



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JULY 26, 2022, 4:30 PM
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. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the minutes from June 21, 2022.

E. Regular Business.

- I. Consideration with possible action on the request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Parking Enforcement Officer (2) - Public Works
 - b. Operator I (Tractor) - Public Works
 - c. Programmer Analyst - Information Technology
 - d. Diversity and Inclusion Coordinator - Human Resources
2. Request for update and feedback on the Remote Work Policy with the possibility for revision.
3. Consideration with possible action on the immediate addition of a neighborhood compliance inspector funded through inspection fees, contingency, or other possible sources.
4. Update and discussion on the successor agreement to the 2020-2022 City of Green Bay and Green Bay Professional Police Association Agreement

The Committee may convene in closed session pursuant to § 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The

Committee may thereafter reconvene in open session pursuant to § 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

F. Informational.

1. Chief of Operations report on employee compensation.
2. Report of routine personnel actions for regular employees.
3. Next meeting date: August 9, 2022.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Personnel Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions



Personnel Committee

Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/86846491807?pwd=K3NJQ1NxdXU1cjB2RlR0TWVTUkJYdz09>

Meeting ID: 868 4649 1807

Passcode: 298054

One tap mobile

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

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

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 868 4649 1807

Passcode: 298054

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

Public Comments

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

Additional Information

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

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

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not wish to speak, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button





Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 26, 2022

AGENDA ITEM # E.I

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

- a. Parking Enforcement Officer (2) - Public Works
- b. Operator I (Tractor) - Public Works
- c. Programmer Analyst - Information Technology
- d. Diversity and Inclusion Coordinator - Human Resources

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Request to Fill Memo 7.26.2022
- 2. Parking Enforcement Officer - C. Rogers 09.01.22
- 3. Parking Enforcement Officer - E. Kuzma 10.17.22
- 4. Operator I (Tractor) - S. Eiting 07.28.22
- 5. Programmer-Analyst - C. Jolin 07.15.22
- 6. Position Request To Fill - D&I Coordinator

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: July 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.

- Parking Enforcement Officer (2) – Replacement positions due to the retirement of Curt Rogers effective September 1, 2022 and retirement of Eva Kuzma effective October 17, 2022. Salary range: \$16.50 – \$19.42 hourly.
- Operator I (Tractor) – Replacement position due to the resignation of Scott Eiting effective July 28, 2022. Salary range: \$20.56 - \$24.20 hourly.
- Programmer Analyst – Replacement position due to the resignation of Cody Jolin effective July 15, 2022. Salary range: \$65,644 - \$77,251 annually.
- Diversity and Inclusion Coordinator – Replacement position due to the resignation of Raiya Sankari-Diaz effective July 5, 2022. Salary range: \$56,534 - \$66,497 annually.

Position Justification Form

June 21, 2022

Position Title: **Parking Enforcement Officer (PEO) – 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 Parking Enforcement Officer vacancy is the result of the retirement of Curt Rogers effective at the end of his regular work shift on September 1, 2022.

Due to Parking Division's stand-alone financial status and the revenue-generation nature of Parking Enforcement Officers, the Parking Division is requesting permission to hire a replacement and have them trained prior to Curt's departure on September 1. The Parking Division anticipates that a new Parking Enforcement Officer will need three (3) weeks for proper training. Filling the position by the target date of August 15, 2022 would allow the necessary time to complete the training required.

It is anticipated that a three-week over-hire for the Parking Enforcement Officer position will cost Parking Division approximately \$3,100 in wages and benefits. The 2022 Parking Division budget is capable of handling this additional cost.

- 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 through the Parking Division's operating budget. The 2022 wage range is \$16.50 to \$19.42 per hour (Pay Grade C).

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

Parking Division provides over 95% of the City's parking enforcement services. The remainder of parking enforcement is provided by Police Department. Currently there are four (4) Parking Division Parking Enforcement Officers for the entire City. Parking enforcement provided by Parking Division occurs Monday through Saturday.

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

Parking Enforcement Officers generate parking citation revenue, which allows Parking Division to operate without funding from City tax levy revenue.

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

See answers to 3 and 4 above. Full enforcement staffing is necessary to cover all enforcement zones, and generate the revenue that Parking Division needs to be financially independent from the City tax levy.

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

Without Parking Enforcement Officers, there would be little to no parking enforcement activity in the City of Green Bay. Police Department places parking enforcement low on their priority list.

- 7. What service would be reduced or eliminated if this position is not filled?**
Parking Division would continue to operate at its current level of parking enforcement for the City, but parking compliance/enforcement in the City and associated revenue would decrease. Insufficient revenue would require Parking Division to eliminate services, or require assistance from the City's tax levy to remain financially solvent.
- 8. What are the alternative methods and costs of accomplishing the work?**
Privatization.
- 9. Are there union issues?**
No.
- 10. Other supporting comments.**
The City attempted to privatize the (then) Parking Utility in 1998, and 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. Green Bay's current parking system is functioning well, but needs employees to function properly.

Position Justification Form

July 8, 2022

Position Title: Parking Enforcement Officer (PEO) – 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 Parking Enforcement Officer vacancy is the result of the retirement of PEO Eva Kuzma effective at the end of her regular work shift on Monday, October 17, 2022.

Due to Parking Division's stand-alone financial status and revenue-generation nature of PEO's, Parking Division is requesting permission to hire Eva's replacement and have them trained prior to Eva's departure on October 17. It is anticipated that a new PEO needs three (3) weeks for proper training. A replacement would be needed by Monday, September 26, 2022.

It is anticipated that a three-week over-hire will cost Parking Division approximately \$3,100 in wages and benefits. The 2022 Parking Division budget is capable of handling this additional cost.

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 through the Parking Division's operating budget. The wage range is \$16.50 to \$19.42 per hour (Pay Grade C).

3. **Please list the functions and any special information regarding this position.**
Parking Division provides over 95% of the City's parking enforcement services. The remainder of parking enforcement is provided by Police Department. Currently there are four (4) Parking Division Parking Enforcement Officers for the entire City. Parking enforcement provided by Parking Division occurs Monday through Saturday.

4. **Does the position generate revenue or reduce expenses? If so, provide an estimated amount.**
Parking Enforcement Officers generate parking citation revenue, which allows Parking Division to operate without funding from City tax levy revenue.

5. **Please explain why current staff is unable to absorb duties of this position.**
See answers to 3 and 4 above. Full enforcement staffing is necessary to cover all enforcement zones, and generate the revenue that Parking Division needs to be financially independent from the City tax levy.

6. **If duties of position are presently being done, how are they done?**
Without Parking Enforcement Officers, there would be little to no parking enforcement activity in the City of Green Bay. Police Department places parking enforcement low on their priority list.

- 7. What service would be reduced or eliminated if this position is not filled?**
Parking Division would continue to operate at its current level of parking enforcement for the City. But parking compliance/enforcement in the City and associated revenue would decrease. Insufficient revenue would require Parking Division to eliminate services, or require assistance from the City's tax levy to remain financially solvent.
- 8. What are the alternative methods and costs of accomplishing the work?**
Privatization
- 9. Are there union issues?**
No.
- 10. Other supporting comments.**
The City attempted to privatize the (then) Parking Utility in 1998, and 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. Green Bay's current parking system is functioning well, but needs employees to function properly.

**Position Fill Request
Justification Report
July 19, 2022**

Position Title: Operator I (Tractor) – Public Works Street Section

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

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

Public Works is requesting to fill one (1) Operator I (Tractor) vacancy due to the resignation of Scott Eiting effective at the end of the business day on July 28, 2022.

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

Yes, this position is currently funded in the DPW-Traffic Division operating budget. The current salary range for the Operator I position is \$20.56 to \$24.20 per hour (Pay Grade F).

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

Tractor Operators perform a full range of duties including, but not limited to, removing snow, cutting grass, snow/ice control between winter storms, beam guard rail repair, pavement repair, pothole patching, and general labor assignments related to DPW core functions.

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

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

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

Loss of a Tractor Operator position represents a reduction in DPW's ability to provide all Street Section services in a timely manner, notably wintertime snow removal and summertime grass cutting.

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

Duties of vacant positions are assigned to other Street Section employees as needed. When there is a lack of personnel, assignments are prioritized. If staffing is not available, then lower priority assignments are either postponed or not completed.

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

DPW will continue to perform all of its core services. However, a reduction in staffing will result in a lower level of service to residents. DPW's biggest concern is keeping up with grass cutting, yard waste collection, and snow removal duties.

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

DPW must 1) provide proper maintenance, care, and safety of City infrastructure, and 2) comply with City ordinance regarding care of grassy areas. The frequency of grass cutting cannot be reduced during the growing season, as DPW-maintained grass is already allowed

to grow to the maximum height allowed by ordinance before cutting. One alternative would be working overtime to maintain the required service, or outsourcing of services. But continued overtime can lead to employee burnout and lower morale. Another alternative would be to reduce City services like 1) increasing the snowfall amount before plowing from 2 inches to 3 inches, and 2) eliminating the curbside yard waste collection program.

9. Are there union issues?

No

10. Other supporting comments.

None

Position Justification Form

July 21, 2022

Position Title: Information Technology and Services Programmer / Analyst

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 Programmer Analyst position is vacant as a result of the resignation of Cody Jolin at the end of the work day on 07/15/2022.

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 in current budget. The current salary range is \$65,644 - \$77,251 (Pay Grade K).

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

In-depth knowledge of software development, design, debugging, and programming methods. Knowledge of department required software and systems. Knowledge of municipal government department functions.

Ability to analyze and automate complex business systems. Ability to work independently and as a team member. Ability to communicate effectively both orally and in technical writing and possess excellent customer service skills. Ability to establish and maintain effective working relationships with staff and the public.

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

The position reduces significant expenses by creating custom developed software applications that match city workflow reducing duplicate data entry and improving work efficiencies.

➤ \$1,000.000 Reduced software purchases.

➤ \$200,000 annually reduced software maintenance from purchased software applications to custom developed software applications.

➤ \$250,000 from increased city efficiency through improved job workflow.

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

Current programming staff are updating current software applications including ECLIPS, GERP RFS, GIS and RoboCity and assisting with the implementation of newly purchased software.

- 6. If duties of position are presently being done, how are they done?**
Duties are reassigned to other programmers when needed. The duties were being completed by the existing Programmer/Analyst.
- 7. What service would be reduced or eliminated if this position is not filled?**
Decreased city efficiencies through the use of technology. There are many instances throughout the city where efficiencies can be gained through better utilization of customized software applications.
- 8. What are the alternative methods and costs of accomplishing the work?**
Software applications could be bought from third parties which do not specifically meet the cities requirements thus increasing duplicate data entry and inefficient city workflow. Third party software applications would also increase annual software maintenance.
- 9. Are there union issues?**
No.
- 10. Other supporting comments.**
The city Programmer/Analyst positions model manual city workflow and provide a digital solution to increase city efficiencies.

Position Fill Request
Justification Report
July 26, 2022

Position Title: Diversity and Inclusion Coordinator

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

The position is vacant because of Raiya Sankari-Diaz's resignation effective July 5, 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 budget. The salary range is \$56,534-\$66,497.

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

The D&I Coordinator is responsible for developing, implementing and monitoring a strategic diversity plan and goals; providing advice to department heads and staff on diversity-related issues; assisting with the implementation of the City's Employee Resource Groups (ERG's); developing and implementing city-wide policies, procedures and programs; identifying trends and best practices to increase diversity in the workplace; assisting with recruitment efforts to attract candidates of diverse backgrounds and developing effective working relationships with elected officials, community groups, key external diversity organizations and City departments to foster effective diversity and inclusion efforts.

The D&I Coordinator is also the staff liaison to the Equal Rights Commission ("ERC"). The D&I Coordinator, along with the cooperation of all departments, shall regularly provide the Commission with information of efforts and activities undertaken across City government to achieve the leadership objectives described in sections GBMC 12-1 and 12-2.

This information shall from time to time identify programs and activities conducted by the City to promote equal rights and equal opportunity, as well as goals, challenges, and strategies for the future. The Human Resources Department and D&I Coordinator shall provide the Commission with information about activities and accomplishments with respect to diversity and equal employment opportunity in City employment.

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

This position does not generate revenue.

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

The creation of the D&I Coordinator position in 2020 was because the current staffing levels could not dedicate time to the responsibilities outlined in #3. The same reasoning is true today that current staff could not absorb the duties of this position.

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

Most of the duties of the D&I Coordinator are not being completed as outlined in #3 except the Chief of Operations is fulfilling the responsibilities of the human resources department to the ERC.

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

The City's service and commitment to diversity, equity, inclusion, and belonging in the workplace is greatly reduced. This affects the City's ability to recruit and retain employees and increase employee job satisfaction which in turn results in improved work performance.

The City would struggle to adequately provide staff assistance to the Equal Rights Commission without the D&I Coordinator.

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

There are no alternative methods to accomplishing the work.

9. Are there union issues?

No.

10. Other supporting comments.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 26, 2022

PREPARED BY

AGENDA ITEM # E.2

Request for update and feedback on the Remote Work Policy with the possibility for revision.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. 2022-06-07 Dist I to Personnel
2. MEMO - Remote Work Policy Update 2022
3. Chapter 32 - Remote Work Policy 7.26.2022

Celestine Jeffreys

From: noreply@civicplus.com
Sent: Tuesday, June 7, 2022 8:44 AM
To: Celestine Jeffreys
Subject: Online Form Submittal: Alders' Petitions and Communications

Alders' Petitions and Communications

Name	Jennifer Grant
Committee Name	Personnel Committee
Text of Communication	Request for update and feedback on the Remote Work Policy with the possibility for revision

Email not displaying correctly? [View it in your browser.](#)



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

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee

From: Joseph Faulds, Chief of Operations

Re: Remote Work Policy Update

Date: July 26, 2022

REMOTE WORK POLICY UPDATE

The City of Green Bay approved the Remote Work Policy for City employees on September 7, 2021 (See Attached). The policy provides guidance for supervisors and employees on the eligibility and processes for employees to work remotely. Generally, the policy provides rules on who can and cannot work remotely, what policies apply to remote work, criteria for the remote work office set up, and the process for employees to create a remote work schedule with supervisor approval. Remote work is available on a case-by-case basis depending on the responsibilities of the position.

The City budgets roughly 945 full-time and part time employees and currently about 900 employees are employed. There are approximately 650 employees who cannot work remotely because of the position's responsibilities (i.e. police officers, firefighters, public works laborers, and parks laborers). There are 105 employees at The Green Bay Water Utility and Metro Transit who either cannot work remotely or have their own remote work policies in place approved by the Water and Transit Commissions. This leaves approximately 190 full and part time employees who are eligible to work remotely per the City's policy.

In the City of Green Bay Employee Survey, the employees who are eligible to work remotely stated the preferred schedule is a hybrid model of working some days at home and some days in the office. The preferred amount of days to work remotely is between one and three days. Employees preferred to work remotely because of the flexibility, work/life balance, or to save on or skip the commute to work.

EMPLOYERS ALLOWING REMOTE WORK

Current data on how many employers are requiring employees to work full-time in person varies. In one survey 90% of respondents allow hybrid work and only 4% of respondents stated they are requiring all employees to return to the office full-time.ⁱ According to a U.S. Bureau of Labor Statistics (BLS) survey about 40% of private sector employers offer some type of remote workⁱⁱ, and another report showed 60% of companies will be returning under a hybrid modelⁱⁱⁱ.

Recruitment and Retention Update

The Personnel Committee asked for staff to provide information on employees who have left the City and the reasoning.

There were 83 employees who resigned or retired from the City since the remote work policy has been implemented, 32 of those employees retired. 50 employees resigned and 45 of them resigned before retirement age. Since 2017, approximately 470 employees left employment from the City and 196 of those retired.

We do not have a complete collection of exit interview responses, so we're unable to show specific details on why employees may have left.

Recruitment

The number of vacancies filled for full-time and part-time positions by year:

- 2022 YTD – 70
- 2021 – 98
- 2020 – 63
- 2019 – 74
- 2018 – 88
- 2017 – 90

For 2022, the City is well over pace to fill more vacant positions than the five year average of 82. Also of note, the City currently has 40 vacant positions and consistently has had about 40 vacancies per week throughout the year. The average time to fill positions has been about three months. However, it has become more difficult to recruit positions (typically the trades, i.e. 2nd shift mechanics, Engineers, Arborists, Engineering Aides and Techs). Recently we have seen difficulty in attracting candidates for clerical positions like Administrative Clerk in DPW (vacant for six months) and Executive Assistant at the Water Utility (vacant for about six months). It is also important to note that Human Resources references our remote work policy when recruiting for positions that are able to work remotely. Feedback from candidates has been favorable with respect to this benefit.

Current Workforce Eligible for Retirement

General employees vested in the Wisconsin Retirement System may retire at the age of 55 and receive a reduced benefit or at the age of 65 to receive the full benefit. Protective occupation employees may retire at the age of 50 for a reduced benefit or age 53/54 for the full benefit. The following is a breakdown of employees who are eligible to retire now or by the end of 2022.

Number of Employees

18

46

176

Retirement Eligibility

At or above retirement age of 65

At or above age of 62

At or above the minimum retirement age of 55

STAFF RECOMMENDATION

The staff recommendation is to continue with the Remote Work Policy as approved and administered. Amending or repealing the remote work policy would be detrimental to the City's ability to recruit and retain employees in a tight labor market.

The Remote Work policy has been in place for almost one year and there have not been any major disruptions to the City's service to the public. If the Common Council or staff have issues or concerns arising from the Remote Work Policy then the Council or staff should reach out to Human Resources to explain those concerns. Human Resources can then work with the staff/department of concern to resolve the issue. If problems persist, then the Human Resources Department or Common Council can recommend a proposal for amending the Remote Work Policy.

ⁱ “The Conference Board, *“The Reimagined Workplace Two Years Later: Human Capital Responses to the COVID-19 Pandemic,”* March 2022

ⁱⁱ Maurer, Roy, SHRM, *“BLS: For Many Employers, Some Remote Work Expected to Last”* March 16, 2022.

ⁱⁱⁱ 13th Annual Employer-Sponsored Health & Well-Being Survey (<https://www.businessgrouphealth.org/who-we-are/newsroom/press-releases/2022-fidelity-survey>)



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Remote Work Policy	Policy Reference Chapter 32
Policy Source Human Resources Department	Legal Review Date August 17, 2021
Personnel Committee Approval August 24, 2021	City Council Approval September 7, 2021

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF GREEN BAY
Remote Work Request Form

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

The employee's Remote Work schedule will be:

Remote Working Days:	Mon	Tue	Wed	Thu	Fri
Remote Working Time:	Start Time:			Finish Time:	
Breaks (if applicable):					
Total Remote Working Hours Per Day:					

Will the employee perform the duties of their current position? Yes ☐ No ☐
If no, which duties will the employee perform?

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

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

Employee Signature: _____ Date: _____

Supervisor approval: _____ Date: _____

HR Director approval: _____ Date: _____



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 26, 2022

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

Consideration with possible action on the immediate addition of a neighborhood compliance inspector funded through inspection fees, contingency, or other possible sources.

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

1. Neighborhood Compliance Communication 7.12.2022
2. Compliance Inspector request Memo - CRW Rev
3. Position Request To Fill Neighborhood compliance inspector
4. City of Green Bay - Compliance Inspector Job Description

From: noreply@civicplus.com
To: [Celestine Jeffreys](#)
Subject: Online Form Submittal: Alders' Petitions and Communications
Date: Tuesday, July 12, 2022 2:32:47 PM

Alders' Petitions and Communications

Name	Brian Johnson
Committee Name	Personnel Committee
Text of Communication	For consideration and possible action on the immediate addition of a neighborhood compliance inspector funded through inspection fees, contingency, or other possible sources.

Email not displaying correctly? [View it in your browser.](#)



City of Green Bay
Department of Community and Economic Development

MEMORANDUM

TO: Human Resources Department

FROM: Bill Paape, Housing & Zoning Enforcement Supervisor

RE: Addition of a 2nd Neighborhood Compliance inspector

DATE: July 22, 2022

The Inspection Division, in particular the Housing and Zoning Inspectors, have been tasked with being more proactive and assertive with timelines and follow-up with property violation issues. The volume of such violations and proactive inspections followed by the time it takes to follow-up with the reinspections of said violations is too much for them to handle with their current workload. To aid in that effort, there is a need for a second Neighborhood Compliance Inspector position to aid with re-inspections, violation documentation and assist with other Housing and Zoning proactive related tasks.

Based on the property locations of the existing case load of violations, the majority of these issues reside within the low to moderate income neighborhoods, with many of these violation written for rental properties. Increased housing inspection compliance has and will have positive results for tenants, property owners and will help us to sustain the quality of our downtown and near downtown neighborhoods. (The focus are these neighborhoods, but the position will be city-wide coverage)

In the last year, our Inspection Division handled nearly 3,700 complaints. Almost 89% of those complaints we receive are handled and processed by our Housing & Zoning Inspection Division. A manageable case load for each inspector should not exceed 500 total cases for the year. Currently our division has five total employees that each carry an average case load of 653 complaints in a years' time. By adding the additional Compliance Inspector, that rate would drop to a more manageable number of 544 complaints per year.

Currently, the Housing Inspection Assistant position is currently open. I propose that we replace this position with a FT Compliance Inspector. This new position will absorb the duties of this open position which is currently funded. This will give the City two Compliance Inspectors, one being assigned to the West side of the City and the other to the East side.

This set up will allow for much more efficient and effective coverage on complaint response for all nuisance related complaints. Also, both inspectors will be able to proactively address neighborhood nuisance issues before they evolve into a much more extensive case. In regards to budget impact, we believe any costs for this position will lead to a positive impact on the overall general fund.

**Position Fill Request
Justification Report
(date)**

Position Title:

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

_____ Replacement Position X_____ Not a Replacement Position

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.

No, the position is a new addition, Salary Range is Hourly, Grade F, Step 1. \$20.56-Step 7 \$24.20. This position would be funded by the general fund with an approximate cost of \$72,000 which includes pay and benefits. This year we would use the balance of funding in the current, vacant Housing Assistant LTE position to support the position. There is \$14,000 in this budget line item.

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

This position would be responsible for handling exterior property complaints, re-inspections and enforcement. This additional position would provide time for a more pro-active approach to cleaning up Green Bay neighborhoods. This includes lot clean ups, rat/rodent education, as well as nuisance abatement.

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

This position will generate additional revenue through reinspection fees of approximately \$72,000 annually

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

Current staff are completing these duties, however one person covers the case load of two, which is causing delays in compliance deadlines being met. There is also no time for proactive sweeps or neighborhood education.

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

One employee is covering all of the City.

7. What service would be reduced or eliminated if this position is not filled?
We would still experience further lead times on obtaining compliance due to the large volume of complaints received through our office.

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

9. Are there union issues?

No

10. Other supporting comments.



CITY OF GREEN BAY
Revision Date: Nov 15, 2017

Neighborhood Compliance Inspector

Class Code:
12798000

Bargaining Unit: Administrative

SALARY RANGE

\$19.19 - \$22.58 Hourly

JOB SUMMARY:

Under general supervision, performs work of moderate difficulty in the inspection of property relating to the enforcement of City ordinances specific to general environmental nuisances (e.g. graffiti, pet waste, junk, trash, litter and debris, rodent and pest control measures, etc.) and zoning (e.g. tree and brush obstructions, abandoned vehicles, parking in front yard and in setbacks, etc.).

EXAMPLES OF DUTIES:

- Performs field inspections to identify and resolve ordinance violations pertaining to: graffiti, pet waste, junk, trash, litter, debris, tree and brush obstructions, abandoned vehicles, parking in front yard and in setbacks, etc. and other specialized inspection projects, in response to complaints, or through scheduled efforts.
- Performs inspection and problem resolution activities involving more complex program considerations such as a disputed ownership, immediate hazard, coordination of one or more owners or agencies, and complaint follow-up.
- Receives and responds to complaints and document violations, as appropriate, to include photographing observed problems and perform re-inspections for compliance.
- Prioritizes and coordinates inspection schedules and work assignments. Prepares written notices of noncompliance, issue citations, and write letters and simple reports as necessary. Meets with concerned parties to discuss compliance issues. Testifies in court as required. Communicates with supervisor to determine appropriate action in more difficult inspection matters.
- Speaks to interested neighborhood associations/community groups regarding program activities. Provides information to property owners, complainants and the general public regarding the interpretation and application of related City ordinances provisions. Responds to general questions about environmental nuisances and general regulations.
- Uses proactive measures to help reduce the rodent population through education, tracking, collaboration and enforcement.
- Prepares reports, keep necessary records, and perform related work as required.
- Performs others duties as needed.

MINIMUM QUALIFICATIONS REQUIRED:

1. High school diploma or equivalent.
2. Two years experience involving significant independent responsibility for organizing and acting on information, including significant interaction with the public.
3. Must have valid driver's license and good driving record.
4. Ability to speak a foreign language such as Hmong or Spanish helpful.

A combination of equivalent experience and/or education may be considered.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of inspection methods applicable to the identification and resolution of code violations. Good knowledge of computers including word processing software skills.
- Skill in speaking and writing effectively, including an ability to effectively communicate with individuals or groups and to explain, discuss or interpret environmental property maintenance matters
- Ability to readily learn and interpret applicable ordinances and regulations governing required areas of responsibility. Ability to prepare and maintain accurate record on findings and write clear, concise reports. Ability to utilize a computer and the required software. 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.

May be required to demonstrate minimum competency by successfully passing approved tests.

PHYSICAL REQUIREMENTS

Ability to perform the following activities:

- Lifting up to 50 pounds.
- Carrying up to 50 pounds.
- Frequent standing, walking, sitting, bending, crawling and stooping.
- Ability to focus for long periods of time on projects.
- Ability to reach and climb.
- Ability to work in varied environmental conditions.

The above is not to be construed as an exhaustive statement of duties, responsibilities or requirements.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 26, 2022

AGENDA ITEM # E.4

Update and discussion on the successor agreement to the 2020-2022 City of Green Bay and Green Bay Professional Police Association Agreement

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 26, 2022

PREPARED BY

AGENDA ITEM # F.I

Chief of Operations report on employee compensation.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. MEMO - Personnel Committee - Employee Compensation Report
2. OVERVIEW AND RECOMMENDATIONS.6-13-17.2 (2) lynn
3. 2021 City Pay Plan (Web version) 5.23.2022



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

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee

From: Joseph Faulds, Chief of Operations

Re: City of Green Bay Employee Compensation Report

Date: July 26, 2022

Budget preparations are well underway for the 2023 annual budget and a significant item for consideration is the annual cost of living increase and employee compensation. This report outlines the history of our current compensation plan; when and how employees receive wage increases and general information on the current market.

CURRENT SALARY & COMPENSATION PLAN

All non-public safety, City of Green Bay employees have the opportunity for two pay increases throughout the year: (1) a cost-of-living adjustment and (2) annual step increase. The cost-of-living adjustment is determined by the Common Council and typically has been a 2% increase on October 1 of each year. The cost-of-living adjustment is important to help retain employees by ensuring the City's pay plan stays competitive within the market. The following is a breakdown of the cost-of-living increases since 2013 and a comparison to public sector organizations in the Green Bay/Fox Valley area:

Year	City of Green Bay Cost of Living Adjustment	Fox Valley-Northeast Public Sector ⁱ	
2013	2%	Non-Exempt	Exempt
2014	2%		
2015	2%		
2016	2%		
2017	2%		
2018	2%		
2019	2%	2.16%	2.36%
2020	2%	2.06%	2.07%
2021	1%	1.79%	1.75%
2022	2%	2.33%	2.31%

The second increase for employees is an annual step increase based on performance as noted in the City of Green Bay Policy, Chapter 8: Compensation. All employees between steps 1-7 who receive an overall performance rating of meets expectations or better in his or her annual employee evaluation will move-up a step. Exempt employees in the performance range will be given a 1.5% increase based on an exceptional review and a 1% increase based on an above expectation review. Non-exempt employees in the performance range will receive a 1% increase with a rating of meets expectations or higher. See attached salary plan.

2017 COMPENSATION STUDY AND IMPLEMENTATION OF THE CURRENT CITY PAY PLAN

The City conducted a classification and compensation study in 2017 (See Attached Report). The attachment outlines the reasons for the report, the classifications, and the cost of implementing the plan. The 2017 City Pay Plan was implemented to bring the salaries of City employees more in line with other municipalities and to increase the City of Green Bay salary plan to the 50th percentile of the market taking into consideration comparable municipalities based on size and geography. Because the City provided a 1% COLA increase to employees in 2021 and other municipalities have started to increase wages to address inflation and market demandsⁱⁱ, it is very likely the City is no longer at the 50th percentile of the market. If this issue is not addressed, it will ultimately affect our ability to attract quality candidates for our open positions and make it difficult to retain quality employees.

Prior to the 2017 Compensation study, the City conducted a study in the 1980s. Generally, a market analysis should be conducted every five to seven years to ensure wages and salaries are competitive in the market.

NEXT STEPS

This report is submitted to give a historical background of compensation for City employees and a general understanding of the current market. Any proposal for compensation for employees will be provided during the City's 2023 budget process this fall.

The Finance Committee's agenda includes an American Rescue Plan Act proposal of \$525,000 for a \$500 stipend for City employees. The proposal is submitted to ensure the Council is aware that remaining ARPA funds can be used as an option to compensate employees. This option is a short-term solution to help with retention and the rising cost of living for employees, but it does not address a disparity between employee's pay with comparable municipalities or the market. The cost-of-living adjustment pay and a market study along with an adjustment to the City's pay plan are the options for the City to address these pay issues.

ⁱ Percentages based on the Upper Midwest Salary Planning study conducted by Carlson Dettman, a division of Cottingham & Butler.

ⁱⁱ The Cities of Appleton and De Pere are currently finishing compensation studies which presumably will result in an increase of pay for those employees.

REVISED

**Report
And
Recommendations**

**CLASSIFICATION
AND
COMPENSATION
STUDY**

**CITY OF GREEN BAY
PERSONNEL COMMITTEE**

June 13, 2017



*The City of Green Bay is a leader in employee health and wellness with its **Health | 1265** program and a goal to engage all employees in their own health and well-being*

BACKGROUND

REASONS THE CITY CONDUCTED A CLASSIFICATION AND COMPENSATION STUDY

- The City needs to be in a position to maintain its competitive edge to attract and retain the best talent possible.
- City last conducted a comprehensive classification study in the 1980's.
- With the age of computers and technology over the past 35-years, the way the City does business and the way job are performed has changed. The study conducted in the 1980's does not incorporate these technology changes.
- As baby-boomers retire in large numbers there will be a smaller workforce from which to attract talent to the City.
- In order to attract and retain talent for the City from a more limited pool of applicants, it is important to develop pay structures that position the City to be competitive with other employers in Green Bay and the Fox Valley.
- Currently the City has several different pay structures with like or similar positions being paid at different rates because they are on a different pay schedule. This study allows the City to establish classifications and pay schedules across departmental lines and ensure the internal alignment of positions.
- Moving forward having similar or like positions on the same pay schedule will make it easier for the City to look at efficiencies where consolidation of some divisions make sense.

REVISED CONSIDERATIONS FOR IMPLEMENTATION

JOB CLASSIFICATIONS AND PAY SCHEDULES

1. Approve job classifications and pay schedules as outlined in this report.
2. Implement new job classification and pay schedules effective at the beginning of the pay period in which December 1, 2017 occurs.
3. Eliminate longevity upon implementation of the new job classification and pay schedules for those positions included in the implementation.
4. The projected effect on the 2017 budget if the job classification and pay schedule plan is implemented on December 1, 2017:

2017 Projected Cost			
Funding Source	Salary Cost	Associated Benefit Cost	Total Cost
General Fund	\$12,021	\$1,743	\$13,764
Other Funds	\$6,315	\$915	\$7,230
<i>TOTAL</i>	<i>\$18,336</i>	<i>\$2,658</i>	<i>\$20,994</i>

5. To make the implementation of the pay plan in 2017 budget neutral, the added general fund expenditure will be made up through cost savings from each department.
6. The projected additional costs for 2018 are as follows:

2018 Projected Cost				
Funding Source	Salary Cost	Associated Benefit Cost	Total Cost	% of Total Payroll
General Fund	\$161,315	\$23,391	\$184,706	
Other Funds	\$79,162	\$11,479	\$90,641	
<i>TOTAL</i>	<i>\$240,477</i>	<i>\$34,870</i>	<i>\$275,347</i>	<i>0.89%</i>

IMPLEMENTATION PROCEDURES

1. Employee to be placed on the step of appropriate pay grade that is equal to or provides an increase based on employee's rate of pay including applicable longevity on date of implementation, regardless of years of service unless otherwise agreed to with the Human Resources Director or designee.
2. If employee's rate of pay, including applicable longevity on date of implementation, is higher than the control point of appropriate pay grade, but less than the maximum of the performance range, employee to be placed at their current rate of pay in the performance range.
3. If employee's rate of pay including longevity on effective date of implementation is higher than the maximum of appropriate pay grade, the employee's wage rate will be considered red-circled. The employee will receive any future general wage increases (or portion over the maximum of the range) provided to employees under this pay plan as a lump sum payment. The lump sum payment will not be applied to base pay until such time as the range catches up with the employee's rate of pay. Lump sum payments will be considered wages for WRS purposes. The lump sum will be paid in full in the pay period in which the general wage increase is provided to employees under this pay plan. The employee will not be required to pay any portion of the lump sum back should they leave employment with the City prior to the end of the 12-month period from the date the lump sum was received.
4. Employees employed by the City on date of implementation, will be eligible for an annual step increase or advancement in the performance range, effective 1-year from date of implementation and each year thereafter, unless otherwise agreed to by the Human Resources Director or designee.
5. New employees or employees transferring to another position after date of implementation will be eligible for an annual step increase or advancement in the performance range, effective on the employee's anniversary date of employment or date of transfer to another position.
6. **STEP PROGRESSION:** Employees are eligible for an annual step increase, unless otherwise agreed to by the Department Head and Human Resources Director, until they reach the control point of the appropriate pay grade, provided the employee's overall performance is rated at meets expectations or higher. Requests for a step increase must be accompanied by a written performance review and recommendation by Department Head or designee.

7. **PERFORMANCE INCREASES FOR EMPLOYEES IN EXEMPT (SALARIED) POSITIONS:** Once an employee in an exempt position reaches the control point of the appropriate pay grade, the employee is eligible for an annual performance increase to the maximum of the range based on the following criteria.

- a. Performance rated overall as 'Exceptional' = eligible for 1.5% performance increase.
- b. Performance rated overall as 'Above Expectations' = eligible for 1.0% performance increase.
- c. Other arrangements between Employee, Department Head and Human Resources Director.

Requests for a performance range increase must be accompanied by a written performance review and recommendation by Department Head or designee.

8. **PERFORMANCE INCREASES FOR EMPLOYEES IN NON-EXEMPT (HOURLY) POSITIONS:** Once an employee in a non-exempt position reaches the control point of the appropriate pay grade, the employee is eligible for a 1% annual increase to the maximum of the range based on the following criteria.

- a. Performance rated overall as 'Meets Expectations'.
- b. Other arrangements between Employee, Department Head and Human Resources Director.

Requests for a performance range increase must be accompanied by a written performance review and recommendation by Department Head or designee.

9. **GENERAL WAGE INCREASES:** It is intended that general wage increases will be applied to all steps and the maximum of the performance range unless otherwise approved by the City Council. Employees in the performance range will receive the general increase so that these employees maintain their placement in the range, unless otherwise approved by the City Council.
10. The City recognizes its obligation to negotiate wages with the Transit Operators and Bus Mechanics Unions. Any application of this pay schedule or these guidelines will be in accordance with the negotiated provisions of the contract.
11. The City also recognizes its obligation to meet and discuss the reclassifications and pay schedule modifications with the DPW Labor Association, Parks & Forestry Labor Association, and IBEW Labor Association.

OVERVIEW OF TIMELINES

CLASSIFICATION AND COMPENSATION STUDY

- **January 18, 2016**, City Council approved contract with Carlson Dettman to conduct a classification and compensation study of all non-public safety positions.
- **Spring 2016**, employees completed Job Description Questionnaires (JDQs) regarding duties performed in their position or classification. A representative group of employees completed JDQs in classifications with multiple employees.
- **Summer 2016**, Supervisors, Department Heads, and Human Resources personnel reviewed JDQs.
- **Fall 2016**, completed questionnaires submitted to Carlson Dettman for analysis and recommendation of appropriate job classifications and pay structures.
- **January 2017**, initial classification results reviewed with Human Resources.
- **March 2017**, consultant met with Mayor and Department Heads to review study and seek final input regarding classifications.
- **May 1, 2017**, meeting with Mayor and Department Heads to review study to be presented to the Personnel Committee and City Council.
- **May 4, 2017**, meeting with employee representatives to review study to be presented to the Personnel Committee and City Council.
- **May 9, 2017**, presentation of study to the Personnel Committee. Action to hold for one-month.
- **May 18 and 23, 2017**, presentation of study to employees and discussion of appeals process.
- **May 18-June 15, 2017**, timeframe for classification appeal requests.
- **June 13, 2017**: continuation of discussion with Personnel Committee.
- **June 20, 2017**: review study with City Council.
- **July 15, 2017**: any modifications resulting from appeals due to the City.
- **December 1, 2017**: consideration of revised implementation date

(Effective on the first day of the pay period in which October 1, 2021 occurs)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range		
S	\$113,692	\$117,041	\$120,369	\$123,718	\$127,067	\$130,416	\$133,764	\$133,785	-	\$153,836
	Chief of Operations				Public Works Director					
	Finance Director									
R	\$104,561	\$107,598	\$110,676	\$113,755	\$116,854	\$119,932	\$123,011	\$123,032	-	\$141,440
	City Attorney				Municipal Judge					
	Development Director				Parks, Recreation and Forestry Director					
	Fire Chief				Police Chief					
	IT Director				Transit Director					
P	\$88,545	\$91,145	\$93,787	\$96,366	\$98,966	\$101,566	\$104,166	\$104,187	-	\$119,808
	Assistant Fire Chief				Police Commander					
	Assistant Public Works Director									
O	\$83,948	\$86,444	\$88,899	\$91,395	\$93,849	\$96,304	\$98,779	\$98,800	-	\$113,609
	Deputy Development Director				Operations Director					
	Deputy Parks Director				Utility Manager					
	Chief Building Official									
N	\$79,393	\$81,702	\$84,032	\$86,403	\$88,732	\$91,041	\$93,371	\$93,392	-	\$107,369
	Assistant City Engineer				Deputy City Attorney					
	Assistant Finance Director				Human Resources Manager					
	Battalion Chief				Police Captain					
	City Assessor									
M	\$74,817	\$77,022	\$79,206	\$81,432	\$83,636	\$85,820	\$88,025	\$88,046	-	\$101,212
	Park Superintendent				Assistant IT Director					
L	\$70,241	\$72,321	\$74,360	\$76,440	\$78,499	\$80,558	\$82,638	\$82,659	-	\$95,035
	Assistant City Attorney				Public Works Superintendent					
	Business Manager				Procurement Manager					
	City Clerk				Risk Manager					
	Park Planner				Sr. Programmer Analyst					
	Fleet Manager									
	Principal Planner									
K	\$65,644	\$67,600	\$69,534	\$71,448	\$73,403	\$75,316	\$77,251	\$77,272	-	\$88,836
	Appraiser III				Housing Administrator					
	Administrative Manager				Housing & Zoning Enforcement Supervisor					
	Chief of Staff				Park Facilities Superintendent					
	City Forester				Payroll Manager					
	Civil Engineer III				Programmer Analyst					
	Administrative Manager				Wildlife Sanctuary Superintendent					
	Maintenance Manager				Zoning Administrator					

City Pay Plan
SALARIED (Exempt) Employees
Effective October 1, 2021

(Effective on the first day of the pay period in which October 1, 2021 occurs)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range	
J	\$61,089	\$62,878	\$64,667	\$66,476	\$68,244	\$70,033	\$71,843	\$71,864	- \$82,617
	Administrative Supervisor				Park Supervisor				
	Civil Engineer II				Planner II				
	Construction Inspection Manager				Public Works Supervisor				
	Financial Supervisor				Recreation Supervisor				
	Forestry Supervisor				Resiliency Coordinator				
	Grant Administrator - Limited Term				Sr. Accountant				
	Municipal Court Administrator				Transit Operations Supervisor				
	Park Facilities Supervisor				Wellness Administrator				
I	\$56,534	\$58,156	\$59,841	\$61,464	\$63,169	\$64,792	\$66,497	\$66,518	\$76,440
	Accountant				Erosion Control Specialist				
	Chief Naturalist				GIS Analyst				
	Community Development Specialist				Human Resources Generalist II				
	Curator of Animals				Office Manager				
	Diversity and Inclusion Coordinator				Project and Program Manager				
	Economic Development Specialist				Software Support Specialist				
H	\$51,979	\$53,456	\$54,974	\$56,534	\$58,052	\$59,571	\$61,110	\$61,131	- \$70,262
	Building Services Supervisor				Neighborhood Development Specialist				
	Civil Engineer I				Planner I				
	Deputy City Clerk				Real Estate Specialist				
	Human Resources Generalist I				Sr. Animal Keeper				
	Naturalist								
G	\$47,340	\$48,776	\$50,148	\$51,542	\$52,894	\$54,350	\$55,723	\$55,744	- \$64,084
	Design Specialist								
	Mobility Coordinator								

Rev. 5/23/2022

City Pay Plan
HOURLY (Non-Exempt) Employees
Effective October 1, 2021

(Effective on the first day of the pay period in which October 1, 2021 occurs)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range	
K	\$31.56	\$32.50	\$33.43	\$34.35	\$35.29	\$36.21	\$37.14	\$37.15	- \$42.71
	Commercial Building Inspector								
J	\$29.37	\$30.23	\$31.09	\$31.96	\$32.81	\$33.67	\$34.54	\$34.55	- \$39.72
	Building Inspector				Electrician Foreperson				
	Crime Analyst				Plumbing/Heating Inspector				
	Criminalistic Specialist				Systems Analyst				
	Electrical Inspector								
I	\$27.18	\$27.96	\$28.77	\$29.55	\$30.37	\$31.15	\$31.97	\$31.98	- \$36.75
	Administrative Assistant				Master Plumber				
	Communications Technician				Mechanic Foreperson				
	Electrician				Network Specialist				
	Engineering Technician				Right-of-Way Specialist				
	FOG Inspector				Sewer Worker Foreperson				
	IT Specialist								
H	\$24.99	\$25.70	\$26.43	\$27.18	\$27.91	\$28.64	\$29.38	\$29.39	- \$33.78
	Appraiser II				Housing Inspector				
	Accounting Assistant				Mechanic				
	Benefits Specialist				Paralegal				
	Buyer				Park Ranger II				
	City Sealer				Sewer Technical Worker				
	Engineering Aide III				Signs Worker Foreperson				
G	\$22.76	\$23.45	\$24.11	\$24.78	\$25.43	\$26.13	\$26.79	\$26.80	- \$30.81
	Account Clerk III				Operator II				
	Administrative Support				Painter				
	Appraiser I				Paratransit Coordinator				
	Arborist II				Park Maintenance Foreperson				
	Building Services Coordinator				Park Ranger I				
	Carpenter				Parts Clerk				
	Compliance Coordinator				Payroll Specialist				
	Community Liaison				Pool Maintenance Specialist				
	Conservation Corps Coordinator				Public Arts Coordinator				
	Crime Prevention Coordinator				Purchasing Assistant				
	Executive Secretary				Resident Services Coordinator				
	Financial Analyst				Sewer Maintenance Worker				
	HVAC Technician				Signs Operator				
	Marketing Coordinator								

City Pay Plan
HOURLY (Non-Exempt) Employees
Effective October 1, 2021

(Effective on the first day of the pay period in which October 1, 2021 occurs)

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Performance Range	
F	\$20.56	\$21.18	\$21.78	\$22.39	\$23.00	\$23.60	\$24.20	\$24.21	- \$27.84
	Account Clerk II				Legal Assistant				
	Administrative Clerk II				Maintenance Technician				
	Arborist I				Neighborhood Compliance Inspector				
	Building Maintenance Technician				Operator I				
	Dispatcher				Park Maintenance Worker				
	Document Center Lead				Parking Maintenance Technician				
	Engineering Aide II				Signs Laborer				
	Evidence Technician				Time Clerk				
	Laborer				Truck Driver				
E	\$18.92	\$19.47	\$20.03	\$20.58	\$21.14	\$21.70	\$22.26	\$22.27	- \$25.61
	Custodian II				Maintenance Clerk				
	Engineering Aide I				Parking Building Technician				
	Human Resources Assistant				Public Records Specialist				
	Locate Technician LTE				Support Assistant				
D	\$17.83	\$18.35	\$18.87	\$19.39	\$19.92	\$20.44	\$20.97	\$20.98	- \$24.11
	Administrative Clerk				Receptionist				
	Fueler				Records Clerk				
C	\$16.50	\$17.00	\$17.48	\$17.97	\$18.44	\$18.94	\$19.42	\$19.43	- \$22.34
	Custodian I				Parking Enforcement Officer				
	Office Clerk				Word Processor				
B	\$15.28	\$15.73	\$16.17	\$16.62	\$17.08	\$17.52	\$17.98	\$17.99	- \$20.67
	Bus Cleaner								
A	\$14.13	\$14.55	\$14.98	\$15.39	\$15.80	\$16.21	\$16.63	\$16.64	- \$19.13

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Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 26, 2022

AGENDA ITEM # F.2

Report of routine personnel actions for regular employees.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 7.26.2022

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

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Forensics Intern	Police	Cory Allen	6/6/2022
Administrative Clerk	Public Works	Stephanie Chartrand	6/20/2022
Police officer recruit	Police	Ezekiel Stoll	6/29/2022
Admin Clerk II	Admin Svs	Stacy Menke	7/5/2022
Zoning Administrator	Community & Economic Development	Jonathon LeRoy	7/11/2022
Park Maint Worker	Park, Recreation & Forestry	Trey Alsteen	7/18/2022
<u>Transfer</u>			
Truck Driver - Street Parking Building Technician	Public Works	Jason Loppnow	7/5/2022
<u>Promotion</u>			
Firefighter EMT-P	Fire	Benjamin Zemple	7/3/2022
Lieutenant EMT-P			
Firefighter EMT-P	Fire	Zach Wege	6/25/2022
Engineer EMT-P			
Engineer EMT-P	Fire	Luke Semrau	7/3/2022
Lieutenant EMT-P			
Engineer EMT-P	Fire	Chad Pfeffer	6/20/2022
Lieutenant EMT-P			
Firefighter EMT-P	Fire	Thomas Lemens	7/3/2022
Engineer EMT-P			
Firefighter EMT-P	Fire	John Landwehr	6/20/2022
Engineer EMT-P			
Lieutenant EMT-P	Fire	Jeff Jackovich	6/25/2022
Captain EMT-P			
Engineer EMT-P	Fire	Tyler Gerrits	6/25/2022
Lieutenant EMT-P			
Lieutenant EMT-P	Fire	Daniel Chatham	7/3/2022
Captain EMT-P			
Captain EMT	Fire	Chad Bronkhorst	6/25/2022
Battalion Chief			
Engineering Aide I	Public Works	Daniel Schisel	5/24/2022
Engineering Aide II			
Specialist I	Police	Brian Krueger	7/1/2022
Patrol Sergeant			
<u>Grade/Step Change</u>			
Benefits Specialist	Human Resources	Jill Christensen	6/1/2022
Transit Dispatch	Transit	Kathy Shelly	6/1/2022
Mechanic	Public Works	Brennen Woelfel	6/30/2022
Sewer Maint Worker	Public Works	Gerald Winnekens	7/2/2022
Signs Operator	Public Works	Keith Waldo	6/29/2022
Mechanic	Public Works	Joshua Babler	7/2/2022
Engineer EMT-P	Fire	Keith Zaidel	6/21/2022
Engineer EMT-P	Fire	Keith Dougherty	6/21/2022
Park Maintenance Worker	Park, Recreation & Forestry	Robert Delahaut	6/11/2022
Administrative Clerk	Community & Economic Development	Ali Hearley	7/8/2022
Mechanic Foreperson	Public Works	Bryan Landis	7/11/2022
Captain	Police	Matthew Cain	7/6/2022

Appraiser II	Admin Svs	Matthew Johnson	7/9/2022
Office Manager	Police	Lisa Wachowski	6/21/2022
Public Works Superintendent	Public Works	David Wiesman	6/1/2022
Mechanic	Police	Todd Buth	6/1/2022
Park Maintenance Worker	Park, Recreation & Forestry	Benjamin Verheyen	3/22/2022
Sewer technician worker	Public Works	Scott Legrave	7/19/2022
Conservation Corps Coord	Park, Recreation & Forestry	Maria Otto	5/8/2022
Neighborhood Compliance Inspector	Community & Economic Development	John Kurowski	7/12/2022
Mechanic	Park, Recreation & Forestry	Tom Marto	7/19/2022
Community Liaison	Mayor's Office	Melissa Edison	6/1/2022
Executive Secretary to the Mayor	Mayor's Office	Terry Sorelle	4/16/2022
Park Supervisor	Park, Recreation & Forestry	Adam Brezinski	8/18/2022
Carpenter	Park, Recreation & Forestry	Gary Faulkner	8/18/2022

End of Employment

Erosion Control Specialist	Public Works	Michael DeBauche	6/14/2022
Battalion Chief	Fire	Drew Spielman	6/25/2022
4K Nature Teacher	Park, Recreation & Forestry	Emily Block	6/14/2022
Patrol Officer	Police	McKenzie Burdgick	7/6/2022
4K Naturalist	Park, Recreation & Forestry	Brooke Conrad	6/14/2022
Captain EMT-P	Fire	Mark Hella	7/2/2022
WLS Project Coordinator	Park, Recreation & Forestry	Logan Lasee	6/14/2022
Lieutenant	Fire	Michael Ireland	7/1/2022
Maintenance Technician	Transit	Jeremy Myers	6/23/2022
4K Nature Teacher	Park, Recreation & Forestry	Natalie Shikoski	6/14/2022
Diversity & Inclusion Coordinator	Human Resources	Raiya Sankari-Diaz	7/5/2022
Lieutenant	Police	Chad Ramos	6/30/2022
Programmer Analyst	Information Technology	Cody Jolin	7/8/2022



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 26, 2022

AGENDA ITEM # F.3

Next meeting date: August 9, 2022.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None