



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, AUGUST 20, 2024, 4:30 PM

In person at City Hall, Room 207.

Immediately following Finance Committee.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/86846491807?pwd=K3NJQlNxdXUlcjB2RlR0TWVTUkYdz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 868 4649 1807

Passcode: 298054

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

B. Roll Call.

C. Approval of the Agenda.

D. Approval of Minutes.

- I. Approval of the Minutes from the July 23, 2024 Personnel Committee meeting.

E. Regular Business.

- I. Consideration with possible action on the request to fill the following positions and all subsequent vacancies resulting from internal transfers.
 - a. Recreation Coordinator
 - b. Laborer (Sanitation)
2. Consideration with possible action to enter into an agreement with Associated Bank for the City's third-party administrator to administer health reimbursement accounts, flexible spending accounts, health savings accounts, and insurance continuation through COBRA starting January 1, 2025.

3. Consideration with possible action to amend the City of Green Bay Personnel Policy Chapter 11 regarding reimbursements for meals, telephone, public transportation, and city vehicle use.
4. Consideration with possible action to amend the City of Green Bay Personnel Policy Chapter 9 regarding hours of work and core hours.

F. Informational.

1. Report of Routine Personnel Actions
2. Next Meeting: September 10, 2024

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.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 20, 2024

PREPARED BY

AGENDA ITEM # E.I

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

- a. Recreation Coordinator
- b. Laborer (Sanitation)

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- 1. Personnel Committee Request to Fill Memo
- 2. Recreation Coordinator - C. Decker 08.19.24
- 3. Laborer (Sanitation) - C. Williams 08.23.24

MEMORANDUM



Human Resources Department

To: Personnel Committee

From: Emma Baierl
Human Resources Generalist

Re: Request to Fill Vacant Positions

Date: August 20, 2024

The Human Resources Department is requesting authorization to fill the following replacement positions approved as part of the 2024 budget and all subsequent vacancies resulting from internal transfers. The justification reports are attached.

- Recreation Coordinator– Replacement position due to the resignation of Courtney Decker effective August 19, 2024. This position is budgeted at \$27.36 - \$32.18 per hour. (Pay Grade G)
- Laborer (Sanitation) – Replacement position due to the resignation of Calvin Williams effective August 23, 2024. This position is budgeted at \$25.43 - \$29.06 per hour. (Pay Grade F)

**Position Fill Request
Justification Report
July 29, 2024**

Position Title: **Recreation Coordinator (Parks, Recreation, Forestry)**

- 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 is vacant as a result of the resignation of Courtney Decker effective at the end of the workday on August 19, 2024.

- 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 current wage range for the Recreation Coordinator position is \$27.36 - \$32.18 per hour (Pay Grade G).

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

Provides professional recreation and aquatic programming for the City of Green Bay.

Collaboratively works with Recreation manager to develop and implement aquatic programming, pool operations and guest service operations for the Recreation Division. Will work as the first point of contact for daily pool operations.

Organizes, promotes and supervises the daily winter tubing/ski hill operations and special events throughout the year at Triangle Sports Area (TSA).

Responsible for the recruiting, hiring, training, supervising, and evaluating of part-time, seasonal staff for recreation, TSA and aquatics programs.

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

The Recreation Coordinator administers revenue-producing programs such as Youth Swim Lessons, Water Aerobics, Open Swim, Tubing and Ski, and facility rentals for our aquatic facilities and Triangle Sports Area.

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

With the way the Recreation Division is structured, each full-time recreation position has a full slate of programs, services and facilities they oversee. The amount of interviewing, hiring, onboarding, and training that takes place throughout the year, this is too much for other staff to take on.

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

Currently the supervisor of the division will absorb as much as possible until the position is filled. It is imperative to have this position filled in the fall to give ample time for training before our winter season begins.

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

This summer, we saw our highest number of pool positions filled due to the focused effort of the Recreation Coordinator. If this position goes unfilled, our pools would not be staffed sufficiently and a decreased level of focus would go into our Snow-making operations, swim lessons programs and staff training.

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

Contractual Programming could be an alternative method to provide these programs. However, these programs still take a good amount of staff time to coordinate and oversee. Contracting these programs would see a decrease in revenue and the city would lose control over program details and development.

9. Are there union issues?

No.

10. Other supporting comments.

The recreation division of the Park and Recreation Department is a fast-paced working environment that provides all of the community programming and recreational offerings. As the Park Department continues to grow by adding additional trails, parks, and facilities, the number of recreational needs continues to grow as well.

**Position Fill Request
Justification Report
August 12, 2024**

Position Title: Laborer – DPW Operations Division/Sanitation 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**

This position will be vacant following the resignation of Calvin Williams effective at the end of the work day on August 23, 2024.

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

Yes, this position is currently funded in the DPW operating budget. The current wage range is \$25.43 - \$29.06 per hour (Pay Grade F).

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

Sanitation Section Laborers perform duties including, but not limited to, driving trucks, chipping and hauling brush, collecting bulk waste, collecting trash and recycling, repairing tipper carts, operating various pieces of equipment, plowing snow, daily equipment maintenance, and other labor assignments necessary for DPW to perform its 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. But the use of in-house labor and equipment reduces the need to contract services provided by DPW employees. A complete Sanitation Section roster is very important to the health and well-being of the community. Keeping up with sanitation is critical to the health and cleanliness of the community.

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

Loss of a Sanitation Section Laborer represents a reduction in DPW's ability to provide City services in a timely manner, including snow plowing, curbside yard and garden waste collection, brush chipping, trash and recycling collection, etcetera

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

Duties associated with any vacant position are assigned to other Operations Division employees. If there is a lack of personnel, then assignments are prioritized. Unassigned tasks are postponed or are not completed.

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

DPW cannot reduce or eliminate City core services. However, a reduction in staff will result in a lower level of service to residents, which will increase the amount of time required to complete those services.

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

Reducing the level of services provided to City residents, working overtime to maintain the expected level of service, or outsourcing of services.

- 9. **Are there union issues?** No
- 10. **Other supporting comments.** None



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 20, 2024

PREPARED BY

AGENDA ITEM # E.2

Consideration with possible action to enter into an agreement with Associated Bank for the City's third-party administrator to administer health reimbursement accounts, flexible spending accounts, health savings accounts, and insurance continuation through COBRA starting January 1, 2025.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee 8-20-24 - Flex Spending Vendor - Associated Bank v2
2. Associated Bank Information - City of Green Bay
3. 4e. I.I.2025 COBRA.FSA.HSA.HRA Spreadsheet Summary - EBC & Associated



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: Employee Benefits – Contract with Associated Bank for Tax Advantaged Savings Programs and Insurance Continuation through COBRA

Date: August 20, 2024

Contract with Associated Bank for Health Reimbursement Accounts, Flexible Spending Accounts, Health Savings Accounts and COBRA

The City's insurance broker—M3 Insurance—conducted a market assessment of third-party administrators who administer health reimbursement accounts (HRA), flexible spending accounts (FSA), health savings accounts (HSA) and insurance continuation through COBRA. An evaluation of the market assessment determined that Associated Bank is the best vendor to oversee these programs based on both price and value of services. Attached is the price comparison between Associated Bank and EBC (incumbent provider) as well as a services overview of Associated Bank.

Associated Bank offers enhanced customer service, employee education, and overall member experience. Associated Bank's 24/7 mobile app, investment guidance, and local physical branches offer enhanced value to the employees of the City of Green Bay and reduce the City's costs.

The City currently uses EBC to administer its HRA, FSA, and COBRA for employees and retirees and the recommendation is to terminate that arrangement and begin a new contract with Associated Bank starting on January 1, 2025. The agreement with Associated Bank will be for a three-year term.

Limited Employee Impact

Although the transition to Associated Bank will include a new benefits card as well as creating a new account in the Associated Bank system, the transition should have no impact on employees using their flex spending or personal benefit account dollars in 2025. The minor change is that all employees who have a HSA will be required to use Associated Bank for their HSA effective January 1, 2025 for the City's contribution to their HSA as the payroll transfer will be set up between the City and Associated Bank. Employees will have the opportunity to manually transfer the funds to a financial institution of their choosing after the funds are in the Associated Bank account or they can use the funds from their Associated Bank HSA. This arrangement will include \$0 fees and Associated Bank provides investment tools and guidance to HSA accounts. The M3 Financial team, whom the City works with on retirement plans for employees has evaluated the investment opportunities with the Associated Bank HSA proposal and supports this recommendation as well. Overall, the impact on employees will be minimal and administratively the City will be using a single partner to administer HRA, FSA, COBRA, and HSAs.

Associated Benefits Connection

HSA/TPA Administration. *Simply Done.*



5/28/2024





Agenda

- Who is Associated Bank?
- TPA Service Offering
- Sponsored HSA Plans with ASB
- Employee Resources
- Pricing and Community Action Plan
- Trust factors
- Demo

Associated Bank

Highlights and Accomplishments



Associated Bank is one of the top 50 publicly traded US banks:

- \$35 billion in assets
- \$28 billion in deposits
- \$24 billion in loans
- \$4 billion total stockholders' equity

Rooted Here.



\$3.6 million in grants to support CRA programming at various nonprofit organizations



\$832 million in residential loans helping low-to moderate-income and minority families, representing 4,480 mortgages



73,920 volunteer hours logged, with a value of \$1.7 million via **2,500** Colleague Volunteers

ASSOCIATED BENEFITS CONNECTION



Associated Benefits Connection offers a full suite of reimbursement account solutions



Top 13 HSA Provider in the Nation

- Launched in 2003
- 1,300+ Employer Groups
- 100,000+ Participants
- \$400M in HSA Assets

Best-in-Class Customer Service

- **In-house Licensed HSA/TPA** support based in the Midwest
- **99%** employer client retention rate

Award Winning Partner

- **Health Service Award** 2018
- **Partner of the Year** 2019, 2021
- **Visionary Achievement** 2020
- **Circle of Excellence** 2021, 2022
- **CDH Partner of the Year** 2022
- **Circle of Excellence** 2023

Associated Benefits Connection

Focus on Service & Education



REIMBURSEMENT ACCOUNTS

- Health Savings Account
- Health Reimbursement Arrangement
- Healthcare Flexible Spending Account
- Dependent Care Flexible Spending Account
- Commuter Benefit Plans
- Lifestyle Spending Accounts
- COBRA Administration

SERVICES

- Full-service administrator
- 24/7/365 online account access
- Mobile app
- Multi-benefit debit card
- Online enrollment
- Multi-level security safeguards
- Reporting and data analytics



Associated Benefits Connection



A BETTER WAY

Employers, like your clients, are turning more and more to consumer-directed health (CDH) programs including high-deductible health plans (HDHPs) with Health Savings Accounts (HSAs), Health Reimbursement Arrangements (HRAs), and Flexible Spending Accounts (FSAs) to meet your benefit plan cost objectives.

Your clients need a solution that removes much of the burden of administrative activities and empowers employees with insight and the ability to proactively take action.



This is where we can help.

Sponsored VS Non-Sponsored



What it Means to Sponsor an HSA Program

When you choose to sponsor an HSA program, it means you choose a **single partner** to administer your plan and you facilitate employee enrollment in the plan.

Feature	Sponsored	Non-Sponsored
Single point of contact for all HSAs		
Single administrator for all benefit accounts (HSA, HRA, FSA, etc.)		
Data integrations with payroll and/or benefits systems		
Flexible enrollment options		
Flexible contribution options		
Benefit plan reporting and/or analytics		
Multi-benefit debit card		
Integrated HSA investment option		
Consistent participant service experience		
Consistent participant education and resources		

Associated Benefits Connection

Participant Services Account Management Team



Local



Licensed



Certified



Responsive



Everyone says they have great customer service ... we can prove it.

100%

Midwest-based licensed and certified Account Managers

89%

first call resolution

<20 seconds

for the average time to answer calls

85%

satisfaction with Account Manager





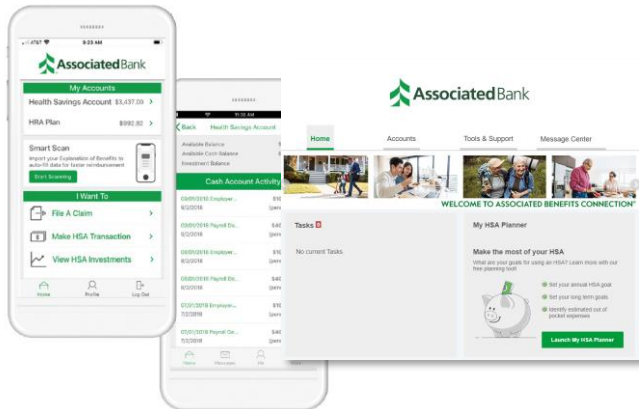
Associated Benefits Connection

Available Resources

Accessible

Use the online participant portal or mobile app 24/7 to:

- View account balances
- Check transaction history
- Request funds
- Upload receipts
- Update preferences
- Contribute to HSA
- Invest HSA funds



Flexible Options

Contribute or receive funds using:

- Multi-benefit Debit card
- Direct deposit
- Check
- FSA Store & HSA Store

Additional options for HSA:

- ATM
- Online & mobile
- Branch deposits



Tools & Resources

Get the most from the benefit accounts:

- My HSA Planner decision support tool
- Investment guidance tool
- Participant guides
- Webinars



Need more help? Our Participant Services team is available each business day from 7am-7pm CT



HSA Account Summary

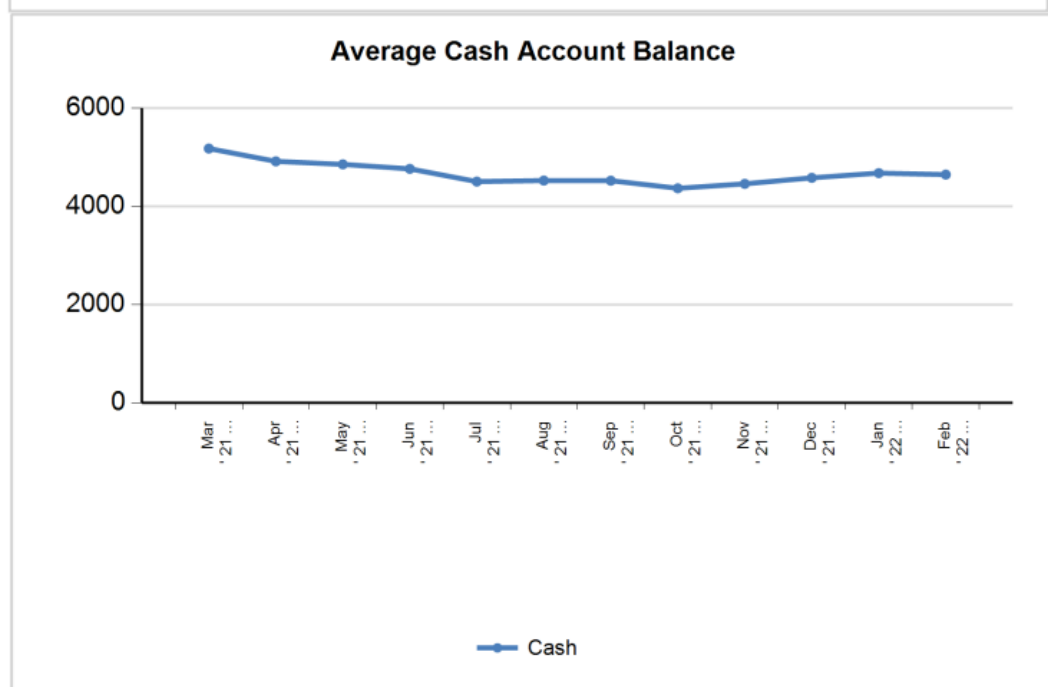
Employer Name:

Reporting Period: 2/1/2022 - 2/28/2022

Balance Summary

Account Type	# Accounts With Balance	2/1/2022 Opening Balance	2/28/2022 Closing Balance	1/1/2022 Opening Balance
HSA Cash Account	42	\$196,298.41	\$195,004.19	\$192,250.84
Investment Fair Market Value	15	\$255,603.15	\$261,056.28	\$257,714.96
Total Balance		\$451,901.56	\$456,060.47	\$449,965.80

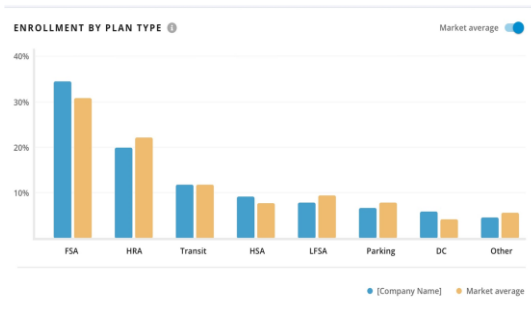
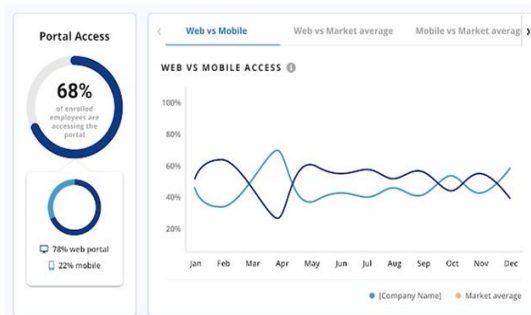
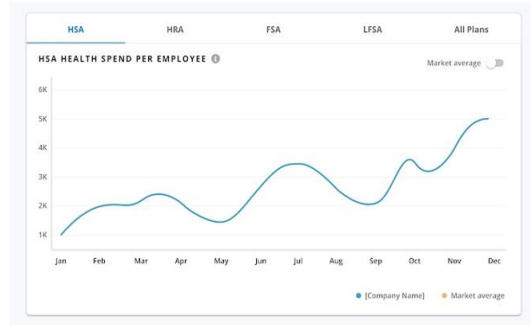
Total Balance	#
Below Zero	0
Zero	0
\$0.01 - \$500	1
\$500.01 - \$1,000	2
\$1,000.01 - \$1,500	1
\$1,500.01 - \$2,000	1
\$2,000.01 - \$2,500	7
\$2,500.01 - \$3,000	4
\$3,000.01 - \$5,000	3
\$5,000.01 - \$10,000	8
\$10,000.01 - \$15,000	6
\$15,000.01 - \$20,000	3
Over \$20,000	6





Data-Backed Decisions Analytics

Benefit Analytics



Utilization: How are my employees taking advantage of their benefits? Is there a type of account that is more popular than others?

Engagement: How are my employees accessing their accounts? And how often?

Benchmark: How does your benefit offering compare to others in your industry? Are you offering competitive options?

Associated Benefits Connection

Benefits Summary



Education

- Onsite
- Webinar
- Online

Flexibility

- Pricing
- Plan design
- Enrollment strategy
- Contribution strategy

Technology

- Analytics
- Employer portal
- Participant portal
- Mobile application

Service

- Licensed & certified HSA & TPA Account Managers
- In house support for employers and participants

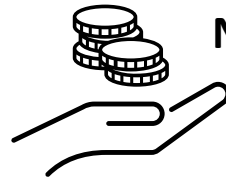
Easy

- Streamlined onboarding process
- Intuitive technology
- Dedicated support



Community Action Plan

In the spirit of **#Rootedhere**, we are **waiving** our HSA Service Administrative fee for Non-Profits, School Districts, and Municipalities for renewable 3-year terms.



Non-Profits

- Nonprofits of any size qualify for waived HSA Service Administration fees.



School Districts

- School Districts throughout the US are eligible for waived HSA fees.



Municipalities

- Towns, Cities & Counties



Price Savings when Bundling

REIMBURSEMENT ACCOUNTS

- Health Savings Account
- Health Reimbursement Arrangement
- Flexible Spending Account
 - Medical
 - Limited Purpose
 - Dependent Care
- Commuter Benefit Plans
- Lifestyle Spending Accounts
- COBRA Administration
- Retiree Direct Billing
- Cafeteria Plan Documents
- Wrap Documents
- Non-discrimination Testing
- IRS Form 5500 Preparation
- ICHRA & QSEHRA

Bundle and save!
Choose 1 or several
Notional products
for one low price!

NOTE: HSAs have \$0 cost on cash accounts when bundling.

Why Choose Associated Benefits



- Full-Service TPA
- Preferred Pricing for your Clients
- Seamless Onboarding Experience
- Dedicated Consultant Contact
- Reporting to Support Renewal Decision Making
- On-site & Remote Employee Education

Industry Pricing Differentiators

- Low to zero HSA administration fees
- Bundled TPA fees
- Inclusive services pricing
 - Non-discrimination Testing
 - Debit Card Fees
 - Plan Documents

Fee amounts are determined based on the total number of benefit-eligible employees, however, we only bill based on the number of participating employees.



**OUR TEAM IS READY
TO WORK FOR YOU**



City of Green Bay Marketing Summary

Carrier:		EBC	Associated
COBRA			
	Yearly Cost	\$4,054	\$4,477
FSA			
	Yearly Cost	\$10,332	\$10,162
HRA			
	Yearly Cost	\$53,016	\$50,751
HSA			
	Yearly Cost	\$3,756	\$0
Total Cost			
	Yearly Cost	\$71,158	\$65,390

Notes:

* Associated will charge \$1,000 one-time fee to establish connection with Bentek

While every effort is made to illustrate the carriers' various benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure furnished by the insurance carrier and approved by the Commissioner of Insurance will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits. All plans will comply with state and/or federal requirements with regard to nervous and mental benefits.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 20, 2024

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

Consideration with possible action to amend the City of Green Bay Personnel Policy Chapter II regarding reimbursements for meals, telephone, public transportation, and city vehicle use.

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

1. Personnel Committee Memo - Chapter II Travel and Reimbursement Amendments
2. Amendment to Personnel Policy Chapter II - Travel and Reimbursement



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

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee

From: Joseph Faulds, Chief of Operations

Re: Personnel Policy Chapter 11 – Travel and Reimbursement

Date: August 20, 2024

Update Reimbursement for Meals, Telephone, and Public Transportation and Clarify City Vehicle Use

Human Resources and Finance is recommending amending the City's reimbursement policies regarding Meals, Telephone, and Public Transportation. The goal is to bring the reimbursement policies up to date as well as align with other comparable municipalities.

Meal Reimbursement

For meals, the City is recommending that employees be reimbursed for meals purchased during travel according to the US General Services Administration (GSA) Standard Continental United States (CONUS) rates. The GSA rate is according to the Internal Revenue Rates (IRS) and is the rate that federal agencies use for their meal and incidental reimbursement. Staff sent out a survey to determine how many other municipalities use the GSA meal rates and did not receive a large response. However, the following municipalities use the GSA meal rates: Appleton, De Pere, Elkhorn, and Greenfield.

Financial Impact of Meal Reimbursement Amendment

Finance ran a six-month analysis of meal reimbursement and estimated the following annual projection of meal reimbursement for the 2025 budget:

	6 month Analysis	Annual Projection
Police Department	\$4,252	\$8,504
Parks, Recreation & Forestry	\$192	\$384
Public Works	\$221	\$442
Fire	\$253	\$506
IT	\$5	\$10
Bay Beach	\$278	\$556
Total	\$5,201	\$10,402

Telephone Reimbursement

The recommendation is to remove this paragraph as employees do not seek reimbursement for personal phone calls.

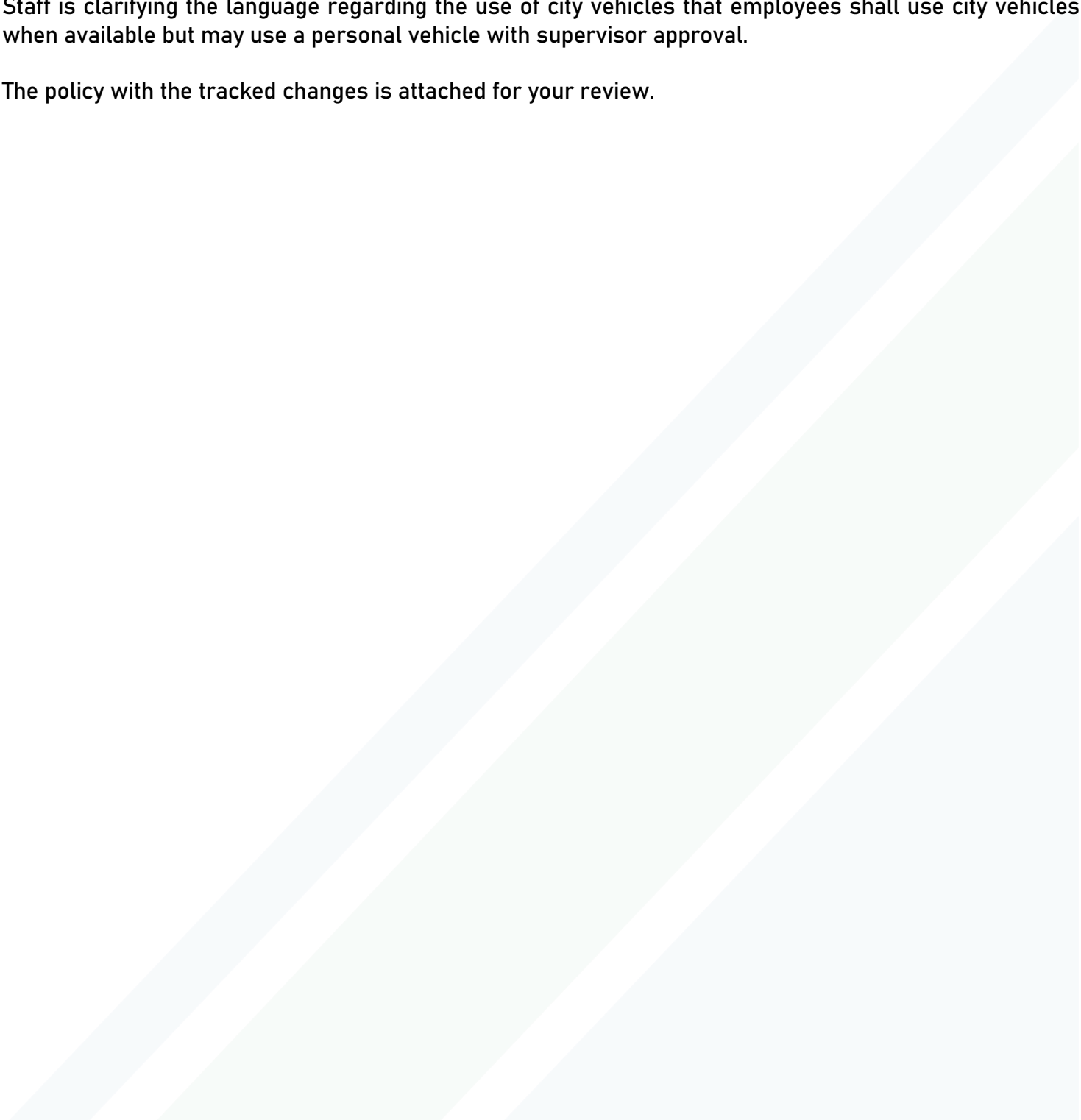
Taxis and Public Transportation

Staff recommends to add “ride-share” (i.e. Uber or Lyft) as an option for employees to be reimbursed for use of public transportation.

City Vehicles

Staff is clarifying the language regarding the use of city vehicles that employees shall use city vehicles when available but may use a personal vehicle with supervisor approval.

The policy with the tracked changes is attached for your review.





CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Travel and Reimbursement	Policy Reference Chapter 11
Policy Source Human Resources Department	Legal Review Date March 18, 2019
Personnel Committee Approval January 29, 2019	City Council Approval February 18, 2019

- 11.1 TRAVEL AUTHORIZATION: Travel is authorized by department heads based on funds allocated by the Common Council through the budget process.
- 11.2 REIMBURSEMENT. To obtain reimbursement for the reasonable and necessary expenses of approved travel, it will be necessary for the employee to complete the travel voucher and attach all required receipts. Requests for reimbursement and all refunds of unused cash advances must be completed no later than thirty days from the date that the employee returns to the City of Green Bay.
- 11.2.1 Cash Advances. Travel advances will be granted for specific purposes related to City business. Requests must be made to the Comptroller's Office in a manner prescribed by the Finance Director/Comptroller. Travel expenses of less than \$50.00 will not be advanced.
- 11.2.2 Receipts. Credit cards and vendor receipts are acceptable, supplemented by a cash register receipt when available. In the event that required receipts are not available for certain purposes, it will be necessary for the employee to document the reason for not providing such receipt on the travel voucher.
- 11.3 REIMBURSABLE EXPENSES. The following items shall be considered appropriate items for reimbursement while on official City business:
- 11.3.1 Mileage. Reimbursement shall be at the standard rate per mile allowed by the Internal Revenue Service when operating a personal vehicle. Employees will also be reimbursed for necessary parking and tolls. When air fare is less expensive than driving the employee will be reimbursed the cost of air fare whether they drive or fly.
- 11.3.2 Travel in City Vehicles. Reimbursement for travel in City vehicles shall be as provided in Section 5, City Vehicle Use Policy.
- 11.3.3 Air Fares. Actual cost of an airline ticket will be reimbursed, but flight reservations shall be made as soon as possible in order to take advantage of discounts available. Where airfare is less expensive than driving the employee will be reimbursed the cost of air fare whether they drive or fly.

- 11.3.4 Rental Cars. Actual expenses will be reimbursed for any compact or intermediate rental car. Receipts will be required for reimbursement and rental cars will be allowed only when other modes of transportation are too costly, too inconvenient or unavailable.
- 11.3.5 Lodging. Actual expenses will be reimbursed with appropriate receipts; however, employees are required to take advantage of any discounts available for seminar participants rather than opting for a hotel other than the one at which the seminar or conference is being held. Furthermore, reimbursement shall be for single occupancy only.
- ~~11.3.6 Telephone. Charges incurred while in traveling status are reimbursed when necessary for official business. Employees whose traveling requires overnight stays will be allowed 1 call home on a daily basis. Such calls will be limited to 10 minutes.~~
- 11.3.7 Meals. ~~A per diem amount totaling \$10 per day for day trips under 12 hours and \$25 per day for trips of 12 hours or more, or an overnight stay, will be allotted for meals and sundry items not herein specified. Employees will receive the US General Services Administration (GSA) Standard Continental United States (CONUS) meal and incidental rate for meals purchased during their travel. The employee can visit the GSA website to search for and determine the correct per diem reimbursement rate by the city that was visited or the state's standard rate if the city is not listed. The City of Madison will be used for travel within Wisconsin. The GSA reimbursement rates can be found at Per diem rates | GSA.~~
- ~~Any meals provided while traveling (i.e. meals provided by the training organization) are not reimbursable. Tips are included in the GSA reimbursement rate and No~~ reimbursement will be provided for the cost of alcoholic beverages.
- 11.3.8 Taxis, Ride-Share, and Public Transportation. Reimbursement is limited to the lowest fare available and practical. Employees are to exercise discretion in choosing a taxi or ride-share over public transportation.
- 11.3.9 Travel with Spouse. When travel is in a non-City owned vehicle, it is acceptable to be accompanied by a spouse while on official City business. However, the spouse's expenses will not be reimbursed and, any costs incurred jointly will be reimbursed at the individual or single rate.
- 11.3.10 Personal Travel. At times, employees will extend their stay in a particular location in order to follow the business trip with a vacation - such behavior is not discouraged as long as it has been authorized by the department head. However, any expenses incurred prior to, or beyond, the dates of the City business shall be borne entirely by the employee.
- 11.4 TERMINATING EMPLOYEES. No travel reimbursement shall be made to employees who have accepted employment elsewhere and the City may recover reimbursement made for travel-related reasons during the last three months of employment.
- 11.5 CITY VEHICLE USE POLICY:

11.5.1 Purpose. This policy applies to employees of the City of Green Bay and provides guidelines for determining the use of City vehicles and personal vehicles.

11.5.2 General Guidelines for use of City owned vehicles or personal vehicles.

- a. All City vehicles shall be marked clearly as a City of Green Bay vehicle, except those vehicles required to remain unmarked for purposes of carrying out official duties of their positions.
- b. City Employees ~~shall be encouraged to~~ use City vehicles whenever practical and available, but may be allowed to use a personal vehicle with supervisor approval. They shall be reimbursed for the actual cost of gas, oil, and emergency repairs as indicated by appropriate receipts.
- c. City owned vehicles shall only be used while performing or conducting City business activities.
- d. Except in situations requiring the carrying out of official duties (e.g. Fire rescue transporting patients or Police transporting witnesses or suspects, etc.), travel in a City vehicle shall be limited to City employees, individuals representing the City, and/or other government officials. Other individuals may travel in a City vehicle, if it is directly related to the specific business being conducted at the time. This requires prior approval from the Department Head.
- e. Employees using a personal vehicle for City business are required to maintain a current automobile insurance policy. Employees will be required to provide a certificate of insurance.
- f. All drivers of a City-owned vehicle must have a valid Wisconsin Driver's License and a satisfactory driving record. The driver is responsible for any fines or penalties imposed for violation of traffic or parking laws or ordinances. All accidents shall be reported in accordance with the City Safety Program.
- g. The employee is obligated to immediately inform their supervisor or manager of any unfavorable change in driver's license or insurance status.
- h. Smoking and the use of smokeless tobacco products are not permitted in a City-owned vehicle.
- i. Employees operating a city-owned vehicle must obey all alcohol and drug use regulations set forth in state and local legislation, as well as all alcohol and drug use rules outlined in the City of Green Bay Drug-Free Workplace Policy.
- j. Travel required outside the City limits or the department's service area requires authorization from the Department Head or their designee.

- k. City Employees using a City vehicle are required to keep the interior of the vehicle clean. Only city business related items/articles are allowed in the vehicle.
- l. An employee using a City vehicle must park the vehicle at a designated City parking area after normal business hours unless the vehicle has been approved for take home.
- m. Employees who are assigned a take home vehicle will be required to report the vehicle mileage to and from their home on a monthly basis and the appropriate payroll taxes will be withheld.

11.5.3 Monthly Automobile and Parking Allowance. Employees who receive a monthly automobile allowance will receive a flat rate of \$30 for 0 to 100-miles per month. Any mileage over 100-miles will be reimbursed at the current IRS rate. These employees will also receive reimbursement for monthly parking expenses at the rate charged by the Green Bay Parking Utility less state sales tax.

11.5.4 Criteria for Assigned Vehicles. The following criteria will be used to determine whether or not an employee is assigned a vehicle. The city retains the right to make vehicle assignments at its discretion.

- a. Annual mileage at or in excess of 6,000 miles. The Department is required to maintain mileage records.
- b. Positions requiring "On Call" status and/or the employee is required to leave home and respond to emergency situations.
- c. An employee must transport equipment or supplies which are not easily transferred or transported in a personal vehicle.
- d. An employee's duties that require a marked vehicle for purposes of identification as a City Official.

11.5.5 Criteria for Take Home Vehicles. Positions requiring "On Call" status and/or the employee are required to leave home and respond to emergency situations. If employees rotate on-call status, the employee is allowed to take the vehicle home only when on-call.

- a. Consideration will also be given in the following situations.
- b. An employee must transport equipment or supplies or animals which are not easily transferred or transported in a personal vehicle.
- c. Employee's duties that require a marked vehicle for purposes of identification as a City Official.
- d. Police School Liaison Officers and the Crime Prevention Officer will be allowed to take a City vehicle home, provided they reside within the corporate City limits. City vehicles will be kept at the Police Station during times of vacation.
- e. Other exceptions to the above outlined criteria for take home vehicles must be brought by the department head to the Personnel Committee for approval. If timing does not allow for Personnel

Committee action, the department head may make the exception and report that exception to the Personnel Committee.

- f. If a Police or Fire Department employee is assigned a take home vehicle and that individual resides outside the corporate City limits, they will not be allowed to take the City vehicle home.
- g. If any other City employee is assigned a take home vehicle and that individual resides outside the corporate County limits, they will not be allowed to take the City vehicle home.
- h. In any event, all employees are still responsible to meet any response time requirements for their position and/or must adhere to more restrictive boundaries per labor contracts.

11.5.6 This policy applies to all City employees unless a labor agreement would supersede.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 20, 2024

PREPARED BY

AGENDA ITEM # E.4

Consideration with possible action to amend the City of Green Bay Personnel Policy Chapter 9 regarding hours of work and core hours.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Personnel Committee Memo 8-20-24- Personnel Policy Chapter 9 Hours of Work Amendment
2. CITY OF GREEN BAY PERSONNEL POLICY Chapter 9 - Amend Work Day



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

Phone 920.448.3147
Fax 920.448.3128

MEMORANDUM

To: Personnel Committee

From: Joseph Faulds, Chief of Operations

Re: Personnel Policy Chapter 9 – Hours of Work

Date: August 20, 2024

Recommendation to Extend the Summer Hour Schedule Year-Round

Human Resources recommends amending Personnel Policy Chapter 9 to change the core hours for City Hall to 7:30am-5:00pm (Monday through Thursday) and 7:30am-11:30am Friday.

In 2019 the Common Council approved “summer hours” for City Hall employees to balance the City’s priority of providing exceptional customer service to community members and a flexible schedule to our employees. The rationale for the summer hour schedule was:

- City Hall hours Monday-Thursday are extended 30 minutes in the morning and in the evening to provide more accessibility to the public during these days.
- Online accessibility to City Hall services through the City website.
- Improving workplace morale with a half-day on Friday.

The rationale to extend summer hours all year-round is the same. The public will have greater access to City Hall Monday through Thursday and the online access to city services has expanded since 2019.

Moreover, the following local governments have the above listed schedule year-round:

- Allouez
- Ashwaubenon
- Bellevue
- Brown County
- De Pere
- Sheboygan

For those employees impacted by the change in the core hours, they can flex their workday with supervisor approval. Employees may flex one’s schedule to accommodate everyday issues that come up such as family needs, medical appointments, and personal obligations, so long as they are able to meet the operational needs of his/her position.

Other City buildings (i.e. Parks and Public Works) will continue with the same core hours of 7:00am to 3:00pm year-round. These departments can and do work alternative schedules during certain months of the year with department and human resources approval (i.e. working four 10-hour workdays).

Overall, the recommendation to change the core hours at City Hall should help improve employee morale, employee engagement, and recruitment and retention.

The policy with the tracked changes is attached for your review.





CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Hours of Work and Fringe Benefits	Policy Reference Chapter 9
Policy Source Human Resources Department	Legal Review Date July 6, 2017 <u>August 14, 2024</u>
Personnel Committee Approval January 30, 2024	City Council Approval February 6, 2024

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9.2 HOURS OF WORK

~~The City retains the right to establish the work schedules and hours of work. The goal of this policy is to provide exceptional customer service to meet the community's needs while maintaining flexibility for employees. The City retains the right to establish work schedules and hours of work. The City has the authority to determine the methods, means, processes, and personnel by which the department's operations are to be conducted. This includes reserving the right to assign work in whatever manner deemed necessary to maintain an efficient workforce.~~

9.2.1 Work Day. The core hours for City Hall ~~and other City offices~~ will be ~~8:00~~ 7:30 a.m. to ~~4:30-5:00~~ 4:00 p.m. ~~Monday through Thursday (30 minute lunch) and 7:30am-11:30am on Fridays, except for established holidays.~~ The core hours for public works operational buildings will be 7:00am to 3:00pm Monday through Friday and for the parks operational buildings it will be 6:00am to 2:00pm Monday through Friday. Department heads and supervisors will determine and advise employees on their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week. When a department head or supervisor decides that employees will need to work outside the scheduled work hours, then the department head or supervisor should attempt to give notice, to the extent practical, prior to completion of the employee's work shift on the day preceding the change.

- a. ~~Non-exempt employees may regularly be assigned to work either 8 or 7.5 hours per day with a 1-hour unpaid lunch period. At the discretion of the department head the lunch period may be changed to a 30-minute unpaid lunch period and the work hours adjusted accordingly as long as the core hours are covered.~~

- b. Exempt employees will be allowed flexibility in scheduling their work day as long as they regularly cover the core hours and regularly work at least 40 hours per week, subject to department head approval.
- c. Flex Scheduling. A General Employee's Work Day hours may be flexed periodically with the approval of the employee's supervisor and according to the operational needs of that department. This includes coming in late, taking a longer lunch, leaving early or being gone for a portion of a Work Day. Time must be made up within the same workweek and may be made up by coming in early, working through lunch, or staying late. No flextime will be approved that will result in unauthorized overtime or compensation for greater than 40 hours of work in a workweek for hourly employees.

9.2.2 Work Week. The regular work week for City Hall and other City offices will be Monday through Friday.

9.2.3 Alternative Work Schedules. At the discretion of the department head an alternative work schedule may be established within a department if such scheduling meets the demands and needs of the City. Any alternative work schedule established must have final approval of the Human Resources Director or designee. An alternative work schedule consists of regularly scheduling full-time employees to work one less work day every other week by working longer hours during the remaining days. The definition's intention primarily includes weekly and biweekly arrangements. Weekly arrangements such as 4/40 require 40 hours over 4-work days every week. Biweekly arrangements such as 9/80 require 80 hours over 14 calendar days every two weeks.

~~9.2.4 Summer Work Schedule. The core hours for City Hall during the summer are 7:30 a.m. to 5:00 p.m. (with a 30 minute lunch) Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Fridays, except for established holidays. For security purposes and to ensure compliance with wage and hour laws, City Hall shall close at 11:30 a.m. on Friday and employees are not permitted to work in City Hall after 11:30 a.m. on Fridays unless it is approved by the employee's Department Head or designee and the Human Resources Department. Summer schedules for seasonal, part-time, and operational employees will be determined by the department head. Summer hours will run from Memorial Day through Labor Day. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.~~

9.2.5 Work Breaks. Employees working in offices may leave their place of work and return 15 minutes later for 2 work breaks in a ~~7.5~~ or 8.5 hour work day, one in the first half of the work day and the other in the second half of the work day. Employees not working in offices (example, performing field work) will be entitled to 2 work breaks. Work breaks not taken are lost and cannot be accumulated or used to extend lunch periods or shorten the work day.

9.2.6 Overtime. In accordance with the Fair Labor Standards Act (FLSA) non-exempt employees will receive overtime at the rate of 1½ times the

employee's regular hourly rate and will be paid for all hours actually worked in excess of 40-hours per week. Vacation, personal days, compensatory time, holiday time, funeral leave, jury duty leave and paid military leave will be considered actual hours worked for the purposes of determining eligibility for overtime. Overtime hours must be approved by the Supervisor.

Overtime compensation may be in the form of compensatory time which may accumulate to a maximum of 80 hours during the course of the year and either be used or paid out prior to January 1 of the following year. Only time earned at the overtime rate of 1½ can be placed in the compensatory time bank.

Effective January 1, 2012 employees will receive only one cash-out per year of compensatory time at the end of the calendar year.

- 9.2.7 Compensatory Time. Exempt employees will be allowed compensatory time off on an hour for hour basis to a maximum of 64 hours per year. Such time will be calculated on a weekly basis and time not taken by the end of the year will be lost. Only overtime authorized by the department head or division head may be accrued and any time taken must be approved by the supervisor and documented on an approved City form.
- 9.2.8 Police Captains, Assistant Fire Chief, Division Fire Chiefs. These positions will not be eligible for overtime pay except for those events reimbursed by the Green Bay Packers or other special events where the funding for the officers and supervisors is paid directly by the special event sponsor and not the City as determined by the Chief.

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Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

August 20, 2024

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Action Report 8.20.24

REPORT OF ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES
August 20, 2024

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Mechanic Apprentice	DPW	Damien Blackmer	7/18/2024
Bus Operator	Transit	Kevin Shefchik	7/22/2024
Homeless Outreach Case Coordinator	CED	Peter Silski	8/5/2024
Records Clerk	PD	Rebecca Lemmens	8/12/2024
Temporary Records Clerk	PD	Theresa Racine	7/22/2024
Truck Driver - Streets	DPW	Jason Garrison	8/6/2024
Patrol Officer	PD	Jeffrey Leyson	8/19/2024
Transit Technology Specialist	Transit	Colyn Vang	8/19/2024
Temporary Word Processor	PD	Susan Petty	8/13/2024
Human Resources Assistant	HR	Crystal Swanson	8/19/2024
<u>Promotion</u>			
Battalion Chief	Fire	Raymond Fuiten	8/3/2024
Mechanic Apprentice	DPW	Damien Blackmer	8/2/2024
<u>Transfer</u>			
Seasonal Maintenance	DPW	Alex Hilke	8/5/2024
<u>Grade/Step Change</u>			
Laborer - Street	DPW	Nathan Wise	7/17/2024
HVAC Tech	DPW	Dante Bott	7/26/2024
Bus Operator	Transit	Sadie Mercier	7/9/2024
Operations Manager	Transit	Chris Braatz	6/1/2024
Engineering Technician	DPW	Mark Wisneski	6/1/2024
Administrative Clerk	DPW	Racheal Baker	7/19/2024
Operator II	DPW	Kevin Burmeister	8/9/2024
Sewer Maintenance Worker	DPW	Wade Harris	8/8/2024
Electrical Inspector II	CED	Kevin Davister	8/14/2024
Patrol Officer	PD	Colton Wernecke	8/27/2024
Engineering Technician	DPW	Daniel Schisel	8/5/2024
Transit Director	Transit	Patricia Kiewiz	6/2/2024
Streets Foreperson	DPW	Paul Mleziva	8/19/2024
Streets Foreperson	DPW	Scott Breitenbach	8/19/2024
<u>End of Employment</u>			
Assistant Fire Chief	Fire	Robert Goplin	8/2/2024
Bus Operator	Transit	Karen Sternkopf	7/26/2024
Bus Operator	Transit	Robert Poston-Gilbey	7/24/2024
Erosion Control Specialist	DPW	Vivica Pelren	8/2/2024
Conservation Corps Member	PRF	Lauren Messerschmidt	8/9/2024
Conservation Corps Member	PRF	Marley Schneider	8/9/2024
Conservation Corps Member	PRF	Megan Oliva	8/16/2024
Conservation Corps Member	PRF	Isabelle Holtz	8/16/2024
Conservation Corps Member	PRF	Mason Wenzel	8/23/2024
Conservation Corps Member	PRF	Brittany Arnold	8/30/2024

Conservation Corps Member	PRF	Abigail Riske	8/30/2024
Conservation Corps Member	PRF	Jacob Smither	8/30/2024
Conservation Corps Member	PRF	Mya Spring	8/30/2024
Conservation Corps Member	PRF	Victoria Todaro	8/30/2024
Conservation Corps Member	PRF	Alexis Trinko	8/30/2024
Conservation Corps Member	PRF	Morgan Westlund	8/30/2024
Conservation Corps Member	PRF	Erin Mullis	8/30/2024
Conservation Corps Member	PRF	Mohamed Kann	8/30/2024
Conservation Corps Member	PRF	George Mason	8/30/2024
Conservation Corps Member	PRF	Constance Watson	8/30/2024
Conservation Corps Member	PRF	Alex Gaulitta	8/30/2024
Conservation Corps Member	PRF	Kaitlin Messerschmidt	8/30/2024
Conservation Corps Member	PRF	Emily Kinney	8/30/2024
Conservation Corps Member	PRF	Bennett Schmitz	8/30/2024
Conservation Corps Member	PRF	Ethan Mehre	8/30/2024
Conservation Corps Member	PRF	Kailey Gulmire	8/30/2024
Conservation Corps Member	PRF	Kaitlyn Shrader	8/30/2024
Conservation Corps Member	PRF	Valerie Jeanquart	8/30/2024
Conservation Corps Member	PRF	Violet Kipp	8/30/2024
Conservation Corps Member	PRF	Tyler Rasmussen	8/30/2024
Laborer - Sanitation	DPW	Calvin Williams	8/23/2024