Pay Grade E).

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

Parking Division's mission is to provide clean, safe, dependable, and reasonably priced public parking services. The Parking Building Technician position plays a key role in achieving these goals and objectives by performing duties such as cleaning facilities, washing windows, snow removal (seasonal), pressure washing parking ramps, maintaining landscaped areas (seasonal), removing/cleaning waste, and other debris. Additionally, with the automation of the parking ramps (gates now down 24/7/360) this position is key to helping maintain proper security and staff coverage to assist parking patrons.

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

The Parking Building Technician position does not generate revenue directly. However, PBT's assist parking patrons with proper use of automated PARCS equipment when necessary so they can pay parking fees correctly.

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

Parking Division's complement of Parking Building Technician staff is three (3) people. There are currently just enough parking staff members to maintain proper shift coverage. The PBT staff complement cannot be reduced without negative impact on parking operations, and employee health, safety, and morale.

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

During a PBT vacancy, shifts are filled by another Parking Division employee. If employees are not available to fill vacant shifts, then it goes vacant if an acceptable minimum staffing level is present. Otherwise the vacancy must be filled using overtime.

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

Cleanliness, safety, customer service, traffic control, and security in an operation running 24/7/360 (off only on major holidays)

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

Alternative staffing methods include forcing other Parking Division employees to cover these duties and hours in an operation running 24/7/360 (off only on major holidays). One hardship would be forcing night staff (scheduled 8:00 p.m. to 6:30 a.m.) to either work in advance of or after their shift to cover vacant PBT shifts. This would result in reduced rest periods between shifts for this work group, which can cause safety concerns for operating equipment and driving vehicles.

9. Are there union issues?

No

10. Other supporting comments.

The City attempted to privatize its parking operation in 1998. This activity was met with significant resistance. After seeing what occurred with privatization of the City of Chicago parking system, Green Bay is not interested in dealing with the increased costs and problems of a privatized public parking system, especially given the fact that the current system is functioning well.

**Position Fill Request
Justification Report
03/23/2022**

Position Title: **Administrative Clerk II – Clerk's Office**

- 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 resignation of Mary Safranski Santhanakumar effective at the end of the workday on April 22, 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, the current wage range for the Administrative Clerk II position is Grade F (\$20.56 to \$24.20 per hour).

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

- Executes the cat and dog license program by obtaining, selling, tracking, and issuing license tags, maintaining database for spay/neuter voucher program, coordinating with veterinarians on the issuing of licenses, collaborating with the humane officer on records maintenance, and communicating with dog and cat owners on compliance.
- Operates aspects of liquor license renewals including communicating with license holders to ensure application completion, improving application compliance, collecting and maintaining sensitive information from license holders, coordinating with the Police Department, issuing public notices, preparing liquor license applications for consideration by committee, entering appropriate information in agenda management software for Council and committee consideration, developing reader-friendly documents for license holders, designing outreach and education, and providing statutorily prescribed information to state agencies.
- Prepares various documents for distribution including but not limited to Council agendas and minutes, ordinances, resolutions, and agreements. Assists in record maintenance and prepares documents for signature by City officials. Assists public with reports and registrations. Issues notices for public meetings, invoices, specials assessments, and all similar items.
- Interviews poll worker candidates. Reviews Poll worker applications and conducts background checks. Schedules work at polling locations. Records poll worker training in software system. Collects and prepares documents for processing for Payroll department. Maintains payment, ward assignment, and similar records for poll workers. Works effectively in the state-run election software system.
- Accomplishes essential financial functions of balancing various accounts including but not limited to insufficient funds account and the cash drawer. Assists the Deputy City Clerk in balancing the current special assessment and personal property taxes accounts. Coordinates with City departments to issue invoices, print checks, and maintain records. Issues letters of special assessments and resolutions approved by Council. Runs daily reports.
- Assists the public in completion of registrations, reports, and various other information requested. Sells and issues various licenses, permits, and passes. Assists with requests for

information and research of records when necessary.

- Performs other duties as assigned.

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

This position oversees the liquor license process which generates approximately \$150,000 of revenue for the City.

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

The Clerk's office has a small group of five employees; given the tremendous amount of work with four elections, invoicing, license issuance, agenda management and records management/maintenance other staff members cannot absorb the work of this position. In fact, we will have to make significant sacrifices until an employee is hired.

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

The position is yet to be vacated. The position will require the City Clerk and Deputy Clerk to work 60 plus hours per week to continue the essential functions of the office.

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

Reconciliations, DPW sidewalk notices and invoicing, animal licensing will be significantly impacted, Committee meeting management, liquor licenses. When we have Elections, all other work would need to be outsourced to other departments.

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

If we don't have an employee by June, we will need to hire temporary help.

9. Are there union issues?

No.

10. Other supporting comments.

The even year cycle of the Clerk's Office includes four elections. In addition, the office will oversee the reassessment of the entire City which has not done in the City for the last 20 years. The Clerk's Office works in a biannual cycle and onboarding a staff member early will assist in a smoother transition for the staff.

**Position Fill Request
Justification Report**
April 12, 2022

Position Title: **Carpenter**

- 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 James Caelwarts effective at the end of the work day on 04/18/2022.

- 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 \$22.76 - \$26.79 per hour (Pay Grade G).

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

The Carpenter is a generalist position responsible for work of moderate difficulty in the building, installation, repair, and alteration of a variety of wooden and masonry structures, articles and items of equipment.

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

No – this position does not generate revenue.

- 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 structures and buildings will have repairs and updates delayed.

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

The overall maintenance of park owned buildings, playground structures, facilities including bay beach amusement park, city deck, bay beach wildlife sanctuary, and park shelters, would be reduced. We have tried to lessen the obvious impact by reprioritization within our other positions if time allows. This time of year is critical for the Parks department's

carpenters for making necessary repairs for us to be able to open our facilities to the public safely.

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 Carpenter 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.

This position is critical to ensure the Parks department's facilities and structures remain safe and attractive to our residents and our guests. Additionally, this position is able to assist with minor electrical work, plumbing tasks, playground builds, small scale building and room remodels, hockey rink builds, and assist with ride and building repairs at Bay Beach.

Annually the damage and vandalism to our structures is a continuing issue and having the staff that is able to make repairs as soon as they happen is instrumental in ensuring that we continue to offer safe and well-maintained facilities.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 26, 2022

PREPARED BY

AGENDA ITEM # G.2

Request to reclassify (1) one Mechanic position to a Mechanic Foreperson position and approval to fill the position and all subsequent vacancies.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. PRF Mechanic Foreperson Reclass Memo 04-2022
2. Mechanic Foreperson RTF 3.16.2022
3. Mechanic Foreperson JD



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 reclassify (1) one Mechanic position to a Mechanic Foreperson position and approval to fill the position and all subsequent vacancies.

Date: March 23, 2022

RECOMMENDATION

- I. The Parks, Recreation, & Forestry Department and Human Resources are requesting that a Mechanic position (Grade H, \$24.99/hour - \$29.38/hour) be reclassified to a Mechanic Foreperson position (Grade I, \$27.18/hour - \$31.97/hour).

BACKGROUND

- II. The current table of organization for the Parks, Recreation, & Forestry Department includes (1) one Mechanic Foreperson and six (6) Mechanics, with five (5) Mechanics dedicated to Parks and one (1) Mechanic dedicated to Forestry. It should be noted that the Mechanic Foreperson position is in the table of organization, but it has been vacant and unfunded since January 2019.

In January 2019, the Mechanic Foreperson was promoted to a Park Supervisor position, and the department filled the Foreperson vacancy with a Mechanic. The Park Supervisor has responsibility for managing the mechanic functions of Bay Beach and Park, Recreation and Forestry.

Over the last decade, Bay Beach has experienced unparalleled growth with more rides, attractions, and additional amenities planned for the immediate future. The specialized knowledge and increased demands of ride operations at the park require more attention. With the expansion of Bay Beach combined with the growth and increased demands of the Parks, Recreation, & Forestry department, the Park Supervisor is unable to effectively manage and prioritize the department maintenance and mechanical needs.

As a result, the proposed Mechanic Foreperson will be dedicated to Bay Beach and responsible for a variety of duties including oversight of the full range of mechanical maintenance and repairs of

Bay Beach equipment and amusement rides, managing workflow and assignments to the Mechanics for Bay Beach related projects, maintaining an accurate inventory of parts and supplies, inspection of rides, vehicles, and mechanical systems to ensure they are compliant with codes and standards, maintaining ride maintenance schedules, and keeping accurate records of maintenance work performed. This position will report to the Park Supervisor.

As a result of the department's need for an increased focus on maintenance and safety at Bay Beach, it is recommended that a Mechanic position be reclassified to a Mechanic Foreperson position.

FISCAL IMPACT

- III. This position will be funded through the Bay Beach (Fund 214) account and the reclassification results in an estimated annual cost increase of \$2,364.

Category	Mechanic, Grade H (\$29.38/hour)
Salary	\$61,110
FICA	\$4,675
WRS	\$4,125
Worker's Comp	\$128
Health Insurance	\$19,268
Dental Insurance	\$1,555
Life Insurance	\$105
TOTAL COMPENSATION	\$90,966

**Position Fill Request
Justification Report
03/15/2022**

Position Title: **Mechanic Foreperson (PRF)**

- 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 included in the Parks, Recreation, & Forestry organizational chart, but has been vacant since 2019 following a resignation and the subsequent promotion of the Mechanic Foreperson to a Parks Supervisor position.

- 2. Is this position included in the current budget? If not, please list how this position will be funded (grant, internship, etc.). Please list the salary range of the position.**
This position will be funded by the Bay Beach 214 account and will not affect the general levy. The wage range is \$27.18 - \$31.97 per hour (Pay Grade I).

- 3. Please list the functions and any special information regarding this position.**
Performs work of moderate difficulty in planning, organizing, assigning, and evaluating work of the Parks Department's Mechanics. Performs/assists in the installation of equipment, repairs, and maintenance of Bay Beach rides and equipment.

- 4. Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**
The Foreman will be coordinating maintenance at Bay Beach. For Bay Beach to bring in the maximum amount of revenue, all rides need to be operational. In addition to ride operations and maintenance, this position will be responsible for maintenance of all concession equipment. Currently Ride Operations are responsible for 57% of revenue, while Concessions make up the remaining 43%. This position would have a direct impact on 100% of the revenue producing areas at the park. If rides and equipment are not operational revenue will be adversely effected.

- 5. Please explain why current staff is unable to absorb duties of this position.**
Bay Beach has reached a point where one person cannot concurrently oversee maintenance at Bay Beach and Maintenance Operations at the Park shop effectively. As the park has expanded Ride Operation, both in number of offerings and in complexity, the specialized knowledge needed to complete the required work has increased greatly. Currently Bay Beach has an aging ride fleet. This has caused an increase in downtime directly effecting revenue and customer satisfaction. In recent years, ride manufacturers have greatly increased the number of safety bulletins that require repairs, modifications and testing. Ride manufacturers have added significantly to the non-destructive testing and corrosion inspections required for each ride before being certified annually by the state. The manufacturer requirements and state administrative code now call for an extensive number of records and logs to be completed and retained for each ride.

Required maintenance records include daily, weekly, monthly, and annual inspection reports, maintenance logs, NDT test results, State Inspection documentation, and registration for each ride and attraction. Due to the increased requirements from Ride Manufacturers and the State, the amount of correspondence and collaboration needed between these entities requires a significant amount of time and attention. The individual coordinating ride operations needs to have extensive knowledge of each ride, its components, and methods of completing repairs. With the increase in demands from both Bay Beach and the Park Shop, it is not possible for one person to give the required amount of time and attention to each.

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

Duties are currently being done by the Parks Supervisor in charge of Facilities and Equipment. This position currently oversees equipment maintenance operation of the entire Parks, Recreation, & Forestry department. A lead mechanic is placed at Bay Beach and works under the direction of The Parks Facilities and Equipment Supervisor.

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

Not filling this position could have a significant negative impact on revenue for Bay Beach, decreased longevity of equipment, and most importantly could compromise guest safety. If this position is not filled, Bay Beach would see a decrease in revenue due to additional ride downtime, an increase in maintenance costs due to potential oversight, and potential damage to City owned assets. If all manufacturer required repairs are not properly addressed and completed, additional liability could be placed on the City of Green Bay in the event of an incident. The park could also see fines if maintenance and training records are not properly completed and retained.

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

Due to the specialized knowledge, skill, and time this work demands there are no adequate alternative methods to accomplish this work that would ensure all maintenance, safety, and record keeping obligations in our Ride Operations program would be completed to the high standard that is required.

9. Are there union issues?

No

10. Other supporting comments.

Bay Beach has reached a period in its development where it is imperative that a foreman be added to the staff. The park has experienced unparalleled growth over the last decade with more rides, attractions, and amenities planned for the immediate future. The specialized knowledge and increased demands of Ride Operations at the park require 100% attention and devotion. The expansion of Bay Beach combined with the growth and increased demands of the Parks, Recreation, & Forestry department no longer allow for one person to do a thorough job for both areas.

Bay Beach has an excellent reputation for a safe and family friendly operation. If this position is not added, that reputation, and more importantly the safety of the families that visit could be jeopardized. Once the foreman position is filled there will be an immediate and quantifiable impact on the maintenance programs for Bay Beach and the Department as a whole. It will lead to less downtime, fewer breakdowns, increased safety and compliance, cost savings, increased revenue and an overall improvement in the services for the people of Green Bay.



JOB DESCRIPTION

City of Green Bay

Position Title	MECHANIC FOREPERSON
Department	Parks/Bay Beach
Reports To	Park Facilities Superintendent
Position Status	Non-Exempt
Salary Range	Grade I
Job Summary	Under direction of the Park Facilities Superintendent, performs work of moderate difficulty in planning, organizing, assigning and evaluating work of the Mechanics. Performs and/or assists in the installation of equipment, repair and maintenance of Bay Beach Rides and equipment.
Essential Functions	1) Oversees and/or performs a full range of mechanical maintenance and repair of all Bay Beach Equipment, including Amusement Rides, Concession Equipment, Kitchen Equipment, UTVs, Lawn Maintenance Equipment and Lifting Equipment. 2) Manages workflow and assigns work to Mechanics for Bay Beach related projects 3) Ensures all repairs are completed consistent with industry/manufacturer standards. 4) Maintains accurate inventory of parts and supplies for Bay Beach equipment 5) Oversees the inspection of rides, vehicles, and mechanical systems and equipment to ensure ride operations comply with the Wisconsin Administrative Code on Amusement Rides and ASTM standards. 6) Maintains strict ride maintenance schedules in accordance with the ride manufacturer's requirements. Obtains and reviews manufacturer Ride Safety Bulletins. Develops and executes repair plans to complete work required by the Ride Safety Bulletins 7) Maintains accurate records of inspections and maintenance performed on all Bay Beach equipment. 8) Communicates with vendors and manufacturers regarding defects in equipment and warranty work. 9) Works in conjunction with the Purchasing Department, Park Department staff and vendors to purchase rides and equipment. 10) Performs other duties as assigned.
Knowledge, Skills and Abilities	▪ Considerable knowledge of the standard practices, equipment, tools, hazards and safety precautions of the trade. Considerable knowledge of the principles of amusement rides, hydraulic systems and electrical systems. Above average mechanic aptitude, initiative and resourcefulness in meeting emergency repair problems. ▪ Skill in using diagnostic tools and computers, reading electrical wiring diagrams, service manuals and other reference materials. Skill in diagnosing defective equipment. Skill in performing complete Amusement ride component overhauls.

Employee Signature



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 26, 2022

PREPARED BY

AGENDA ITEM # G.3

Request to reorganize the Parks, Recreation, & Forestry Department's administrative staff and approval to fill the resulting Administrative Clerk position vacancy.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. PRF Admin Staff Reorg Memo
2. Fiscal Impact - PRF Admin Reorg
3. Administrative Manager JD
4. Accounting Assistant JD
5. Marketing Coordinator JD



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 reorganize the Parks, Recreation, & Forestry Department's administrative staff and approval to fill the resulting Administrative Clerk position vacancy.

Date: April 26, 2022

RECOMMENDATION

- I. The Parks, Recreation and Forestry Department and Human Resources is recommending that the following reorganization plan, reclassifications and request to fill one vacant position be approved:
 - A. Reclassify the Financial Supervisor position (Grade J, \$61,089 - \$71, 843) to an Administrative Manager position (Grade K, \$65,644 - \$77, 251)
 - B. Reclassify the Administrative Support position (Grade G, \$22.76/hour - \$26.79/hour) to an Accounting Assistant position (Grade H, \$24.99/hour - \$29.38/hour)
 - C. Reclassify one (1) Administrative Clerk position (Grade D, \$17.83/hour - \$20.97/hour) to a Marketing Coordinator position (Grade G, \$22.76/hour - \$26.79/hour)
 - D. Remove the existing vacant Executive Secretary position (Grade G, \$22.76/hour - \$26.79) from the department's table of organization and replace it with an Administrative Clerk position (Grade D, \$17.83/hour - \$20.97/hour) and request to fill this vacancy.

These positions and job duties were reviewed by the City's consultant, Carlson and Dettman, for placement in the salary plan.

BACKGROUND

- II. The current table of organization of the Parks, Recreation, & Forestry Department's administrative staff at City Hall includes one (1) Financial Supervisor, one (1) Executive Secretary, one (1) Administrative Support, and two (2) Administrative Clerks. Following the transfer of the Executive Secretary to a position within the Mayor's Office effective January 24, 2022, the position's duties were re-distributed amongst the Financial Supervisor, Administrative Support, and both of the

Administrative Clerk positions. The Executive Secretary position duties that have been re-distributed include coordination of administrative tasks and communications, preparation of Director reports and agenda information for Park Committee meetings, and coordination of the Department's temporary/seasonal employment process which includes responding to applicant inquiries, recording and filing of forms, conducting background checks on potential candidates, entering data into payroll systems, and preparation and maintenance of employee files.

In the period since the Executive Secretary's transfer, the Parks, Recreation, & Forestry Department has re-evaluated their needs and examined the duties being performed by its administrative personnel. In addition, it has been determined that with the redistribution of the Executive Secretary job duties and additional duties that have been assumed by these positions over the last several years, this has resulted in a significant change in the knowledge, skills and abilities required for these positions.

In addition to the duties detailed in the Financial Supervisor job description (see attached), the proposed Administrative Manager position will also be responsible for the Parks, Recreation, & Forestry Department seasonal recruitment processes which includes hiring/re-hiring approximately 900 seasonal staff members and performing administrative duties for all regular staff which were previously performed by the Executive Secretary position. The Administrative Manager will manage all seasonal recruitment functions which includes performing candidate background checks and preparing and processing all required documentation for new hires, promotions, and terminations.

In addition to assuming several of the Executive Secretary job duties the Administrative Support position has been performing additional software management functions. (see attached), The proposed Accounting Assistant position (see attached job description) is responsible for financial functions of the department and the management and oversight of several Park-specific software systems that have been added over the last couple of years. Those software systems include Ventek for Metro Boat Launch as well as Elevon and Emoney for the credit card processing.

Job duties associated with these software programs include maintaining fees, facilities, points of sale, general ledger codes, user management, and set-up administration. It is the responsibility of this position to troubleshoot issues for all other software associated with department operations. When software set-up issues, credit card errors, equipment failures, cashiering errors, internet disruptions, and update issues occur, the Accounting Assistant is required to troubleshoot, test and correct the issues, often working in coordination with technical support from Vermont Systems, Elevon or Ventek Companies. In peak seasons, errors arise on a daily to weekly basis with the various software systems. Troubleshooting and management of software systems is a very time consuming and important function of the Accounting Assistant position.

The proposed reclassification of one (1) Administrative Clerk position to a Marketing Coordinator (see attached job description) is the result of the Administrative Clerk performing marketing and graphic design duties for the Parks, Recreation, & Forestry Department. This position has assumed these duties over the last several years. The Marketing Coordinator position will continue to be responsible for creating/providing professional quality publications, brochures, signs, website updates and marketing through social media. These duties are expected to expand further with new marketing initiatives being introduced within the department. In addition this position will assist the Administrative Manager with seasonal hiring duties and will also serve as backup to the front desk staff to assist with customer service duties.

Lastly, the Executive Secretary position has been vacant since January 24, 2022, following an internal transfer. The job duties of this position have been assumed by the other administrative staff, and it has been determined that this position is not necessary and should be removed from the table of organization. However, to ensure that the department functions efficiently and maintains an acceptable level of customer service, there remains a need for an Administrative Clerk (see attached job description). The Administrative Clerk is responsible for a wide variety of clerical and customer service duties including greeting customers, responding to walk-in, phone, and website inquiries, registering customers for instructional classes and various Parks programs, scheduling reservations, and receipting monies associated with registrations, reservations, pool passes, and other point of sale transactions. This will keep the total number of Administrative Clerks in the table of organization at two (2).

FISCAL IMPACT

III. These positions are funded at 95% by the levy and 5% paid by Bay Beach, and the reorganization results in a cost savings of \$4,005 in the 2022 budget.

c: Dan Ditscheit, Parks, Recreation, & Forestry Director
Nina Robinette, Financial Supervisor

PARKS, RECREATION, & FORESTRY DEPARTMENT REORGANIZATION FISCAL IMPACT

CURRENT POSITIONS					PROPOSED POSITIONS				
POSITION TITLE	PAY GRADE	SALARY	BENEFIT COST	TOTAL COST	POSITION TITLE	PAY GRADE	SALARY	BENEFIT COST	TOTAL COST
Financial Supervisor	J	\$68,244	\$30,910	\$99,154	Administrative Manager	K	\$71,448	\$31,383	\$102,831
Administrative Support	G	\$54,350	\$28,857	\$83,207	Accounting Assistant	H	\$56,534	\$29,098	\$85,632
Administrative Clerk	D	\$44,491	\$27,399	\$71,890	Marketing Coordinator	G	\$47,341	\$27,596	\$74,937
Executive Secretary	G	\$52,894	\$28,641	\$81,535	Administrative Clerk	D	\$41,434	\$26,947	\$68,381
Current Structure Cost				\$335,786	Proposed Structure Cost				\$331,781
					Reorganzation Cost Impact				(\$4,005)



JOB DESCRIPTION

City of Green Bay

Position Title:	Administrative Manager
Department:	Park, Recreation & Forestry – Administrative Division
Reports To:	Parks, Recreation, & Forestry Director
Status:	Exempt
Salary Range:	Grade K
Job Summary:	Under broad policy direction of the Parks Director, manages the administrative and financial functions of the Parks, Recreation, & Forestry Department.
Essential Functions:	- Supervises the Administrative Support Division of the Parks, Recreation, and Forestry Department who initiate purchase orders, develop and submit payroll input, rehire and recruit seasonal staff, prepare budget input and reports. Develops and administers improved internal administrative systems for budget development and execution, administration and control, coordination and monitoring of administrative and compliance directives and procedures as well as internal controls for all revenue and monetary transactions at multiple locations. - Develops and maintains historical data on operational costs of the Department's various divisions' financial matters. Initiates the development of the annual budget for the Department based programmatic needs as well as the capital improvement projections and equipment requirements for all divisions, parks, and parkland areas. Monitors spending to determine inefficiencies and reports noted areas of concern. - Functions as the liaison to other City departments on administrative and financial matters. Interacts and communicates regularly with City staff to insure coordination and compliance of department systems with the City's operational requirements. Works closely with Finance, Human Resources, Payroll, and Information Systems to oversee a multitude of systems to including, but not limited to, Recreation Software, point of sale systems, and web-based hiring systems. Attends and participates in various meetings as required. - Performs special studies and analyses of procedures, projects, and funding to ascertain probable outcomes, costs, options, and alternative funding sources. Develops and implements cost saving measures to further streamline process and improvements. - Operates as Department's administrative manager for all regular and seasonal staff members. Performs background checks, and processes required documentation to hire, promote, or terminate staff as required. - Initiates and manages accounting projects, financial reporting, internal audits, annual financial and tax audits, and maintains the security of sensitive data.

	Performs other duties as assigned.
Knowledge, Skills And Abilities	- Comprehensive knowledge of the principles and practices of management and administration and of the specialized and general practices of purchasing, budgeting, financial reporting, personnel, and payroll. Knowledge of local government organization and procedures. Good computer skills including familiarity with word processing, data bases, graphics, spreadsheets, and desktop publishing programs. - Sufficient supervisory skills to effectively supervise assigned staff. Sufficient communication and human relation skills to effectively communicate with people at all levels of the organization. Must possess the analytical and planning skills to evaluate current systems, determine needs, implement changes, and assess impacts of recommendations. Ability to work the required hours of the position. - Proficient skill and ability to learn and adeptly apply departmental rules and regulations. Ability to proficiently use a computer and the required software, including spreadsheets. Ability to understand and carry out complex oral and written instructions and complete tasks quickly and independently. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff and the public. Typing and other testing tools will be used to assess skills.
Minimum Education and Experience	- Bachelor's Degree or equivalent in Business, Public Administration or a related field. - Five or more years of progressively responsible experience in management and administration in an organization with comparable size budgets, staffing and complexity 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, climb.
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	



JOB DESCRIPTION

City of Green Bay

Position Title:	Accounting Assistant
Department:	Park, Recreation & Forestry – Administrative Division
Reports To:	Administrative Manager
Status:	Non-Exempt
Salary Range:	Grade H
Job Summary:	Under broad policy direction of the Administrative Manager, performs financial functions for the Parks, Recreation, & Forestry Department and manages the various software systems.
Essential Functions:	▪ Responsible for training and oversight of Rectrac and system users of point of sale and reservations system and serves as backup supervisor for all clerical staff of the Parks administrative division. ▪ Responsible for all accounts payable and receivable functions. Processes invoices for payment, enters requisitions, and ensures electronic receipting against purchase orders. Maintains all related materials. Monitors division procurement card system, monthly purchases, and staff reporting procedures. Maintains accounts payable files. ▪ Processes deposits and balances revenue receipts. Prepares and audits change funds. Prepares invoices for services provided by the Department for seven divisions. Develops and maintains accurate revenue, attendance, and sales tax reports. Tracks open receivables and coordinates the collections process. Manages the WPRA ticket sales and annual boat launch program. ▪ Serves as administrator of the Department's recreation software program. Maintains fees, facilities, points of sale, and general ledger codes. ▪ Department procurement coordinator for all requisition entry, receiving on purchase orders and the purchase card program. Enters all requisitions for equipment and projects, receives on materials, equipment and purchase order conversions. ▪ Manages procurement of all office supplies and maintains office machines. Tracks clothing and tool allowance programs. ▪ Creates and processes various reports including, but not limited to, the annual right away report, monthly sales tax payable report and journal entries, and daily cash receipting and deposits. ▪ Assists with other accounting projects, financial reporting, internal audits, annual financial and tax audits, and the security of sensitive data. Assists with annual budget preparation and execution. Monitor's annual funding and project funding. ▪ Responsible for making reservations, registrations and travel arrangements, and

	reimbursements for Park and Recreation Department. Performs other duties as assigned.
Knowledge, Skills And Abilities	- Proficient knowledge of accounting and bookkeeping practices and procedures, including basic office procedures. Proficient knowledge of business English, spelling, punctuation, and grammar. Working knowledge of creating business letter forms and general filing procedures. - Considerable skill in performing mathematical computations rapidly and accurately. Proficient skill and ability to create and edit spreadsheets and prepare documents, and operate a variety of office machines. - Ability to learn and adeptly apply departmental rules and regulations. Ability to proficiently use a computer and the required software, including spreadsheets. Ability to understand and carry out complex oral and written instructions and complete tasks quickly and independently. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff and the public. Ability to work the required hours of the position. Typing and other testing tools will be used to assess skills.
Minimum Education and Experience	- Associate degree in accounting or related field - Three to Five years office experience with an emphasis in accounting, finance, or bookkeeping related duties. - Valid driver's license and good driving record. - Prior supervisor experience desirable. 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	



JOB DESCRIPTION

City of Green Bay

Position Title:	Marketing Coordinator
Department:	Park, Recreation & Forestry – Administrative Division
Reports To:	Administrative Manager
Status:	Non-Exempt
Salary Range:	Grade G
Job Summary:	Responsible for executing marketing strategies that effectively communicate department events, projects, activities, and services as well as increase brand awareness.
Essential Functions:	- Acts as website coordinator. Ensures the most current information is easily accessible to the public. Acts as the first source of virtual information. Updates meeting and calendar information for posting to web and City Hall monitors for meetings within City Hall. - Creates effective communication utilizing social media platforms to increase brand awareness with visually appealing and informational content within City aesthetics and brand guide for all Park and Recreation activities and events. Assists other City departments with posting of information to increase the City's presence on social media and promote local partnership sponsored events. Monitors trends to create attractive campaigns and graphics. - Uses knowledge of current graphic design software to produce artwork, layout, and distribution according to the City's brand guide including, but not limited to, brochures, flyers, banners, postcards, external publication advertisements, handouts, and posters. Graphics may be used digitally or printed. - Coordinates the construction of printed materials including, but not limited to, the Honker, seasonal guides, job fair materials, and special event materials. - Creates files and documents including, but not limited to, policies and directives utilizing Adobe Document Converter to update and modify Parks Department historical documents. - Acts as seasonal hiring assistant. Assists in the creation of employee recruitment materials. Assists with employment forms and the seasonal hiring process. Performs updates to the NeoGov hiring portal and performs background checks in multiple platforms. - Acts as RecTrac Assistant Administrator. Updates system rules pertaining to facilities and activities for all reservations, registrations, and point of sale funding portals in the RecTrac System. - Serves as back up to the front desk staff and assists internal and external customers in person and via telephonic equipment.

	▪ Performs other duties as assigned.
Knowledge, Skills And Abilities	▪ Proficient knowledge of social media trends, graphic and web design, and execution of campaigns. ▪ Ability to coordinate and communicate tasks effectively, both orally and in writing. Must be highly creative and collaborative. ▪ Comprehensive skill in providing a full range of secretarial services, including use of discretionary judgement in dispensing information. ▪ Good knowledge of basic office procedures and office equipment. Working knowledge of business English, spelling, punctuation, grammar and general filing procedures. ▪ Ability to provide excellent customer service. Ability to prioritize and multi-task duties in a fast paced environment. Ability to proficiently utilize a computer and the required software. Ability to follow oral and written instructions and communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with staff and the public. Ability to work the required hours of the position.
Minimum Education and Experience	▪ Associate Degree in Communications, Marketing, Graphic Design or a related field. ▪ Three years of 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 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	



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 26, 2022

PREPARED BY

AGENDA ITEM # G.4

Request to reclassify a vacant Mechanic Position to a new Communications Coordinator position and approval to fill the new position.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Communications Coordinator Memo 4.2022
2. Communications Coordinator JD



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 Mechanic position to a new Communications Coordinator position and approval to fill the new position.

Date: April 26, 2022

RECOMMENDATION

- I. Human Resources and the Police Department are requesting that a vacant Mechanic position (Pay Grade H, \$24.99/hour-\$29.38/hour) be reclassified to a new classification of Communications Coordinator (Pay Grade J, \$61,089-\$71,843). This new position was reviewed by the City's consultant, Carlson and Dettman, for appropriate placement in the salary plan. The Police Department also requests approval to fill the Communications Coordinator position.

BACKGROUND

- II. The new Communications Coordinator position will be responsible for planning, coordinating and implementing a strategic communications program for the Green Bay Police Department. This position will serve on the GBPD's leadership team and play a key role in supporting the department's mission, goals and objectives. This position will oversee the messaging of community priorities and department programs using various communication strategies, including traditional communications and social media. The Communications Coordinator will also develop and implement internal communications strategies.

The Police Department will be funding this position using dollars from a Mechanic position which has been vacant since December, 2020 due to an internal promotion. As a result of efficiencies realized in fleet management, it has been determined that the Mechanic position is no longer needed and should be removed from the table of organization.

FISCAL IMPACT

- III. This reclassification results in an annual cost increase of \$11,411.

Category	Mechanic, Grade H (\$27.18/hour)	Communications Coordinator, Grade J (\$66,476)
Salary	\$56,534	\$66,476
FICA	\$4,325	\$5,085
WRS	\$3,816	\$4,487
Worker's Comp	\$119	\$140
Health Insurance	\$19,268	\$19,268
Dental Insurance	\$1,555	\$1,555
Life Insurance	\$96	\$113
TOTAL COMPENSATION	\$85,714	\$97,124

CC: Police Chief Chris Davis



JOB DESCRIPTION

City of Green Bay

Position Title:	COMMUNICATIONS COORDINATOR
Department:	Police Department
Reports To:	Chief of Police
Position Status:	Full time, exempt
Salary Range:	Pay Grade J
Job Summary:	Under general supervision, performs work of considerable difficulty in planning, coordinating, and implementing a comprehensive strategic communications program for the Green Bay Police Department (GBPD). The position serves on the GBPD leadership team and plays a key role in supporting the Department's mission, goals, and objectives. This position oversees the messaging of community priorities and Department programs using various communication strategies, including all manner of traditional communications and social media.
Essential Functions:	1) Works with the Chief and leadership team to develop and implement communications strategies, both public-facing and internal. 2) Develops internal communication strategies to complement change management processes within the Department. 3) Serves as GBPD's Public Information Officer (PIO). Fosters ongoing media relationships; serves as liaison and primary contact for media and other external agencies; represents GBPD for on-air and live broadcasts. 4) Plans, coordinates and participates in community events, press conferences, speaking engagements, etc. 5) Plans, develops, implements, and maintains social media, print, and audio/visual communication programs. 6) Develops talking points; prepares and distributes news releases and public service announcements. 7) Develops and posts content using various social media on a frequent basis. 8) Develops concepts and designs, researches, writes, edits, enhances, and delivers compelling communications, written and visual, for intended audiences ensuring accuracy, readability, and ease of comprehension of the information on various matters pertaining to GBPD's operations and public safety issues. 9) Facilitates translation to make GBPD communications accessible in a variety of languages. 10) Focuses public relations efforts on building trust and community support for GBPD. Meets with and supports community groups to garner information and actions they desire from GBPD. 11) Evaluates public messaging methods and strategy for quality and effectiveness on a frequent basis. Conducts and coordinates media and crisis communication training sessions for staff who respond to media inquiries. 12) Coordinates with all GBPD divisions to identify messaging needs and opportunities. 13) Collaborates with the City Public Relations Team and the Mayor's Office to ensure alignment of GBPD's communications with the City's goals and priorities. 14) Performs other duties as assigned.

Knowledge, Skills And Abilities	▪ Working knowledge of the principles and practice of effective media, public relations, and communications. ▪ Knowledge of all aspects of external communications, including but not limited to Facebook, Twitter, Instagram, LinkedIn, YouTube, direct mail, online communications, conferences, press, and events. ▪ Skill in analyzing problems and developing appropriate recommendations; good management and conflict resolution skills; good team skills. Skill in developing, recommending, and promoting public information materials in a strategic context in keeping with the GBPD's mission and goals. Skill in producing and promoting public information events, writing accurate news releases and public announcements, and reviewing and editing the work of others. Skill in providing on-air and live broadcast presentations. ▪ Expertise in conducting research, locating information related to media requests or department communications, and critically evaluating the research findings. ▪ Ability to communicate effectively, both orally and in writing including capacity to communicate complex ideas compellingly to a variety of audiences across a multitude of media platforms. Ability to use principles of written communication, graphical layout and multimedia techniques appropriate to web-based communication, ensuring that work products are clear, usable, and effectively convey the intended message and information. ▪ Ability to work independently without specific instructions and handle confidential material with discretion. Ability to establish and maintain effective working relationships with staff, elected officials and the public. Ability to proficiently utilize a computer and the required software. ▪ Ability to work the required hours of the position.
Minimum Education And Experience	▪ Bachelor's degree in Communications, Journalism, Public Relations or related field. ▪ Minimum of four years related experience. ▪ Valid driver's license and good driving record. ▪ A combination of equivalent experience and/or education may be considered. ▪ Must have acceptable personal and professional history as determined by successfully completing a background investigation.
Physical Requirements	Ability to perform the following activities: • Lifting and carrying up to 20 pounds. • Frequent standing and sitting. • Ability to focus for long periods 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 (please print)

Date

Employee Signature



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 26, 2022

PREPARED BY

AGENDA ITEM # G.5

Consideration with possible action on the Green Bay Police Supervisory agreement for a 3-year term January 1, 2020 through December 31, 2022.

The Common Council may convene in closed session pursuant to 19.85(e), Wis. Stats. For purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Common Council 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. (please review the closed session language I typed and make sure it matches with what we usually use or just copy and paste what we've used previously)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Memo - Police Supervisory Contract Summary 4-26-22
2. Final - Tracked Changes 2020-2022 Lts. Contract Updated wage schedule (002)
3. Final - Police Supervisor 2020-2022 Agreement - Clean

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Joseph Faulds, Chief of Operations

Re: 2020-2022 Police Supervisory Personnel Contract Summary

Date: April 26, 2022

2020-2022 POLICE SUPERVISORY PERSONNEL CONTRACT SUMMARY

Tentative Agreement between the City and the Police Supervisory Union (Lieutenants)

The City and the Police Supervisory have agreed to the following terms subject to Common Council approval:

SCHEDULE A WAGE SCHEDULE

<u>Contract Year</u>	<u>Amount</u>	<u>Effective</u>
2020	2.00% ATB	01/01/20
2021	1.50% ATB	01/01/21
2021	1.50% ATB	12/31/21
2022	2.50% ATB	7/01/22

In addition, there will be a \$1,000 stipend paid out to the Police Supervisory Personnel. This is a one-time payment. It does not go into the base wage.

Tentative Agreements (Language Modifications)

Here is a list and summary of Tentative Agreements that will be incorporated into the Agreement:

Appendix B Physical Fitness Incentive Program

Incentive changed from \$500 to \$540 based on a grievance settlement. Both the Union and the City believed the \$500 stipend was not WRS eligible, so that fiscal impact was added to the stipend.

AGREEMENT

Between

CITY OF GREEN BAY, WISCONSIN

And

GREEN BAY POLICE DEPARTMENT
SUPERVISORY PERSONNEL

2020-2022

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THIS AGREEMENT is made and entered into according to the provisions of Section 111.70 (3) (d), Wis. Stats., by and between the City of Green Bay as municipal employer, (hereinafter called the "City"), and the Bargaining Unit of the Green Bay Police Department Supervisory Personnel, (hereinafter called the "Bargaining Unit").

ARTICLE 1 RECOGNITION/MANAGEMENT RIGHTS

- 1.1 The City agrees to recognize the Bargaining Unit as the bargaining agent for all full-time supervisory personnel of the Green Bay Police Department having powers of arrest and employed by the City. Such supervisory personnel shall include those persons with the rank of Lieutenant in the matter of wages, hours and working conditions. Supervisory job duties, in all cases except emergency, shall be assigned only to members of the Supervisory unit.
- 1.2 MANAGEMENT RIGHTS - The Bargaining Unit recognizes the prerogative of the City, subject to its duties to collectively bargain, to operate and manage its affairs in all respects in accordance with its responsibilities, and the powers and authority which the City has not abridged, delegated or modified by this Agreement, are retained by the City, including the power of establishing policy to hire all employees, to determine qualifications and conditions of continued employment, to dismiss, demote, and discipline for just cause through the appropriate legal process, to determine reasonable schedules of work, to establish the methods and processes by which such work is performed. The City further has the right to establish reasonable work rules, to delete positions from the Table of Organization due to lack of work, lack of funds, or any other legitimate reasons, to determine the kinds and amounts of services to be performed as pertains to City government and the number and kinds of classifications to perform such services, to change existing methods or facilities, and to determine the methods, means and personnel by which City operations are to be conducted. The City agrees that it may not exercise the above rights, prerogatives, powers or authority in any manner which alters, changes or modifies any aspect of the wages, hours or conditions of employment of the Bargaining Unit, or the terms of this agreement as administered, without first collectively bargaining the same or the effects thereof.

ARTICLE 2 PURPOSE OF AGREEMENT

- 2.1 It is the intent and purpose of the parties hereto that this agreement shall promote and improve working conditions between the City and the Green Bay Police Department Supervisory Bargaining Unit and to set forth herein rates of pay, hours of work and other terms and conditions of employment to be observed by the parties hereto. In keeping with the spirit and purpose of this agreement the City agrees that there shall be no discrimination by the City against any employee covered by this agreement because of his/her membership or activities in the Bargaining Unit, nor will the City interfere with the

right of such employees to become members of the Bargaining Unit. The City retains all rights, powers or authority that it had prior to this contract. Working conditions previously in effect shall not be reduced during the life of this agreement providing they do not conflict with this agreement. It is generally agreed and understood that members of the supervisory unit of the City of Green Bay Police Department have because of their position, capacities, extraordinary duties and responsibilities in their various departments and that at present these various responsibilities are equated in a salary differentiation between police officers with more than 3½-years experience. It is the general understanding of the parties hereto that these responsibilities of the supervisory unit of the City of Green Bay Police Department will be expressed in an equitable formula.

- 2.2 Neither the Employer nor the Bargaining Unit shall discriminate in any manner whatsoever against any employee because of race, creed, color, national origin, sex, or handicap. The Employer and the Bargaining Unit agree to comply in all respects with the provision of the Age Discrimination in Employment Act of 1967.

ARTICLE 3 BARGAINING UNIT ACTIVITY

- 3.1 The Bargaining Unit agrees to conduct its business off the job as much as possible. The Bargaining Unit shall be allowed to hold its meetings at the Police Department. This article shall not operate as to prevent a steward from the proper conduct of any grievance in accordance with the procedures outlined in this agreement, shall not work to prevent certain routine business such as the posting of Bargaining Unit notices and bulletins and like duties. The City agrees to make the necessary space available for the posting of Bargaining Unit notices and bulletins. Business agents or representatives of the Bargaining Unit having business with the officers or individual members of the Bargaining Unit may confer with such officer or members during the course of the working day for a reasonable time, provided that permission is first obtained from the commanding officer, or superior officer of that Bargaining Unit.
- 3.2 The employer hereby agrees not to deduct such reasonable time from the pay of such officer or member, and agrees also that time spent in the conduct of grievance and in bargaining shall not be deducted from the pay of delegated employee representative of the Bargaining Unit. The Bargaining Unit committee shall be limited to no more than 3-members who are paid plus one alternate.

ARTICLE 4 MAINTENANCE OF STANDARDS

- 4.1 The employer agrees that all conditions of employment in his/her individual operation relating to wages, hours of work, overtime differentials and general working conditions shall be maintained at not less than the highest standards in effect at the time of signing

of this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvement are made elsewhere in the Agreement.

ARTICLE 5 GRIEVANCE PROCEDURE

- 5.1 Both the Bargaining Unit and the City recognize that grievances and complaints should be settled promptly at the earliest possible stage, and that the grievance process must be initiated within 15-days of the incident or within 15-days of the officer learning of the incident. Any grievance not reported or filed within the time limits set forth above shall be invalid and void.
- 5.2 Any difference of opinion or misunderstanding which may arise between the City and the Bargaining Unit shall be handled in the following manner:
 - 5.2.1 The aggrieved employee shall present the grievance in writing to the Chief of Police either alone or with a Bargaining Unit representative.
 - 5.2.2 If the grievance is not resolved to the satisfaction of all parties within 3-working days (Saturday, Sunday, and Holidays excluded), either party may submit said grievance, in writing, to the appropriate City Council Committee.
 - 5.2.3 All other grievances relating to wages, hours, and working conditions or any other matter under the jurisdiction of the Chief shall be directed to the Chief of Police. The Chief of Police, in his/her discretion, may hold an informal meeting with all parties involved or refer the matter directly to the appropriate City Council Committee.
 - 5.2.4 It is not the intention of the parties to circumvent or contravene any City Ordinance or State Law. If there is any conflict or ambiguity insofar as any phrase, sentence, or paragraph of this contract is concerned, then the ordinance or State law shall apply.
 - 5.2.5 Nothing herein shall limit any employee from his/her rights to a hearing pursuant to Wisconsin Statutes including Wisconsin Statute 62.13 or other Wisconsin Statutes in case formal charges are filed against him/her.

ARTICLE 6 HOURS

- 6.1 Non-Shift Employees. The normal work schedule for non-shift employees will be 5-days on, 2-days off. Non-shift employees will receive approximately the same number of days off per year as the shift employees. This will be accomplished by allowing non-shift employees to select their days off on a monthly basis. These days off shall be known as

flex days. Non-shift employees are expected to select Saturdays and Sundays first as flex days. Selection of any additional flex days will be governed by staffing needs of the division the employees work in and will be authorized only if the division's workload allows. The normal work day for non-shift employees will be 8½-hours per day.

- 6.2 Shift Employees. A normal work schedule for shift employees shall consist of 5-days on with 3-days off in a repeating cycle, with shifts rotating on the basis of 8-groups. The normal work day shall consist of 8½-hours. Shift employees will be required to attend mandatory in-service schooling totaling 25½-hours. This training shall occur on the officer's regular days off and will involve no additional compensation.

ARTICLE 7 SHIFT ASSIGNMENTS

- 7.1 Shift Assignments. Assignments to shift positions will be based on seniority in rank. However, when the Police Chief determines that it is in the best interest of the Department based on special skills, performance, and/or qualifications for the position, etc. the Chief may make shift assignments outside of seniority order. It is contemplated that assignments to shift positions shall be made only when a vacancy exists in such a position. In the case of Lieutenants seniority shall mean seniority in rank.

- 7.2 Multi-Jurisdictional Drug Enforcement Unit.

7.2.1 Hours of employees assigned to the Multi-Jurisdictional Drug Enforcement Unit may vary from those provided in Article 6, Hours. Employees assigned to the Unit will be paid for all hours worked. Overtime hours shall be paid in accordance with Article 8, Overtime. It is recognized that all applicable requirements of the Fair Labor Standards Act shall apply.

7.2.2 Due to the nature of work anticipated within the Multi-Jurisdictional Drug Enforcement Unit a time commitment may be required of employees assigned to the Unit. Such time commitment shall not operate to deny anyone holding the position to receive any possible promotion which may occur.

ARTICLE 8 OVERTIME

- 8.1 Rate: Employees will be compensated at the rate of 1½ their normal hourly salary for all hours worked outside of their regular work hours.
- 8.2 Overtime shall be authorized by the Chief of Police or the Chief's designee.
- 8.3 Except as provided below, overtime shall not be allocated or assigned where it would result in an officer working more than 14-1/4 hours, in a combination of overtime, duty

hours and/or shift trades in any 24-hour period. A new 24-hour period commences whenever there is an 8-hour break in on-duty time. An officer cannot be inversed into an assignment if it would result in the violation of this Article. Hours related to emergency circumstances, court, Packer games or Americafest shall be an exception to the 14-1/4 hour limit. Overtime may be refused where there is a legitimate safety concern.

8.4 Overtime/Compensatory Time: Compensatory time shall be limited to an accumulation of 100-hours derived from holiday work or overtime. In the instance of those already over 100 hours as of the date of this agreement, the maximum accumulation of compensatory time of any nature whatsoever shall be frozen at current levels not to exceed 480 hours.

8.5 Court Cancellation Procedure: The afternoon shift commander will be notified of any court cancellations. It then becomes the responsibility of the officer to call the shift commander after 5 P.M. on the day prior to the scheduled court date as to whether or not the court appearance has been canceled.

8.5.1 The shift commander will record all such calls by date and time in a log book; that is, if an officer appears at court and the case has been canceled, he/she will receive the pay for the court appearance only if he/she had called in after 5:00 P.M. the prior day and was not notified of the cancellation. If the officer had not called in the prior day, he/she will not receive the pay.

8.5.2 On those occasions when court appearances are canceled after 5:00 P.M., the shift commander will attempt to contact the officer with the cancellation if the officer had already called in. If the officer is contacted 12-hours before the scheduled court appearance, the officer will not receive pay.

8.6 Overtime for Green Bay Packer Games.

8.6.1 A posting shall be placed on the bulletin board once each year during the months of June or July and all officers interested in working Packer games are requested to sign the posting. This posting shall contain the anticipated staffing needs for the games.

8.6.2 Captains and Lieutenants who sign the above said posting shall be assigned to work each of the Packer games in the year in question on the basis of promoted seniority (includes Captains and Lieutenants).

8.6.3 In the event that there are not enough patrol Lieutenants signing the posting to provide a full complement of field directors, Lieutenants who are scheduled to work the day of the game on the shifts not on duty during the game shall be assigned to work as field directors on the basis of inverse seniority.

8.6.4 In the event that any officer who has signed the above said posting to work the Packer games later decides not to work any given game, such officer shall have the right to remove his/her name from the posting for any game by giving at least 10-days advance notice of such removal before the game in question.

8.6.5 Lieutenants working overtime for Packer games shall be compensated at twice (2x) their regular rate of pay for all hours worked.

ARTICLE 9 RETIREMENT

9.1 Employees to make the same Wisconsin Retirement System (WRS) contribution as general municipal employees effective June 30, 2013.

ARTICLE 10 SUPERVISORY POLICE PAY SCHEDULE — BI-WEEKLY RATES

10.1 All personnel shall be paid bi-weekly.

10.2 Salary increases to occur the first day of the payroll period in which the effective date occurs.

	1/1/2020 (2.0%)	1/1/2021 (1.5%)	12/31/2021 (1.5%)	7/1/2022 (2.50%)
LIEUTENANT				
Step 1	\$ 3,222.89	\$ 3,271.23	\$ 3,320.30	\$ 3,403.31
Step 2	\$	\$	\$	\$
Performance based step after 1-year experience	\$ 3,264.59	\$ 3,313.56	\$ 3,363.26	\$ 3,447.34
Step 3	\$	\$	\$	\$
Performance based step after 3- years experience	\$ 3,345.81	\$ 3,396.00	\$ 3,446.94	\$ 3,533.11

Eligibility for the performance based step will be based on experience as a City of Green Bay Lieutenant and performance.

Each Lieutenant will receive a one-time \$1,000 stipend, to be paid as soon as administratively practicable after the ratification of this agreement.

ARTICLE 11 SHIFT DIFFERENTIAL/CALL-IN/STAND-BY/SPECIALIST PAY

11.1 All employees not assigned to the day shift shall receive, in addition to their base pay, an amount equal to the monthly amount designated below based upon the hourly rate for

employee. The shift differential pay shall be on a monthly basis, but paid with the employee's bi-weekly pay. Shift differential pay shall be administered in the same manner as when it was expressed in dollar amounts.

Afternoon Shift	4 hours/Month
Night and Power Shift	5 hours/Month

11.2 Minimum Call-in Time: Employees will be compensated for a minimum of 3-hours for any call-in time worked on a scheduled work day, a day on which an officer works a full 8½ hour work day pursuant to posted shift overtime, or for a call-in while an officer is attending either a voluntary school or in-service training (an officer receiving call-in pay on a day attending school shall still be entitled to compensatory time as if no call-in occurred if the officer successfully completes the school in question, and if the school is not successfully completed, shall receive compensatory time for those hours in attendance). The department may engage police officers in police business on site during in-service training without paying call-in, provided such shall not jeopardize the officer receiving full credit for the class interrupted. Employees will be compensated for a minimum of 6-hours for any call-in time on a day off or scheduled vacation. This call-in time shall be compensated at the base rate of pay. Employees will be compensated for a minimum of 6-hours for any call-in time on a day off, scheduled vacation, or off-time. This call-in time shall be compensated at the straight time rate of pay.

11.2.1 Any officer who takes vacation or off-time coming, personal leave day or any other off-time authorized after being scheduled and notified of a required court appearance or other required non-shift departmental duties shall be compensated for a minimum of 3-hours at their straight time rate.

11.3 Standby Pay: Officers asked to be available for immediate call to duty shall receive \$1.50 for all hours in which they are on standby. When actually called to duty, they shall be compensated according to Article 8, Overtime of this agreement. If such standby duty is necessary in order to provide mutual assistance outside of the City limits, then the department shall select qualified officers for such duty by seniority among those signing a posting.

11.4 Field Training Supervisor Pay: Field Training Supervisor pay will be paid at a flat rate of \$100.00 per officer who completes at least 6-weeks of a normal 16-17 week training cycle payable the first pay period following completion of training cycle.

ARTICLE 12 CLOTHING ALLOWANCE

12.1 Each employee of the Police Department shall have an account to be known as "Clothing Allowance." The Chief of the Police Department shall have discretion as to types of clothing to be purchased by employees of the Police Department.

12.2 In the case of personnel assigned to plain clothes assignments (Investigations, Administration) the maximum annual clothing allowance shall be \$613.00 effective January 1, 2013 for employees on the payroll on date of ratification.

12.3 In the case of personnel assigned to the Operations Division (uniform personnel) the maximum annual clothing allowance shall be \$572.00 effective January 1, 2013 for employees on the payroll on date of ratification.

ARTICLE 13 DUTY INCURRED DISABILITY PAY

13.1 An employee injured in the line of duty shall receive full pay when disabled, not to exceed 180-days.

ARTICLE 14 VACATIONS

14.1

In This Year of Employment including probationary period	Employee Will Receive This Number of Working Days Vacation
1	8
2	13
6	16
7	18
9	19
11	21
13	24
15	25
17	26
18	27
19	28
20	30

14.2 All vacation picks and off time shall be based on bargaining unit seniority regardless of department seniority or time in rank.

ARTICLE 15 VACATION PAY USED FOR SICKNESS

15.1 Absence on account of sickness, injury or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee and within the discretion of the department head, be charged against vacation leave allowance.

ARTICLE 16
SICK LEAVE

- 16.1 Police officers shall be granted sick leave with pay at the rate of 1-working day for each full month of service with no limit on accumulation. All sick leave shall be subject to administration by the Police Chief. An employee may use sick leave or emergency leave for absences necessitated by injury or illness to self or family. Employee using sick leave for injury or illness to self will not be allowed to work previously posted and signed for overtime within 8-hours of sick leave use.
- 16.2 Sick leave may be used for illness in the immediate family of an employee. What constitutes the immediate family of an employee for the purpose of using sick leave for illness shall be according to the rules established by the Common Council as to what constitutes an immediate family for each of these two purposes.
- 16.3 In order to be granted sick leave with pay, an employee must:
- 16.3.1 Report promptly to the proper department officer the reason for his/her absence.
- 16.3.2 Keep the proper department officer informed of his/her condition.
- 16.3.3 Permit the City to make such medical examination or nursing visit as it deems desirable.
- 16.3.4 Submit a medical certificate for any absence of more than 3-consecutive working days, if requested by the City.
- 16.4 Health Insurance Payment Program. At the time of retirement, the employee's sick leave up to a maximum of 135 accumulated days shall be placed in an escrow account for purposes of payment of employee's health insurance premiums. The employee may convert earned, unused vacation days to sick leave days during the employee's last 5-years of employment prior to retirement, the number of days not to exceed the dollar amount needed to pay health insurance premiums until age 65. All employees reaching normal retirement or disability prior to attaining such age shall be eligible to continue in the City's health insurance group plan until the age of 65. Payment for sick leave upon retirement will be at an amount equalized between the Fire and Police Departments. However, when an employee reaches the age of 65 and the employee's spouse is still under the age of 65, the account can still be used by the spouse to pay health insurance until such time that the spouse reaches age 65 or the total account is expended, whichever occurs first. If funds remain in the employee's escrow account at age 65, these funds may be used to purchase supplemental Medicare insurance from the present health insurance carrier for the employee and spouse until the escrow account is depleted. The City shall pay all of the monthly premium payable, provided that the total amount

expended for such insurance for each retired employee shall be limited to an amount equal to the percentage set forth below, of the value of any accumulated and unused sick pay standing to the credit of that employee as of that employee's date of retirement:

- 100% for employees retiring under disability retirement.
- 100% for employees retiring into the State Retirement System.

After the amount expended for any employee reaches the limit for such employee, the monthly premiums shall thereafter be paid by the employee.

During the five years before an officer's normal retirement date, the officer may convert accumulated and unused vacation or other compensable off-time to sick leave days on the same basis as presently allowed in the firefighter labor agreement.

16.4.1 Surviving spouses, until remarriage, will be eligible to apply the escrowed amount for health insurance premium payment purposes.

16.4.2 Dependent children, in accordance with regular City policy, will be eligible to apply the escrowed amount for health insurance premium payment purposes upon the death of the surviving spouse. Remarriage of the surviving spouse will terminate the eligibility of dependent children for this benefit.

16.4.3 When the death of a protective service employee occurs either before or after retirement, the estate shall receive up to a maximum of 135 days accumulated sick leave in the employee's account to apply toward paying health insurance premiums.

16.4.4 This health insurance premium payment program for protective employees is mandatory for all covered employees upon retirement and supersedes all previous sick leave payment programs upon retirement sponsored by the City of Green Bay.

16.4.5 If death of a covered bargaining unit employee occurs before retirement, payment of up to a maximum of 135 days of accumulated sick leave will apply to the estate of the deceased employee for purposes of payment of health insurance premiums in accordance with the above policy.

16.4.6 An employee who has retired or in case of his/her death, the spouse has the right to leave the amount credited to the escrow account for "Health Insurance Purposes" until the end of the calendar year he/she obtains age 63. At that time, they shall have to begin using the escrow account for "Health Insurance Purposes."

16.5 Catastrophic Illness: During the period 3-years prior to the employee's normal retirement

date (attainment of 53rd birthday), if the employee is injured or ill for more than 50-consecutive calendar days but less than 6-calendar months, there will be no reduction from the employee's sick leave accumulation. In order to be eligible for this benefit the employee must have reached 135 accumulated sick leave days at some point in his/her career, and the employee shall perform alternative duty if it is available and if the employee is capable of performing same.

ARTICLE 17 HEALTH AND DENTAL INSURANCE CONTRIBUTIONS

- 17.1 Employees will participate and pay health insurance premiums in accordance with the City's Health 1265 program.
- 17.2 Employees will pay 12.5% and the City will pay 87.5% of the single or family premium for dental insurance benefits.

ARTICLE 18 LIFE INSURANCE

- 18.1 All Police Officers shall receive the present life insurance program at no cost to the individual officer.
- 18.2 Employees shall have the option to purchase additional life insurance for themselves. Additionally, life insurance for spouse and dependent children shall be made available as an option for each dependent. Employees shall pay all premium costs for the additional optional insurance through payroll deductions.

ARTICLE 19 JURY DUTY

- 19.1 An employee may be granted a leave of absence with pay if called for jury duty. Any compensation derived from such duty shall be turned over to the City.

ARTICLE 20 FUNERAL LEAVE

- 20.1 Each employee shall be entitled to the following funeral leave:
 - 20.1.1 When there is a death in the immediate family of an employee, ("immediate family" being defined as that of employee's spouse, parent, child of employee, grandchildren, grandparents, step parents, brother, sister, mother in law, or father in law) a maximum of 3-working days will be granted with pay to such employee. Travel time to and from the funeral may be taken in addition to the 3-

days referred to with the approval of the department head and may, at the employee's option, be counted as sick leave or vacation.

20.1.2 When there is a death in the family of an employee, ("family" being defined as the spouse's grandparents, son in law, daughter in law, brother in law, sister in law, aunt, or uncle of the employee or spouse) a maximum of 2-working days pay will be granted to such employee.

20.1.3 All employees who act as pallbearers for any deceased person whose funeral takes place during regular working hours may also be granted time off, with pay, with the permission of his/her commanding officer.

ARTICLE 21 DEDUCTIONS

21.1 The City agrees to deduct from the paycheck of each supervisory employee, by written authorization from said employee, a sum to defray Bargaining Unit costs and remit said amount to a designated Bargaining Unit officer at the end of the fiscal year (December).

ARTICLE 22 HOLIDAYS

22.1 Holidays included in this agreement are:

New Year's Day	Thanksgiving Day	Labor Day
Independence Day	Memorial Day	Easter Sunday
Christmas Day	President's Day	Columbus Day

22.2 One holiday to be designated jointly between the Bargaining Unit and the Chief Administrative Officer of the Police Department.

22.3 All shift personnel shall receive 1-day's pay at straight (1x) time for each of the above stated holidays, whether or not the employee works the holiday in question, and all shift personnel who are regularly scheduled to work on a holiday shall additionally receive 8-hours of pay or compensatory time subject to the maximum accumulation provision for each such holiday provided that officers who are regularly scheduled to work who call in sick for non work related reasons shall not receive such 8-hours time. Non shift officers whose regular day off falls on any of the above holidays will receive another full day off or will receive 8-hours compensatory time subject to the maximum accumulation provision for each holiday involved. Non shift employees who work a holiday shall receive additional 1½ pay and 4-hours pay or compensatory time subject to the maximum accumulation provision for each holiday so worked. Shift employees who are called in to work a holiday that falls on their regular scheduled day off will be paid double time (2x).

- 22.4 Holidays shall be worked by those persons on the respective shifts who would normally work on the holiday in question, and in the event there are more persons who would normally work said shift than positions to be worked on such holiday, then the persons to work on such holidays shall be selected on the basis of seniority among those qualified.

ARTICLE 23 PERSONAL LEAVE DAYS

- 23.1 Regular full-time employees shall be eligible for 3-personal leave days annually. Personal leave days must be used during the calendar year earned. They may not be accumulated. The employee shall provide at least 7-days notice for a day off, except that such notice can be waived by mutual agreement of the employer and the employee. The number of personal leave days earned shall be prorated for new full-time employees in their initial calendar year of employment and for employees in their final calendar year of employment with the City unless the employee terminates employment by eligibility and acceptance to the State Retirement System, disability, or death.

ARTICLE 24 OTHER FRINGE BENEFITS

- 24.1 It is provided that Lieutenants shall receive the same fringe benefits as those presently held by Specialist Is, Specialist IIs, and Police Officers, and that any increase in fringe benefits received by said Specialist Is, Specialist IIs, and Police Officers shall inure to the Lieutenants.

ARTICLE 25 DISCIPLINE

- 25.1 For disciplinary purposes, administrative or otherwise, the substantive rules and regulations for the conduct of members of the Police Department shall be as set forth in "City of Green Bay Police Department Rules and Regulations" (1961), and such may be amended from time to time by the City of Green Bay, subject to potential bargaining obligations as provided in Article 1 of the Labor Agreement Recognition/Management Rights. In the event such rules and regulations conflict with the Ordinances of the City of Green Bay, laws of the State of Wisconsin or United States, or this agreement, said ordinances, laws or agreement shall prevail.
- 25.2 Suspension, dismissal and reduction in rank of employees from the Police Department shall be governed by the procedure set forth in Section 62.13 of the Wisconsin Statutes.

ARTICLE 26 LEAVE OF ABSENCE

- 26.1 The Chief of the Police Department, in consultation with the City Personnel Committee, may authorize special leaves of absence with or without pay for any period or periods not to exceed 3-calendar months in any 1-calendar year for the purpose of attending a college, university or recognized law enforcement seminar to train in subjects related to the work of department personnel or benefit to both the employees and the City.
- 26.2 The Chief of the Police Department may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed 10-working days in any calendar year including but not limited to the allowances under State or Federal Family and Medical Leave Laws.
- 26.3 The City Personnel Committee, upon recommendation of the Police Chief, may grant leaves of absence with or without pay in excess of the limitations above for the purpose of attending courses of training at a recognized college or university and for other purposes that are deemed beneficial to the City.

ARTICLE 27 MILITARY LEAVE

- 27.1 Personnel of the Police Department, who leave or have left the City service by request of the Federal Government, to enter active service of the Armed Forces of the United States, and return within 4-years, shall be entitled to their departmental seniority and the rate of pay and position they would have been entitled to had their service with the Police not been interrupted by service in the Armed Forces.

ARTICLE 28 EDUCATION CREDITS

- 28.1 Benefit. The City shall reimburse tuition costs and book costs, as defined below, upon successful completion of approved Police Science courses. The student must attain a grade of C or higher to qualify for reimbursement. Approved Police Science courses are defined as any course required for the attaining of a degree in police career enhancement and previously approved by the Chief of Police.
- 28.2 Reimbursement. The reimbursement for tuition shall be 100% at the UWGB rate for undergraduate courses, and 75% at the UWGB rate for graduate courses. Book reimbursement shall be the actual cost of the book(s) in question or a total of \$50.00 whichever is less, provided that upon reimbursement the book(s) shall be turned over to the department library. Reimbursement for tuition shall be limited to \$1,200.00 per year, per student. The City shall have the right to claim reimbursement for any tuition reimbursed under this provision within 30-months of any voluntary termination of employment, or within 12-months of any retirement.

ARTICLE 29

DRUG TESTING

29.1 Purpose. The purpose of this policy is to provide all sworn employees with notice of the provisions of the department drug testing program.

29.2 Discussion.

29.2.1 It is the policy of this department that the critical mission of law enforcement justifies maintenance of a drug-free work environment through the use of a reasonable employee drug testing program.

29.2.2 The law enforcement profession has several uniquely compelling interests that justify the use of employee drug testing. The public has a right to expect that those who are sworn to protect them are, at all times, both physically and mentally prepared to assume these duties. There is sufficient evidence to conclude that the use of controlled substances and other forms of drug abuse will seriously impair an employee's physical and mental health, and thus job performance.

29.2.3 Where law enforcement officers participate in illegal drug use and drug activity, the integrity of the law enforcement profession and public confidence in that integrity are destroyed. This confidence is further eroded by the potential for corruption created by drug use.

29.2.4 Therefore, in order to ensure the integrity of the department and to preserve public trust and confidence in a fit and drug-free law enforcement profession, this department shall implement a drug testing program to detect prohibited drug use by sworn employees.

29.3 Definitions.

29.3.1 Sworn Employee - Those employees who have been formally vested with full law enforcement powers and authority.

29.3.2 Supervisor - Those sworn employees assigned to a position having day-to-day responsibility for supervising subordinates, or are responsible for commanding a work element.

29.3.3 Drug Test - The compulsory production and submission of urine by an employee, in accordance with departmental procedures, for chemical analysis to detect prohibited drug usage.

29.3.4 Reasonable Suspicion - Reasonable suspicion is the quantum of knowledge sufficient to induce an ordinary prudent and cautious person to believe that an individual is using or under the influence of drugs or other controlled substances.

29.3.5 Probationary Employee - For the purposes of this policy only, a probationary employee shall be considered to be any person who is conditionally employed with the department as a law enforcement officer.

29.4 Procedures.

29.4.1 Prohibited Activity

The following rules shall apply to all applicants, probationary and sworn employees, while on and off duty:

- (a) No employee shall illegally possess any controlled substance.
- (b) No employee shall ingest any controlled or other dangerous substance, unless as prescribed by a licensed medical practitioner.
- (c) Any employee who unintentionally ingests, or is made to ingest, a controlled substance shall immediately report the incident to his/her supervisor so that appropriate medical steps may be taken to ensure the officer's health and safety.
- (d) Any employee, having a reasonable basis to believe that another employee is illegally using, or is in possession of any controlled substance, shall immediately report the facts and circumstances to his/her supervisor.
- (e) Discipline of sworn employees for violation of this policy shall be in accordance with the due process rights provided in the department's discipline and grievance procedures.

29.4.2 Applicant Drug Testing

- (a) Applicants for the position of sworn law enforcement officer shall be required to take a drug test as a condition of employment during a pre-employment medical examination.
- (b) Applicants shall be disqualified from further consideration for employment under the following circumstances:
 - 1. Refusal to submit to a required drug test; or
 - 2. A confirmed positive drug test indicating drug use prohibited by this policy.

29.4.3 Probationary Employee Drug Testing

- (a) All probationary employees shall be required, as a condition of employment, to participate in unannounced drug tests prior to the completion of the probationary period. The frequency and timing of such testing shall be determined by the chief or his/her designee, and shall not exceed 2-tests during the probationary period.

29.4.4 Employee Drug Testing

Sworn officers will be required to take drug tests as a condition of continued employment in order to ascertain prohibited drug use as provided below:

- (a) All sworn officers shall be required to submit to a drug test prior to January 1, 1991. Officers receiving inpatient treatment for a dependency problem at the time of the mass testing shall not be tested.
- (b) A supervisor may order an employee to take a drug test upon documented reasonable suspicion that the employee is or has been using drugs. A summary of the facts supporting the order shall be made available to the employee prior to the actual test.
- (c) A drug test will be administered as part of all promotional procedures.
- (d) Members of the following units, as a condition of their assignment to the unit, shall be subject to random drug testing no more than 2-times in a calendar year:
 - 1. Emergency Response Unit.
 - 2. Metropolitan Drug Enforcement Unit.
 - 3. Officers assigned drug investigations on a regular basis.

Any member, who refuses to submit to this form of testing for judgment, fitness, and readiness for duty, shall be immediately removed from their special assignments.

- (e) Any sworn officer of this department who is directly involved in a serious police incident shall be required by his/her supervisor to participate in a drug screening test immediately following the event, or as soon as the tactical situation allows. A serious incident is defined as:
 - 1. Discharge of a firearm at a human being or a vehicle in which human beings are contained.

2. Police vehicle auto accident in which serious injury is sustained by any involved officer or citizen requiring immediate medical attention by hospital personnel. If it is clearly evident that the officer is not at fault in the accident, no drug test will be required. A directly involved officer is one who actually discharges the weapon in case #1 or is the driver of the police vehicle in case #2.
- (f) Any officer, who, in the carrying on of his/her police duties, ingests, either directly or indirectly, any drug or narcotic substance, is required to document, as soon as possible thereafter, such contact. Documentation should occur in writing explaining all circumstances, and the employee's supervisor should be notified as soon as possible. Drug tests will be administered and no disciplinary action will be taken if the tests are positive under the following conditions.
1. The officer was in physical danger if he/she did not ingest the drug or narcotic substance.
 2. Nothing in this policy shall be construed as granting permission for police officers and/or narcotics agents to ingest any illegal drug, marijuana, narcotic substance, or controlled substance under any circumstance except as cited in (f) 1.
- (g) Beginning in 1992, the department shall randomly test up to 10% of the bargaining unit. Such test shall occur once per year per shift with no announcement of time or date. The method for random selection shall be such that each member of the bargaining unit has an equal chance of being selected.

29.4.5 Drug Testing Procedures.

- (a) The testing procedures and safeguards provided in this policy to ensure the integrity of department drug testing shall be adhered to by any personnel administering drug tests.
- (b) Personnel authorized to administer drug tests shall require positive identification from each employee to be tested before they enter the testing area. This shall consist of picture ID that is government or employer issued.
- (c) A pre-test interview shall be conducted by testing personnel with each employee to ascertain and document the recent use of any prescription or non-prescription drugs, or any indirect exposure to drugs that may result in a false positive test result.

- (d) The bathroom facility of the testing area shall be private and secure.
 - 1. Authorized testing personnel shall search the facility before an employee enters it to produce a urine sample, and document that it is free of any foreign substances.
- (e) Where the employee appears unable or unwilling to give a specimen at the time of the test, testing personnel shall document the circumstances on the drug test report form. The employee shall be permitted not more than 8-hours to give a sample; during which he/she shall remain in the testing area. Reasonable amounts of water may be given to the employee to encourage urination. Failure to submit a sample shall be considered a refusal to submit to a drug test.
- (f) Employee shall have the right to request that their sample be split and stored in case of legal disputes. The urine samples must be provided at the same time, and marked and placed in identical specimen containers by authorized testing personnel. One sample shall be submitted for immediate drug testing. The other sample shall remain at the facility in frozen storage for one year. This sample shall be made available to the employee or his/her attorney should the original sample result in a legal dispute or the chain-of-custody be broken.
- (g) Specimen samples shall be sealed in the presence of the participants, labeled, and checked against the identity of the employee to ensure the results match the tested specimen. All collections are handled forensically, which means they are labeled, double-sealed, double-checked for accuracy and completeness, stored in a secure, locked refrigerator until testing, and accompanied by a forensic chain-of-custody.
- (h) Whenever there is a reason to believe that the employee may have altered or substituted the specimen to be provided, a second specimen shall be obtained immediately under direct observation of the testing personnel.

29.4.6 Drug Testing Methodology.

- (a) The testing or processing phase shall consist of a two-step procedure:
 - 1. Initial screening test
 - 2. Confirmation test
- (b) The urine sample is first tested using the initial drug screening procedure. An initial positive test result will not be considered conclusive; rather, it will be classified as "confirmation pending." Notification of test results to

the supervisor or other departmental designee shall be held until the confirmation test results are obtained.

- (c) A specimen testing positive will undergo an additional confirmatory test. The confirmation procedure shall be technologically different and more sensitive than the initial screening test.
- (d) The drug screening tests selected shall be capable of identifying marijuana, cocaine and every major drug of abuse including heroin, amphetamines and barbiturates. Personnel utilized for testing will be certified as qualified to collect urine samples or adequately trained in collection procedures.
- (e) Concentrations of a drug at or above the following levels shall be considered a positive test result when using a FPIA immunoassay drug screening test.

Amphetamines	500 ng/1
Barbiturates	500 ng/1
Cocaine	300 ng/1
Opiates	300 ng/1
THC	100 ng/1
PCP	25 ng/1
Benzodiazepines	200 ng/1
Methadone	25 ng/1

- (f) Concentrations of a drug at or above the following levels shall be considered a positive test result when performing a confirmatory GC/MS test on a urine specimen that tested positive using a technologically different initial screening method.

Marijuana metabolite	15*
Cocaine metabolite	150**
Opiates:	
Morphine	300**
Codeine	300***
Phencyclidine	25
Amphetamines:	
Amphetamine	500
Methamphetamine	500

* Delta-9 tetrahydrocannabinol-9-carboxylic acid

** Benzoylecgonine

*** 25ng/ml if immunoassay-specific for free morphine

- (g) The laboratory selected to conduct the analysis shall be experienced and capable of quality control, documentation, chain-of-custody, technical expertise, and demonstrated proficiency in urinalysis.
- (h) Employees having negative drug test results shall receive a memorandum stating that no illegal drugs were found. If the employee requests such, a copy of the letter will be placed in the employee's personnel file.
- (i) Any employee who breaches the confidentiality of testing information shall be subject to discipline.

29.4.7 Chain of Evidence - Storage

- (a) Each step in the collecting and processing of the urine specimens shall be documented to establish procedural integrity and the chain-of-custody.
- (b) Where a positive result is confirmed, urine specimens shall be maintained in secured, refrigerated storage for one (1) year.

29.4.8 Drug Test Results

- (a) All records pertaining to department-required drug tests shall remain confidential, and shall not be provided to other employers or agencies without the written permission of the person whose records are sought.
- (b) Drug test results and records shall be retained in the employee's personnel file for an indefinite period.

29.5 Actions Taken/Positive Results

29.5.1 If an officer tests positive and the tests identify cocaine, heroin, amphetamines, barbiturates, or any other major drug of abuse or illegal drug, the officer's employment shall be terminated. If the test is determined to be inconclusive, then the City shall not have just cause for termination.

- (a) The exception shall be forced use as defined in Section (4) (f) 1.

29.5.2 An officer who tests positive for marijuana shall be subjected to discipline and referred to the Employee Assistance Program.

- (a) The officer shall be subject to mandatory random testing for a period of two (2) years.

(b) The Employee Assistance Program shall not be a substitute for disciplinary action if other rules and regulations have been violated or crimes committed.

(c) A second positive test for marijuana shall be grounds for termination.

29.5.3 A positive test shall be defined as a confirmation test which establishes conclusively that the officer has ingested one of the drugs in question.

29.6 Refusal to Submit

29.6.1 Officers who refuse to submit to a required drug test under this policy shall be terminated from employment as a police officer.

ARTICLE 30 WAGE HOUR LEGISLATION

30.1 In the event Federal or State legislation is enacted concerning pay for overtime which would result in the City paying members of the Bargaining Unit overtime pay for the normal work week or day as set in this agreement, the work week and day as set shall be re-negotiable.

ARTICLE 31 AMENDMENT PROVISION

31.1 This agreement is subject to amendment, alteration, or addition only by a subsequent written agreement between and executed by the City and the Bargaining Unit where mutually agreeable. The waiver of any breach, term or condition of this agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

ARTICLE 32 SAVINGS CLAUSE

32.1 If any article or section of this agreement or any addenda thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this agreement and addenda shall not be affected hereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 33 NO OTHER AGREEMENT

- 33.1 The employer agrees not to enter into any other agreement, written or verbal, with the members of the Bargaining Unit individually or collectively, which in any way conflicts with the provisions of this agreement.
- 33.2 All amendments, deletions, or additions to the labor agreement which are mutually agreed to by both parties during this agreement shall be incorporated into the body of the next successor agreement.

ARTICLE 34 CHANGES IN THE TERMS OF THIS AGREEMENT

- 34.1 If either party desires to negotiate any changes in this agreement to become effective after the end of the term of this agreement or any extension thereof, they shall notify the other party in writing of their desire to enter into such negotiating prior to July 1.

ARTICLE 35 PROMOTIONS

- 35.1 Authority: The City retains the right to establish, control, and determine the promotional selection process and perform any managerial function not specifically limited by this Article. Promotions to the position of Lieutenant will be at the discretion of the Police Chief with confirmation by the Police and Fire Commission.
- 35.2 Announcements: Notice of intent to fill a vacancy or pending vacancy will be announced in roll call and posted on a department bulletin board for a period of not less than 2-months prior to the start of the promotional process. The posting will include application closing date, minimum job qualifications, testing procedures and weighting levels as determined by the Police Chief.
- 35.3 Experience: Applicants for the position of Lieutenant must have a minimum of 7-years of experience as a Green Bay Police Officer. Applicant must be a current sworn full-time police officer for the City of Green Bay for the preceding consecutive 5-years with the remaining 2-years being satisfied with any combination of the following: full-time sworn Green Bay police officer, full-time sworn police officer with another law enforcement agency, or full-time military police officer with an honorable discharge.
- 35.4 Exam Weights: The announcement will list the job dimensions to be tested in the exam and the weights of each examination phase.
- 35.5 Application: Interested officers will submit a letter of interest and résumé to the Police Chief by the deadline established in the written announcement.
- 35.6 Eligibility List: The Police Department will maintain an eligibility list that expires 1-year

after the date of approval of the list by the Police and Fire Commission.

35.7 Probationary Period. All promoted employees will serve a minimum probationary period of 1-year uninterrupted by any type of service break.

35.8 Notice. In the event of changes to the promotional process or policy, the Police Chief will provide a minimum of a 14-calendar day notice to the Union and at the request of the union meet to discuss the changes.

ARTICLE 36 TERM OF AGREEMENT

36.1 This contract shall be binding on both parties and effective from the 1st day of January, 2020 to and including the 31st day of December, 2022.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as ratified by the Police Supervisory Unit and approved by the City Council on May 3, 2022.

CITY OF GREEN BAY

GREEN BAY POLICE DEPARTMENT
SUPERVISORY PERSONNEL

Mayor

President

Chief of Operations

Police Chief

ATTEST:

City Clerk

APPENDIX A
PHYSICAL FITNESS INCENTIVE PROGRAM

1. Effective for the 2018 calendar year and each year thereafter, employees covered under this contract will be eligible for an annual physical fitness incentive of up to \$540 annually by successful completion of a City designed physical fitness course (PFC). The initial design of the course will be the entry level officer fitness course test. Scheduling of the PFC, makeup and/or PFC retest will be determined by the Chief of Police or designee.
2. An employee who successfully completes the PFC with a passing time will receive an incentive payment of \$540.
3. If an employee does not pass the PFC on their first attempt they have the following options:
 - a. An employee completing the course but not passing may receive \$100 for completion of the course, or;
 - b. that employee may request a re-test, in writing, within 30 calendar days to the Chief of Police or designee. The employee will be allowed to retake the PFC at the next available makeup date. If an employee passes the PFC on their second attempt they will receive an incentive payment of \$270 in that calendar year.
4. All payments are subject to appropriate tax deductions and will be WRS eligible.
5. An employee who is incapacitated during the PFC test may test at an alternate time established by the City. In the event an employee has a medical restriction preventing participation in a particular portion of the PFC, the City will establish an alternate testing procedure.

AGREEMENT

Between

CITY OF GREEN BAY, WISCONSIN

And

GREEN BAY POLICE DEPARTMENT
SUPERVISORY PERSONNEL

2020-2022

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THIS AGREEMENT is made and entered into according to the provisions of Section 111.70 (3) (d), Wis. Stats., by and between the City of Green Bay as municipal employer, (hereinafter called the "City"), and the Bargaining Unit of the Green Bay Police Department Supervisory Personnel, (hereinafter called the "Bargaining Unit").

ARTICLE 1 RECOGNITION/MANAGEMENT RIGHTS

- 1.1 The City agrees to recognize the Bargaining Unit as the bargaining agent for all full-time supervisory personnel of the Green Bay Police Department having powers of arrest and employed by the City. Such supervisory personnel shall include those persons with the rank of Lieutenant in the matter of wages, hours and working conditions. Supervisory job duties, in all cases except emergency, shall be assigned only to members of the Supervisory unit.
- 1.2 MANAGEMENT RIGHTS - The Bargaining Unit recognizes the prerogative of the City, subject to its duties to collectively bargain, to operate and manage its affairs in all respects in accordance with its responsibilities, and the powers and authority which the City has not abridged, delegated or modified by this Agreement, are retained by the City, including the power of establishing policy to hire all employees, to determine qualifications and conditions of continued employment, to dismiss, demote, and discipline for just cause through the appropriate legal process, to determine reasonable schedules of work, to establish the methods and processes by which such work is performed. The City further has the right to establish reasonable work rules, to delete positions from the Table of Organization due to lack of work, lack of funds, or any other legitimate reasons, to determine the kinds and amounts of services to be performed as pertains to City government and the number and kinds of classifications to perform such services, to change existing methods or facilities, and to determine the methods, means and personnel by which City operations are to be conducted. The City agrees that it may not exercise the above rights, prerogatives, powers or authority in any manner which alters, changes or modifies any aspect of the wages, hours or conditions of employment of the Bargaining Unit, or the terms of this agreement as administered, without first collectively bargaining the same or the effects thereof.

ARTICLE 2 PURPOSE OF AGREEMENT

- 2.1 It is the intent and purpose of the parties hereto that this agreement shall promote and improve working conditions between the City and the Green Bay Police Department Supervisory Bargaining Unit and to set forth herein rates of pay, hours of work and other terms and conditions of employment to be observed by the parties hereto. In keeping with the spirit and purpose of this agreement the City agrees that there shall be no discrimination by the City against any employee covered by this agreement because of his/her membership or activities in the Bargaining Unit, nor will the City interfere with the

right of such employees to become members of the Bargaining Unit. The City retains all rights, powers or authority that it had prior to this contract. Working conditions previously in effect shall not be reduced during the life of this agreement providing they do not conflict with this agreement. It is generally agreed and understood that members of the supervisory unit of the City of Green Bay Police Department have because of their position, capacities, extraordinary duties and responsibilities in their various departments and that at present these various responsibilities are equated in a salary differentiation between police officers with more than 3½-years experience. It is the general understanding of the parties hereto that these responsibilities of the supervisory unit of the City of Green Bay Police Department will be expressed in an equitable formula.

- 2.2 Neither the Employer nor the Bargaining Unit shall discriminate in any manner whatsoever against any employee because of race, creed, color, national origin, sex, or handicap. The Employer and the Bargaining Unit agree to comply in all respects with the provision of the Age Discrimination in Employment Act of 1967.

ARTICLE 3 BARGAINING UNIT ACTIVITY

- 3.1 The Bargaining Unit agrees to conduct its business off the job as much as possible. The Bargaining Unit shall be allowed to hold its meetings at the Police Department. This article shall not operate as to prevent a steward from the proper conduct of any grievance in accordance with the procedures outlined in this agreement, shall not work to prevent certain routine business such as the posting of Bargaining Unit notices and bulletins and like duties. The City agrees to make the necessary space available for the posting of Bargaining Unit notices and bulletins. Business agents or representatives of the Bargaining Unit having business with the officers or individual members of the Bargaining Unit may confer with such officer or members during the course of the working day for a reasonable time, provided that permission is first obtained from the commanding officer, or superior officer of that Bargaining Unit.
- 3.2 The employer hereby agrees not to deduct such reasonable time from the pay of such officer or member, and agrees also that time spent in the conduct of grievance and in bargaining shall not be deducted from the pay of delegated employee representative of the Bargaining Unit. The Bargaining Unit committee shall be limited to no more than 3-members who are paid plus one alternate.

ARTICLE 4 MAINTENANCE OF STANDARDS

- 4.1 The employer agrees that all conditions of employment in his/her individual operation relating to wages, hours of work, overtime differentials and general working conditions shall be maintained at not less than the highest standards in effect at the time of signing

of this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvement are made elsewhere in the Agreement.

ARTICLE 5 GRIEVANCE PROCEDURE

- 5.1 Both the Bargaining Unit and the City recognize that grievances and complaints should be settled promptly at the earliest possible stage, and that the grievance process must be initiated within 15-days of the incident or within 15-days of the officer learning of the incident. Any grievance not reported or filed within the time limits set forth above shall be invalid and void.
- 5.2 Any difference of opinion or misunderstanding which may arise between the City and the Bargaining Unit shall be handled in the following manner:
 - 5.2.1 The aggrieved employee shall present the grievance in writing to the Chief of Police either alone or with a Bargaining Unit representative.
 - 5.2.2 If the grievance is not resolved to the satisfaction of all parties within 3-working days (Saturday, Sunday, and Holidays excluded), either party may submit said grievance, in writing, to the appropriate City Council Committee.
 - 5.2.3 All other grievances relating to wages, hours, and working conditions or any other matter under the jurisdiction of the Chief shall be directed to the Chief of Police. The Chief of Police, in his/her discretion, may hold an informal meeting with all parties involved or refer the matter directly to the appropriate City Council Committee.
 - 5.2.4 It is not the intention of the parties to circumvent or contravene any City Ordinance or State Law. If there is any conflict or ambiguity insofar as any phrase, sentence, or paragraph of this contract is concerned, then the ordinance or State law shall apply.
 - 5.2.5 Nothing herein shall limit any employee from his/her rights to a hearing pursuant to Wisconsin Statutes including Wisconsin Statute 62.13 or other Wisconsin Statutes in case formal charges are filed against him/her.

ARTICLE 6 HOURS

- 6.1 Non-Shift Employees. The normal work schedule for non-shift employees will be 5-days on, 2-days off. Non-shift employees will receive approximately the same number of days off per year as the shift employees. This will be accomplished by allowing non-shift employees to select their days off on a monthly basis. These days off shall be known as

flex days. Non-shift employees are expected to select Saturdays and Sundays first as flex days. Selection of any additional flex days will be governed by staffing needs of the division the employees work in and will be authorized only if the division's workload allows. The normal work day for non-shift employees will be 8½-hours per day.

- 6.2 Shift Employees. A normal work schedule for shift employees shall consist of 5-days on with 3-days off in a repeating cycle, with shifts rotating on the basis of 8-groups. The normal work day shall consist of 8½-hours. Shift employees will be required to attend mandatory in-service schooling totaling 25½-hours. This training shall occur on the officer's regular days off and will involve no additional compensation.

ARTICLE 7 SHIFT ASSIGNMENTS

- 7.1 Shift Assignments. Assignments to shift positions will be based on seniority in rank. However, when the Police Chief determines that it is in the best interest of the Department based on special skills, performance, and/or qualifications for the position, etc. the Chief may make shift assignments outside of seniority order. It is contemplated that assignments to shift positions shall be made only when a vacancy exists in such a position. In the case of Lieutenants seniority shall mean seniority in rank.

- 7.2 Multi-Jurisdictional Drug Enforcement Unit.

7.2.1 Hours of employees assigned to the Multi-Jurisdictional Drug Enforcement Unit may vary from those provided in Article 6, Hours. Employees assigned to the Unit will be paid for all hours worked. Overtime hours shall be paid in accordance with Article 8, Overtime. It is recognized that all applicable requirements of the Fair Labor Standards Act shall apply.

7.2.2 Due to the nature of work anticipated within the Multi-Jurisdictional Drug Enforcement Unit a time commitment may be required of employees assigned to the Unit. Such time commitment shall not operate to deny anyone holding the position to receive any possible promotion which may occur.

ARTICLE 8 OVERTIME

- 8.1 Rate: Employees will be compensated at the rate of 1½ their normal hourly salary for all hours worked outside of their regular work hours.
- 8.2 Overtime shall be authorized by the Chief of Police or the Chief's designee.
- 8.3 Except as provided below, overtime shall not be allocated or assigned where it would result in an officer working more than 14-1/4 hours, in a combination of overtime, duty

hours and/or shift trades in any 24-hour period. A new 24-hour period commences whenever there is an 8-hour break in on-duty time. An officer cannot be inversed into an assignment if it would result in the violation of this Article. Hours related to emergency circumstances, court, Packer games or Americafest shall be an exception to the 14-1/4 hour limit. Overtime may be refused where there is a legitimate safety concern.

8.4 Overtime/Compensatory Time: Compensatory time shall be limited to an accumulation of 100-hours derived from holiday work or overtime. In the instance of those already over 100 hours as of the date of this agreement, the maximum accumulation of compensatory time of any nature whatsoever shall be frozen at current levels not to exceed 480 hours.

8.5 Court Cancellation Procedure: The afternoon shift commander will be notified of any court cancellations. It then becomes the responsibility of the officer to call the shift commander after 5 P.M. on the day prior to the scheduled court date as to whether or not the court appearance has been canceled.

8.5.1 The shift commander will record all such calls by date and time in a log book; that is, if an officer appears at court and the case has been canceled, he/she will receive the pay for the court appearance only if he/she had called in after 5:00 P.M. the prior day and was not notified of the cancellation. If the officer had not called in the prior day, he/she will not receive the pay.

8.5.2 On those occasions when court appearances are canceled after 5:00 P.M., the shift commander will attempt to contact the officer with the cancellation if the officer had already called in. If the officer is contacted 12-hours before the scheduled court appearance, the officer will not receive pay.

8.6 Overtime for Green Bay Packer Games.

8.6.1 A posting shall be placed on the bulletin board once each year during the months of June or July and all officers interested in working Packer games are requested to sign the posting. This posting shall contain the anticipated staffing needs for the games.

8.6.2 Captains and Lieutenants who sign the above said posting shall be assigned to work each of the Packer games in the year in question on the basis of promoted seniority (includes Captains and Lieutenants).

8.6.3 In the event that there are not enough patrol Lieutenants signing the posting to provide a full complement of field directors, Lieutenants who are scheduled to work the day of the game on the shifts not on duty during the game shall be assigned to work as field directors on the basis of inverse seniority.

8.6.4 In the event that any officer who has signed the above said posting to work the Packer games later decides not to work any given game, such officer shall have the right to remove his/her name from the posting for any game by giving at least 10-days advance notice of such removal before the game in question.

8.6.5 Lieutenants working overtime for Packer games shall be compensated at twice (2x) their regular rate of pay for all hours worked.

ARTICLE 9 RETIREMENT

9.1 Employees to make the same Wisconsin Retirement System (WRS) contribution as general municipal employees effective June 30, 2013.

ARTICLE 10 SUPERVISORY POLICE PAY SCHEDULE — BI-WEEKLY RATES

10.1 All personnel shall be paid bi-weekly.

10.2 Salary increases to occur the first day of the payroll period in which the effective date occurs.

	1/1/2020 (2.0%)	1/1/2021 (1.5%)	12/31/2021 (1.5%)	7/1/2022 (2.50%)
LIEUTENANT				
Step 1	\$ 3,222.89	\$ 3,271.23	\$ 3,320.30	\$ 3,403.31
Step 2	\$	\$	\$	\$
Performance based step after 1-year experience	\$ 3,264.59	\$ 3,313.56	\$ 3,363.26	\$ 3,447.34
Step 3	\$	\$	\$	\$
Performance based step after 3- years experience	\$ 3,345.81	\$ 3,396.00	\$ 3,446.94	\$ 3,533.11

Eligibility for the performance based step will be based on experience as a City of Green Bay Lieutenant and performance.

Each Lieutenant will receive a one-time \$1,000 stipend, to be paid as soon as administratively practicable after the ratification of this agreement.

ARTICLE 11 SHIFT DIFFERENTIAL/CALL-IN/STAND-BY/SPECIALIST PAY

11.1 All employees not assigned to the day shift shall receive, in addition to their base pay, an amount equal to the monthly amount designated below based upon the hourly rate for

employee. The shift differential pay shall be on a monthly basis, but paid with the employee's bi-weekly pay. Shift differential pay shall be administered in the same manner as when it was expressed in dollar amounts.

Afternoon Shift	4 hours/Month
Night and Power Shift	5 hours/Month

11.2 Minimum Call-in Time: Employees will be compensated for a minimum of 3-hours for any call-in time worked on a scheduled work day, a day on which an officer works a full 8½ hour work day pursuant to posted shift overtime, or for a call-in while an officer is attending either a voluntary school or in-service training (an officer receiving call-in pay on a day attending school shall still be entitled to compensatory time as if no call-in occurred if the officer successfully completes the school in question, and if the school is not successfully completed, shall receive compensatory time for those hours in attendance). The department may engage police officers in police business on site during in-service training without paying call-in, provided such shall not jeopardize the officer receiving full credit for the class interrupted. Employees will be compensated for a minimum of 6-hours for any call-in time on a day off or scheduled vacation. This call-in time shall be compensated at the base rate of pay. Employees will be compensated for a minimum of 6-hours for any call-in time on a day off, scheduled vacation, or off-time. This call-in time shall be compensated at the straight time rate of pay.

11.2.1 Any officer who takes vacation or off-time coming, personal leave day or any other off-time authorized after being scheduled and notified of a required court appearance or other required non-shift departmental duties shall be compensated for a minimum of 3-hours at their straight time rate.

11.3 Standby Pay: Officers asked to be available for immediate call to duty shall receive \$1.50 for all hours in which they are on standby. When actually called to duty, they shall be compensated according to Article 8, Overtime of this agreement. If such standby duty is necessary in order to provide mutual assistance outside of the City limits, then the department shall select qualified officers for such duty by seniority among those signing a posting.

11.4 Field Training Supervisor Pay: Field Training Supervisor pay will be paid at a flat rate of \$100.00 per officer who completes at least 6-weeks of a normal 16-17 week training cycle payable the first pay period following completion of training cycle.

ARTICLE 12 CLOTHING ALLOWANCE

12.1 Each employee of the Police Department shall have an account to be known as "Clothing Allowance." The Chief of the Police Department shall have discretion as to types of clothing to be purchased by employees of the Police Department.

12.2 In the case of personnel assigned to plain clothes assignments (Investigations, Administration) the maximum annual clothing allowance shall be \$613.00 effective January 1, 2013 for employees on the payroll on date of ratification.

12.3 In the case of personnel assigned to the Operations Division (uniform personnel) the maximum annual clothing allowance shall be \$572.00 effective January 1, 2013 for employees on the payroll on date of ratification.

ARTICLE 13 DUTY INCURRED DISABILITY PAY

13.1 An employee injured in the line of duty shall receive full pay when disabled, not to exceed 180-days.

ARTICLE 14 VACATIONS

14.1

In This Year of Employment including probationary period	Employee Will Receive This Number of Working Days Vacation
1	8
2	13
6	16
7	18
9	19
11	21
13	24
15	25
17	26
18	27
19	28
20	30

14.2 All vacation picks and off time shall be based on bargaining unit seniority regardless of department seniority or time in rank.

ARTICLE 15 VACATION PAY USED FOR SICKNESS

15.1 Absence on account of sickness, injury or disability in excess of that hereinafter authorized for such purposes may, at the request of the employee and within the discretion of the department head, be charged against vacation leave allowance.

ARTICLE 16
SICK LEAVE

- 16.1 Police officers shall be granted sick leave with pay at the rate of 1-working day for each full month of service with no limit on accumulation. All sick leave shall be subject to administration by the Police Chief. An employee may use sick leave or emergency leave for absences necessitated by injury or illness to self or family. Employee using sick leave for injury or illness to self will not be allowed to work previously posted and signed for overtime within 8-hours of sick leave use.
- 16.2 Sick leave may be used for illness in the immediate family of an employee. What constitutes the immediate family of an employee for the purpose of using sick leave for illness shall be according to the rules established by the Common Council as to what constitutes an immediate family for each of these two purposes.
- 16.3 In order to be granted sick leave with pay, an employee must:
- 16.3.1 Report promptly to the proper department officer the reason for his/her absence.
- 16.3.2 Keep the proper department officer informed of his/her condition.
- 16.3.3 Permit the City to make such medical examination or nursing visit as it deems desirable.
- 16.3.4 Submit a medical certificate for any absence of more than 3-consecutive working days, if requested by the City.
- 16.4 Health Insurance Payment Program. At the time of retirement, the employee's sick leave up to a maximum of 135 accumulated days shall be placed in an escrow account for purposes of payment of employee's health insurance premiums. The employee may convert earned, unused vacation days to sick leave days during the employee's last 5-years of employment prior to retirement, the number of days not to exceed the dollar amount needed to pay health insurance premiums until age 65. All employees reaching normal retirement or disability prior to attaining such age shall be eligible to continue in the City's health insurance group plan until the age of 65. Payment for sick leave upon retirement will be at an amount equalized between the Fire and Police Departments. However, when an employee reaches the age of 65 and the employee's spouse is still under the age of 65, the account can still be used by the spouse to pay health insurance until such time that the spouse reaches age 65 or the total account is expended, whichever occurs first. If funds remain in the employee's escrow account at age 65, these funds may be used to purchase supplemental Medicare insurance from the present health insurance carrier for the employee and spouse until the escrow account is depleted. The City shall pay all of the monthly premium payable, provided that the total amount

expended for such insurance for each retired employee shall be limited to an amount equal to the percentage set forth below, of the value of any accumulated and unused sick pay standing to the credit of that employee as of that employee's date of retirement:

- 100% for employees retiring under disability retirement.
- 100% for employees retiring into the State Retirement System.

After the amount expended for any employee reaches the limit for such employee, the monthly premiums shall thereafter be paid by the employee.

During the five years before an officer's normal retirement date, the officer may convert accumulated and unused vacation or other compensable off-time to sick leave days on the same basis as presently allowed in the firefighter labor agreement.

16.4.1 Surviving spouses, until remarriage, will be eligible to apply the escrowed amount for health insurance premium payment purposes.

16.4.2 Dependent children, in accordance with regular City policy, will be eligible to apply the escrowed amount for health insurance premium payment purposes upon the death of the surviving spouse. Remarriage of the surviving spouse will terminate the eligibility of dependent children for this benefit.

16.4.3 When the death of a protective service employee occurs either before or after retirement, the estate shall receive up to a maximum of 135 days accumulated sick leave in the employee's account to apply toward paying health insurance premiums.

16.4.4 This health insurance premium payment program for protective employees is mandatory for all covered employees upon retirement and supersedes all previous sick leave payment programs upon retirement sponsored by the City of Green Bay.

16.4.5 If death of a covered bargaining unit employee occurs before retirement, payment of up to a maximum of 135 days of accumulated sick leave will apply to the estate of the deceased employee for purposes of payment of health insurance premiums in accordance with the above policy.

16.4.6 An employee who has retired or in case of his/her death, the spouse has the right to leave the amount credited to the escrow account for "Health Insurance Purposes" until the end of the calendar year he/she obtains age 63. At that time, they shall have to begin using the escrow account for "Health Insurance Purposes."

16.5 Catastrophic Illness: During the period 3-years prior to the employee's normal retirement

date (attainment of 53rd birthday), if the employee is injured or ill for more than 50-consecutive calendar days but less than 6-calendar months, there will be no reduction from the employee's sick leave accumulation. In order to be eligible for this benefit the employee must have reached 135 accumulated sick leave days at some point in his/her career, and the employee shall perform alternative duty if it is available and if the employee is capable of performing same.

ARTICLE 17 HEALTH AND DENTAL INSURANCE CONTRIBUTIONS

- 17.1 Employees will participate and pay health insurance premiums in accordance with the City's Health 1265 program.
- 17.2 Employees will pay 12.5% and the City will pay 87.5% of the single or family premium for dental insurance benefits.

ARTICLE 18 LIFE INSURANCE

- 18.1 All Police Officers shall receive the present life insurance program at no cost to the individual officer.
- 18.2 Employees shall have the option to purchase additional life insurance for themselves. Additionally, life insurance for spouse and dependent children shall be made available as an option for each dependent. Employees shall pay all premium costs for the additional optional insurance through payroll deductions.

ARTICLE 19 JURY DUTY

- 19.1 An employee may be granted a leave of absence with pay if called for jury duty. Any compensation derived from such duty shall be turned over to the City.

ARTICLE 20 FUNERAL LEAVE

- 20.1 Each employee shall be entitled to the following funeral leave:
 - 20.1.1 When there is a death in the immediate family of an employee, ("immediate family" being defined as that of employee's spouse, parent, child of employee, grandchildren, grandparents, step parents, brother, sister, mother in law, or father in law) a maximum of 3-working days will be granted with pay to such employee. Travel time to and from the funeral may be taken in addition to the 3-

days referred to with the approval of the department head and may, at the employee's option, be counted as sick leave or vacation.

20.1.2 When there is a death in the family of an employee, ("family" being defined as the spouse's grandparents, son in law, daughter in law, brother in law, sister in law, aunt, or uncle of the employee or spouse) a maximum of 2-working days pay will be granted to such employee.

20.1.3 All employees who act as pallbearers for any deceased person whose funeral takes place during regular working hours may also be granted time off, with pay, with the permission of his/her commanding officer.

ARTICLE 21 DEDUCTIONS

21.1 The City agrees to deduct from the paycheck of each supervisory employee, by written authorization from said employee, a sum to defray Bargaining Unit costs and remit said amount to a designated Bargaining Unit officer at the end of the fiscal year (December).

ARTICLE 22 HOLIDAYS

22.1 Holidays included in this agreement are:

New Year's Day	Thanksgiving Day	Labor Day
Independence Day	Memorial Day	Easter Sunday
Christmas Day	President's Day	Columbus Day

22.2 One holiday to be designated jointly between the Bargaining Unit and the Chief Administrative Officer of the Police Department.

22.3 All shift personnel shall receive 1-day's pay at straight (1x) time for each of the above stated holidays, whether or not the employee works the holiday in question, and all shift personnel who are regularly scheduled to work on a holiday shall additionally receive 8-hours of pay or compensatory time subject to the maximum accumulation provision for each such holiday provided that officers who are regularly scheduled to work who call in sick for non work related reasons shall not receive such 8-hours time. Non shift officers whose regular day off falls on any of the above holidays will receive another full day off or will receive 8-hours compensatory time subject to the maximum accumulation provision for each holiday involved. Non shift employees who work a holiday shall receive additional 1½ pay and 4-hours pay or compensatory time subject to the maximum accumulation provision for each holiday so worked. Shift employees who are called in to work a holiday that falls on their regular scheduled day off will be paid double time (2x).

- 22.4 Holidays shall be worked by those persons on the respective shifts who would normally work on the holiday in question, and in the event there are more persons who would normally work said shift than positions to be worked on such holiday, then the persons to work on such holidays shall be selected on the basis of seniority among those qualified.

ARTICLE 23 PERSONAL LEAVE DAYS

- 23.1 Regular full-time employees shall be eligible for 3-personal leave days annually. Personal leave days must be used during the calendar year earned. They may not be accumulated. The employee shall provide at least 7-days notice for a day off, except that such notice can be waived by mutual agreement of the employer and the employee. The number of personal leave days earned shall be prorated for new full-time employees in their initial calendar year of employment and for employees in their final calendar year of employment with the City unless the employee terminates employment by eligibility and acceptance to the State Retirement System, disability, or death.

ARTICLE 24 OTHER FRINGE BENEFITS

- 24.1 It is provided that Lieutenants shall receive the same fringe benefits as those presently held by Specialist Is, Specialist IIs, and Police Officers, and that any increase in fringe benefits received by said Specialist Is, Specialist IIs, and Police Officers shall inure to the Lieutenants.

ARTICLE 25 DISCIPLINE

- 25.1 For disciplinary purposes, administrative or otherwise, the substantive rules and regulations for the conduct of members of the Police Department shall be as set forth in "City of Green Bay Police Department Rules and Regulations" (1961), and such may be amended from time to time by the City of Green Bay, subject to potential bargaining obligations as provided in Article 1 of the Labor Agreement Recognition/Management Rights. In the event such rules and regulations conflict with the Ordinances of the City of Green Bay, laws of the State of Wisconsin or United States, or this agreement, said ordinances, laws or agreement shall prevail.
- 25.2 Suspension, dismissal and reduction in rank of employees from the Police Department shall be governed by the procedure set forth in Section 62.13 of the Wisconsin Statutes.

ARTICLE 26 LEAVE OF ABSENCE

- 26.1 The Chief of the Police Department, in consultation with the City Personnel Committee, may authorize special leaves of absence with or without pay for any period or periods not to exceed 3-calendar months in any 1-calendar year for the purpose of attending a college, university or recognized law enforcement seminar to train in subjects related to the work of department personnel or benefit to both the employees and the City.
- 26.2 The Chief of the Police Department may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed 10-working days in any calendar year including but not limited to the allowances under State or Federal Family and Medical Leave Laws.
- 26.3 The City Personnel Committee, upon recommendation of the Police Chief, may grant leaves of absence with or without pay in excess of the limitations above for the purpose of attending courses of training at a recognized college or university and for other purposes that are deemed beneficial to the City.

ARTICLE 27 MILITARY LEAVE

- 27.1 Personnel of the Police Department, who leave or have left the City service by request of the Federal Government, to enter active service of the Armed Forces of the United States, and return within 4-years, shall be entitled to their departmental seniority and the rate of pay and position they would have been entitled to had their service with the Police not been interrupted by service in the Armed Forces.

ARTICLE 28 EDUCATION CREDITS

- 28.1 Benefit. The City shall reimburse tuition costs and book costs, as defined below, upon successful completion of approved Police Science courses. The student must attain a grade of C or higher to qualify for reimbursement. Approved Police Science courses are defined as any course required for the attaining of a degree in police career enhancement and previously approved by the Chief of Police.
- 28.2 Reimbursement. The reimbursement for tuition shall be 100% at the UWGB rate for undergraduate courses, and 75% at the UWGB rate for graduate courses. Book reimbursement shall be the actual cost of the book(s) in question or a total of \$50.00 whichever is less, provided that upon reimbursement the book(s) shall be turned over to the department library. Reimbursement for tuition shall be limited to \$1,200.00 per year, per student. The City shall have the right to claim reimbursement for any tuition reimbursed under this provision within 30-months of any voluntary termination of employment, or within 12-months of any retirement.

ARTICLE 29

DRUG TESTING

29.1 Purpose. The purpose of this policy is to provide all sworn employees with notice of the provisions of the department drug testing program.

29.2 Discussion.

29.2.1 It is the policy of this department that the critical mission of law enforcement justifies maintenance of a drug-free work environment through the use of a reasonable employee drug testing program.

29.2.2 The law enforcement profession has several uniquely compelling interests that justify the use of employee drug testing. The public has a right to expect that those who are sworn to protect them are, at all times, both physically and mentally prepared to assume these duties. There is sufficient evidence to conclude that the use of controlled substances and other forms of drug abuse will seriously impair an employee's physical and mental health, and thus job performance.

29.2.3 Where law enforcement officers participate in illegal drug use and drug activity, the integrity of the law enforcement profession and public confidence in that integrity are destroyed. This confidence is further eroded by the potential for corruption created by drug use.

29.2.4 Therefore, in order to ensure the integrity of the department and to preserve public trust and confidence in a fit and drug-free law enforcement profession, this department shall implement a drug testing program to detect prohibited drug use by sworn employees.

29.3 Definitions.

29.3.1 Sworn Employee - Those employees who have been formally vested with full law enforcement powers and authority.

29.3.2 Supervisor - Those sworn employees assigned to a position having day-to-day responsibility for supervising subordinates, or are responsible for commanding a work element.

29.3.3 Drug Test - The compulsory production and submission of urine by an employee, in accordance with departmental procedures, for chemical analysis to detect prohibited drug usage.

29.3.4 Reasonable Suspicion - Reasonable suspicion is the quantum of knowledge sufficient to induce an ordinary prudent and cautious person to believe that an individual is using or under the influence of drugs or other controlled substances.

29.3.5 Probationary Employee - For the purposes of this policy only, a probationary employee shall be considered to be any person who is conditionally employed with the department as a law enforcement officer.

29.4 Procedures.

29.4.1 Prohibited Activity

The following rules shall apply to all applicants, probationary and sworn employees, while on and off duty:

- (a) No employee shall illegally possess any controlled substance.
- (b) No employee shall ingest any controlled or other dangerous substance, unless as prescribed by a licensed medical practitioner.
- (c) Any employee who unintentionally ingests, or is made to ingest, a controlled substance shall immediately report the incident to his/her supervisor so that appropriate medical steps may be taken to ensure the officer's health and safety.
- (d) Any employee, having a reasonable basis to believe that another employee is illegally using, or is in possession of any controlled substance, shall immediately report the facts and circumstances to his/her supervisor.
- (e) Discipline of sworn employees for violation of this policy shall be in accordance with the due process rights provided in the department's discipline and grievance procedures.

29.4.2 Applicant Drug Testing

- (a) Applicants for the position of sworn law enforcement officer shall be required to take a drug test as a condition of employment during a pre-employment medical examination.
- (b) Applicants shall be disqualified from further consideration for employment under the following circumstances:
 - 1. Refusal to submit to a required drug test; or
 - 2. A confirmed positive drug test indicating drug use prohibited by this policy.

29.4.3 Probationary Employee Drug Testing

- (a) All probationary employees shall be required, as a condition of employment, to participate in unannounced drug tests prior to the completion of the probationary period. The frequency and timing of such testing shall be determined by the chief or his/her designee, and shall not exceed 2-tests during the probationary period.

29.4.4 Employee Drug Testing

Sworn officers will be required to take drug tests as a condition of continued employment in order to ascertain prohibited drug use as provided below:

- (a) All sworn officers shall be required to submit to a drug test prior to January 1, 1991. Officers receiving inpatient treatment for a dependency problem at the time of the mass testing shall not be tested.
- (b) A supervisor may order an employee to take a drug test upon documented reasonable suspicion that the employee is or has been using drugs. A summary of the facts supporting the order shall be made available to the employee prior to the actual test.
- (c) A drug test will be administered as part of all promotional procedures.
- (d) Members of the following units, as a condition of their assignment to the unit, shall be subject to random drug testing no more than 2-times in a calendar year:
 - 1. Emergency Response Unit.
 - 2. Metropolitan Drug Enforcement Unit.
 - 3. Officers assigned drug investigations on a regular basis.

Any member, who refuses to submit to this form of testing for judgment, fitness, and readiness for duty, shall be immediately removed from their special assignments.

- (e) Any sworn officer of this department who is directly involved in a serious police incident shall be required by his/her supervisor to participate in a drug screening test immediately following the event, or as soon as the tactical situation allows. A serious incident is defined as:
 - 1. Discharge of a firearm at a human being or a vehicle in which human beings are contained.

2. Police vehicle auto accident in which serious injury is sustained by any involved officer or citizen requiring immediate medical attention by hospital personnel. If it is clearly evident that the officer is not at fault in the accident, no drug test will be required. A directly involved officer is one who actually discharges the weapon in case #1 or is the driver of the police vehicle in case #2.
- (f) Any officer, who, in the carrying on of his/her police duties, ingests, either directly or indirectly, any drug or narcotic substance, is required to document, as soon as possible thereafter, such contact. Documentation should occur in writing explaining all circumstances, and the employee's supervisor should be notified as soon as possible. Drug tests will be administered and no disciplinary action will be taken if the tests are positive under the following conditions.
1. The officer was in physical danger if he/she did not ingest the drug or narcotic substance.
 2. Nothing in this policy shall be construed as granting permission for police officers and/or narcotics agents to ingest any illegal drug, marijuana, narcotic substance, or controlled substance under any circumstance except as cited in (f) 1.
- (g) Beginning in 1992, the department shall randomly test up to 10% of the bargaining unit. Such test shall occur once per year per shift with no announcement of time or date. The method for random selection shall be such that each member of the bargaining unit has an equal chance of being selected.

29.4.5 Drug Testing Procedures.

- (a) The testing procedures and safeguards provided in this policy to ensure the integrity of department drug testing shall be adhered to by any personnel administering drug tests.
- (b) Personnel authorized to administer drug tests shall require positive identification from each employee to be tested before they enter the testing area. This shall consist of picture ID that is government or employer issued.
- (c) A pre-test interview shall be conducted by testing personnel with each employee to ascertain and document the recent use of any prescription or non-prescription drugs, or any indirect exposure to drugs that may result in a false positive test result.

- (d) The bathroom facility of the testing area shall be private and secure.
 - 1. Authorized testing personnel shall search the facility before an employee enters it to produce a urine sample, and document that it is free of any foreign substances.
- (e) Where the employee appears unable or unwilling to give a specimen at the time of the test, testing personnel shall document the circumstances on the drug test report form. The employee shall be permitted not more than 8-hours to give a sample; during which he/she shall remain in the testing area. Reasonable amounts of water may be given to the employee to encourage urination. Failure to submit a sample shall be considered a refusal to submit to a drug test.
- (f) Employee shall have the right to request that their sample be split and stored in case of legal disputes. The urine samples must be provided at the same time, and marked and placed in identical specimen containers by authorized testing personnel. One sample shall be submitted for immediate drug testing. The other sample shall remain at the facility in frozen storage for one year. This sample shall be made available to the employee or his/her attorney should the original sample result in a legal dispute or the chain-of-custody be broken.
- (g) Specimen samples shall be sealed in the presence of the participants, labeled, and checked against the identity of the employee to ensure the results match the tested specimen. All collections are handled forensically, which means they are labeled, double-sealed, double-checked for accuracy and completeness, stored in a secure, locked refrigerator until testing, and accompanied by a forensic chain-of-custody.
- (h) Whenever there is a reason to believe that the employee may have altered or substituted the specimen to be provided, a second specimen shall be obtained immediately under direct observation of the testing personnel.

29.4.6 Drug Testing Methodology.

- (a) The testing or processing phase shall consist of a two-step procedure:
 - 1. Initial screening test
 - 2. Confirmation test
- (b) The urine sample is first tested using the initial drug screening procedure. An initial positive test result will not be considered conclusive; rather, it will be classified as "confirmation pending." Notification of test results to

the supervisor or other departmental designee shall be held until the confirmation test results are obtained.

- (c) A specimen testing positive will undergo an additional confirmatory test. The confirmation procedure shall be technologically different and more sensitive than the initial screening test.
- (d) The drug screening tests selected shall be capable of identifying marijuana, cocaine and every major drug of abuse including heroin, amphetamines and barbiturates. Personnel utilized for testing will be certified as qualified to collect urine samples or adequately trained in collection procedures.
- (e) Concentrations of a drug at or above the following levels shall be considered a positive test result when using a FPIA immunoassay drug screening test.

Amphetamines	500 ng/1
Barbiturates	500 ng/1
Cocaine	300 ng/1
Opiates	300 ng/1
THC	100 ng/1
PCP	25 ng/1
Benzodiazepines	200 ng/1
Methadone	25 ng/1

- (f) Concentrations of a drug at or above the following levels shall be considered a positive test result when performing a confirmatory GC/MS test on a urine specimen that tested positive using a technologically different initial screening method.

Marijuana metabolite	15*
Cocaine metabolite	150**
Opiates:	
Morphine	300**
Codeine	300***
Phencyclidine	25
Amphetamines:	
Amphetamine	500
Methamphetamine	500

* Delta-9 tetrahydrocannabinol-9-carboxylic acid

** Benzoylcegonine

*** 25ng/ml if immunoassay-specific for free morphine

- (g) The laboratory selected to conduct the analysis shall be experienced and capable of quality control, documentation, chain-of-custody, technical expertise, and demonstrated proficiency in urinalysis.
- (h) Employees having negative drug test results shall receive a memorandum stating that no illegal drugs were found. If the employee requests such, a copy of the letter will be placed in the employee's personnel file.
- (i) Any employee who breaches the confidentiality of testing information shall be subject to discipline.

29.4.7 Chain of Evidence - Storage

- (a) Each step in the collecting and processing of the urine specimens shall be documented to establish procedural integrity and the chain-of-custody.
- (b) Where a positive result is confirmed, urine specimens shall be maintained in secured, refrigerated storage for one (1) year.

29.4.8 Drug Test Results

- (a) All records pertaining to department-required drug tests shall remain confidential, and shall not be provided to other employers or agencies without the written permission of the person whose records are sought.
- (b) Drug test results and records shall be retained in the employee's personnel file for an indefinite period.

29.5 Actions Taken/Positive Results

29.5.1 If an officer tests positive and the tests identify cocaine, heroin, amphetamines, barbiturates, or any other major drug of abuse or illegal drug, the officer's employment shall be terminated. If the test is determined to be inconclusive, then the City shall not have just cause for termination.

- (a) The exception shall be forced use as defined in Section (4) (f) 1.

29.5.2 An officer who tests positive for marijuana shall be subjected to discipline and referred to the Employee Assistance Program.

- (a) The officer shall be subject to mandatory random testing for a period of two (2) years.

(b) The Employee Assistance Program shall not be a substitute for disciplinary action if other rules and regulations have been violated or crimes committed.

(c) A second positive test for marijuana shall be grounds for termination.

29.5.3 A positive test shall be defined as a confirmation test which establishes conclusively that the officer has ingested one of the drugs in question.

29.6 Refusal to Submit

29.6.1 Officers who refuse to submit to a required drug test under this policy shall be terminated from employment as a police officer.

ARTICLE 30 WAGE HOUR LEGISLATION

30.1 In the event Federal or State legislation is enacted concerning pay for overtime which would result in the City paying members of the Bargaining Unit overtime pay for the normal work week or day as set in this agreement, the work week and day as set shall be re-negotiable.

ARTICLE 31 AMENDMENT PROVISION

31.1 This agreement is subject to amendment, alteration, or addition only by a subsequent written agreement between and executed by the City and the Bargaining Unit where mutually agreeable. The waiver of any breach, term or condition of this agreement by either party shall not constitute a precedent in the future enforcement of all its terms and conditions.

ARTICLE 32 SAVINGS CLAUSE

32.1 If any article or section of this agreement or any addenda thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal, the remainder of this agreement and addenda shall not be affected hereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such article or section.

ARTICLE 33 NO OTHER AGREEMENT

- 33.1 The employer agrees not to enter into any other agreement, written or verbal, with the members of the Bargaining Unit individually or collectively, which in any way conflicts with the provisions of this agreement.
- 33.2 All amendments, deletions, or additions to the labor agreement which are mutually agreed to by both parties during this agreement shall be incorporated into the body of the next successor agreement.

ARTICLE 34 CHANGES IN THE TERMS OF THIS AGREEMENT

- 34.1 If either party desires to negotiate any changes in this agreement to become effective after the end of the term of this agreement or any extension thereof, they shall notify the other party in writing of their desire to enter into such negotiating prior to July 1.

ARTICLE 35 PROMOTIONS

- 35.1 Authority: The City retains the right to establish, control, and determine the promotional selection process and perform any managerial function not specifically limited by this Article. Promotions to the position of Lieutenant will be at the discretion of the Police Chief with confirmation by the Police and Fire Commission.
- 35.2 Announcements: Notice of intent to fill a vacancy or pending vacancy will be announced in roll call and posted on a department bulletin board for a period of not less than 2-months prior to the start of the promotional process. The posting will include application closing date, minimum job qualifications, testing procedures and weighting levels as determined by the Police Chief.
- 35.3 Experience: Applicants for the position of Lieutenant must have a minimum of 7-years of experience as a Green Bay Police Officer. Applicant must be a current sworn full-time police officer for the City of Green Bay for the preceding consecutive 5-years with the remaining 2-years being satisfied with any combination of the following: full-time sworn Green Bay police officer, full-time sworn police officer with another law enforcement agency, or full-time military police officer with an honorable discharge.
- 35.4 Exam Weights: The announcement will list the job dimensions to be tested in the exam and the weights of each examination phase.
- 35.5 Application: Interested officers will submit a letter of interest and résumé to the Police Chief by the deadline established in the written announcement.
- 35.6 Eligibility List: The Police Department will maintain an eligibility list that expires 1-year

after the date of approval of the list by the Police and Fire Commission.

35.7 Probationary Period. All promoted employees will serve a minimum probationary period of 1-year uninterrupted by any type of service break.

35.8 Notice. In the event of changes to the promotional process or policy, the Police Chief will provide a minimum of a 14-calendar day notice to the Union and at the request of the union meet to discuss the changes.

ARTICLE 36 TERM OF AGREEMENT

36.1 This contract shall be binding on both parties and effective from the 1st day of January, 2020 to and including the 31st day of December, 2022.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as ratified by the Police Supervisory Unit and approved by the City Council on May 3, 2022.

CITY OF GREEN BAY

GREEN BAY POLICE DEPARTMENT
SUPERVISORY PERSONNEL

Mayor

President

Chief of Operations

Police Chief

ATTEST:

City Clerk

APPENDIX A
PHYSICAL FITNESS INCENTIVE PROGRAM

1. Effective for the 2018 calendar year and each year thereafter, employees covered under this contract will be eligible for an annual physical fitness incentive of up to \$540 annually by successful completion of a City designed physical fitness course (PFC). The initial design of the course will be the entry level officer fitness course test. Scheduling of the PFC, makeup and/or PFC retest will be determined by the Chief of Police or designee.
2. An employee who successfully completes the PFC with a passing time will receive an incentive payment of \$540.
3. If an employee does not pass the PFC on their first attempt they have the following options:
 - a. An employee completing the course but not passing may receive \$100 for completion of the course, or;
 - b. that employee may request a re-test, in writing, within 30 calendar days to the Chief of Police or designee. The employee will be allowed to retake the PFC at the next available makeup date. If an employee passes the PFC on their second attempt they will receive an incentive payment of \$270 in that calendar year.
4. All payments are subject to appropriate tax deductions and will be WRS eligible.
5. An employee who is incapacitated during the PFC test may test at an alternate time established by the City. In the event an employee has a medical restriction preventing participation in a particular portion of the PFC, the City will establish an alternate testing procedure.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 26, 2022

PREPARED BY

AGENDA ITEM # G.6

Consideration with possible action to amend the Administrative Services (Purchasing Office) organizational chart to remove two part-time Buyer positions (1.25 FTE) and create a fulltime Buyer position (1 FTE).

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Purchasing Buyer Reclassification 4.26.2022
2. Purchasing Buyer Cost Analysis 4.26.2022

MEMORANDUM



Human Resources Department

To: Personnel Committee
Joe Faulds, Human Resources Director

From: Procurement Manager
Thomas J. Walenski

Re: Consideration with possible action to amend the Administrative Services (Purchasing Office) organizational chart to remove 2 part time Buyer positions (1.25 FTE) and create a fulltime Buyer position (1 FTE).

Date: 4/26/2022

The City of Green Bay Purchasing Department would like to adjust the staffing. We would like to take the current 2 part time buyers and combine that into one position. The part time buyers are at 26 hrs per week for a total of 52 hrs. We would like to consolidate that into one position full time for 40 hrs per week. Thank you for your time and consideration on this matter. Please see attached Purchasing Buyer Cost Analysis spreadsheet for cost details.

2022 BUDGET

Position	Salary	Benefits	Total
PT Buyer-.63FTE	39,624	5,659	45,283
PT Buyer-.63FTE	39,624	11,045	50,669
			<u>95,952</u>

2022 ESTIMATE

Position	Salary	Benefits	Total
FT Buyer	68,283	17,249	85,532
			<u>85,532</u>
		Savings	(10,420)

FT Buyer Cost Savings Analysis

Health ER	7180.44	Health EE	933.24
Dental ER	461.64	Dental EE	65.52
Life ER	85.68		



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

April 26, 2022

AGENDA ITEM # H.I

Report of routine personnel actions for regular employees.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 4.26.2022

**REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
April 26, 2022**

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Administrative Clerk	Public Works	Alicia Chang	3/7/2022
Deputy City Attorney	Law	Lacey Cochart	3/28/2022
Financial Analyst	Finance	Brett Vogel	3/21/2022
Park Maintenance Worker	Park, Recreation & Forestry	Joseph Snow	3/14/2022
Civil Engineer II	Public Works	Thomas Snyder	4/4/2022
Firefighter EMT-P	Fire	Jose Arce	3/14/2022
Firefighter EMT	Fire	Cade Curtis	3/14/2022
Firefighter EMT	Fire	Jeff Pansier	3/14/2022
Firefighter EMT	Fire	Mitchell Fromm	3/14/2022
Firefighter EMT-P	Fire	Nathan Zellner	3/14/2022
Firefighter EMT-P	Fire	Benjamin Lelinski	3/14/2022
Firefighter EMT	Fire	Christopher Battaglia	3/14/2022
Firefighter EMT-P	Fire	Max White	3/14/2022
Firefighter EMT	Fire	Nathan Helbing	3/14/2022
Firefighter EMT	Fire	Michael Griffey	3/14/2022
Firefighter EMT	Fire	Ryan Majeski	3/14/2022
Firefighter EMT	Fire	Timothy Vandevoort	3/14/2022
Firefighter EMT	Fire	Lisa Hart	3/14/2022
Firefighter EMT	Fire	Joshua Hladish	3/14/2022
Firefighter EMT	Fire	Callahan McCreary	3/14/2022
Custodian I	Park, Recreation & Forestry	Mark Gallenberger	4/4/2022
Park Maintenance Worker	Park, Recreation & Forestry	Matthew Thompson	3/28/2022
Custodian I	Park, Recreation & Forestry	Cameron Arvey	3/25/2022
Transit Fueler	Transit	Isaac Espinoza Patino	4/5/2022
IT Specialist	Transit	David Edwards	4/11/2022
Electrical Inspector	Community & Economic Development	Patrick Fenlon	4/18/2022
<u>Elected Officials</u>			
Municipal Judge	Muni Court	Jonathan Gigot	4/18/2022
<u>Transfer</u>			
Laborer - Sanitation Truck Driver - Street	Public Works	Scott Blank	3/7/2022
<u>Promotion</u>			
Specialist I	Police	Richard Meves	3/6/2022
Specialist II			
Specialist I	Police	Matthew Secor	3/12/2022
Specialist II			
Lieutenant EMT-P	Fire	Todd Santoro	3/4/2022
Captain			
Engineer EMT	Fire	Christopher Stangler	3/4/2022
Lieutenant			
Firefighter EMT	Fire	Randy Stocker	3/4/2022
Engineer			
Lieutenant	Police	Clinton Beguhn	3/10/2022
Police Captain			
Engineering Aide III	Public Works	William Tomchek	3/28/2022
Engineering Technician			
Lieutenant EMT	Fire	Scott Allen	3/28/2022
Captain			
Firefighter EMT-P	Fire	Justin Bauer	3/28/2022
Engineer			

Engineer EMT-P Lieutenant	Fire	Chad Decker	3/28/2022
Firefighter EMT-P Engineer	Fire	Gregory Dougherty	3/27/2022
Truck Driver - Street Sewer Maintenance Worker	Public Works	Joseph Mancoske	4/11/2022
Civil Engineer I Civil Engineer II	DPW	Kayla Wasielewski	2/27/2022

Grade/Step Change

Appraiser II	Admin Svs	Kristi Norton	2/19/2022
Laborer - Sanitation	Public Works	Nick Dorsey	3/5/2022
Park Maintenance Foreperson	Park, Recreation & Forestry	Ryan Doering	3/1/2022
Paralegal	Law	Lindsey Belongea	3/12/2022
Mayor	Mayor's Office	Eric Genrich	4/19/2022
City Clerk	Admin Svs	Celestine Jeffreys	1/20/2022
Records Clerk	Police	Diana Strouf	2/15/2022
Engineering Aide III	Public Works	William Tomchek	2/15/2022
Principal Planner	Community & Economic Development	David Buck	3/4/2022
Operations Supervisor	Transit	Jake Lueptow	3/28/2022
Transit Operator	Transit	John Manser	3/4/2022
Civil Engineer I	Public Works	Kayla Wasielewski	2/18/2022
Custodian I	Police	Kevin Francois	3/2/2022
Wildlife Sanctuary Superintendent	PRF	Steve Lakatos	3/2/2022
Admin Clerk	Community & Economic Development	Pam Beilke	3/23/2022
Truck Driver - Sanitation	Public Works	Josh Sonesen	3/23/2022
Parking Enforcement Officer	Public Works	Gaylord Katzbahn	3/23/2022
Laborer - Sanitation	Public Works	Jeff Bielski	3/23/2022
Sewer Maint Worker	Public Works	Josh Dubois	4/1/2022
Civil Engineer I	Public Works	Jeffrey Bodoh	2/20/2022
Laborer - Street	Public Works	Joshua Guns	4/2/2022
Engineer EMT-P	Fire	Gerald Cravillion	4/4/2022
Engineer EMT-P	Fire	Chad Pfeffer	4/4/2022
Engineer EMT-P	Fire	Trevor Sorge	4/4/2022
Engineer EMT-P	Fire	Adam Tomasko	4/4/2022
City Forester	Park, Recreation & Forestry	Brian Pelot	4/5/2022
Engineer EMT-P	Fire	Shane Hanson	4/15/2022
Engineer EMT-P	Fire	Brian Norton	4/15/2022
Operator I	Public Works	Jake VandenHeuvel	4/9/2022
Parking Building Tech	Public Works	Richard Daanen	4/18/2022
Truck Driver - Sanitation	Public Works	Keith Falish	4/16/2022
Sewer Maint Worker	Public Works	Carlos Castro	4/22/2022
Transit Accountant	Transit	Sherry Schuh	4/24/2022
Planner I	Community & Economic Development	Madison Smith	4/1/2022
Commercial Building Inspecotr	Community & Economic Development	Robert Cormier	5/11/2022

End of Probation

Firefighter EMT	Fire	Brent Blomberg	3/15/2022
Firefighter EMT	Fire	Brigham Bramschreiber	3/15/2022
Firefighter EMT	Fire	Ryan Burton	3/15/2022
Firefighter EMT	Fire	Alexander Ebert	3/15/2022
Firefighter EMT	Fire	Shane Hfinnegan	3/15/2022
Firefighter EMT	Fire	Kyle Reif	3/15/2022
Firefighter EMT	Fire	Adam Ronsman	3/15/2022
Firefighter EMT	Fire	Isaac Tews	3/15/2022
Firefighter EMT-P	Fire	Reese Varick	3/15/2022
Firefighter EMT-P	Fire	Quinn Warner	3/15/2022

End of Employment

Captain	Fire	Corey Bereza	3/3/2022
Commander	Police	Paul Ebel	4/1/2022
Patrol Officer	Police	Mark Olendzki	3/9/2022

Sewer Maint Worker	Public Works	Ken Calewarts	3/18/2022
Engineer	Fire	Karl Markhardt	3/26/2022
Captain	Fire	William Altschwager	3/27/2022
Patrol Officer	Police	Kevin Stevens	3/23/2022
Parking Building Tech	Public Works	Richard Daanen	4/28/2022
Municipal Judge	Muni Court	Jerry Hanson	4/18/2022

Longevity

Firefighter EMT	Fire	Elliot Collier	4/10/2022
Firefighter EMT	Fire	Tim Everson	4/10/2022
Firefighter EMT	Fire	Tyler Kreiter	4/10/2022
Firefighter EMT-P	Fire	Richard Longcore	4/10/2022
Firefighter EMT	Fire	Todd Madson	4/10/2022
Firefighter EMT	Fire	Ryan Waldinger	4/10/2022