



AGENDA OF THE PERSONNEL COMMITTEE

TUESDAY, JULY 14, 2026, 4:30 PM

In person at City Hall, Room 207.

Immediately following Finance Committee.

Virtual attendance also available via Zoom.

A. Zoom Meeting Information.

1. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/89810743735?pwd=FC59FwJlTSUyEpkthjfu0C9LncYTl.1>

Or call in by phone: +1 312 626 6799

Meeting ID: 898 1074 3735

Passcode: 786556

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

B. Roll Call.

1. Members: Jennifer Grant, Kathy Hinkfuss, Joey Prestley, Jon Shelton

C. Approval of the Agenda.

1. Approval of the agenda for the Tuesday, July 14, 2026, meeting of the Personnel Committee.

D. Approval of Minutes.

1. Approval of the minutes from the June 9, 2026 meeting.

E. Regular Business.

1. For consideration with possible action to amend the City of Green Bay Personnel Policy Chapter 9 with regards to Vacation Accruals.
2. For consideration with possible action to amend the City of Green Bay Personnel Policy Chapter 9 with regards to Funeral Leave.
3. For consideration with possible action to amend the City of Green Bay Personnel Policy

Chapter 9 with regards to Volunteer Time.

F. Informational.

1. Report of Routine Personnel Actions and New Positions
2. Next Meeting: August 11, 2026

G. Adjournment.

1. Adjournment of the Tuesday, July 14, 2026, meeting of the Personnel Committee.

- 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

July 14, 2026

PREPARED BY

AGENDA ITEM # D.I

Approval of the minutes from the June 9, 2026 meeting.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. PC Minutes 06.09.2026



MINUTES OF THE PERSONNEL COMMITTEE

TUESDAY, JUNE 9, 2026, 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/89810743735?pwd=FC59FwJJTSUyEpktbhjfu0C9LncYTl.1>

Or call in by phone: +1 312 626 6799

Meeting ID: 898 1074 3735

Passcode: 786556

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

B. ROLL CALL.

- I. Members: Jennifer Grant, Kathy Hinkfuss, Joey Prestley, Jon Shelton

Present: Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Tuesday, June 9, 2026, meeting of the Personnel Committee.

Moved by Ald. Jon Shelton, seconded by Ald. Kathy Hinkfuss to approve the agenda.
Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.

D. APPROVAL OF MINUTES.

- I. Approval of the minutes from the May 12, 2026 meeting.

Moved by Ald. Jon Shelton, seconded by Ald. Kathy Hinkfuss to approve.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.

E. REGULAR BUSINESS.

- I. Update and discussion of negotiations on the 2027 City of Green Bay and City of Green Bay Fire Fighters Local 141, International Association of Fire Fighters AFL-CIO 158 labor agreement as well as the 2027 City of Green Bay and Green Bay Professional Police Association labor 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.

Moved by Ald. Jon Shelton, seconded by Ald. Kathy Hinkfuss to enter closed session.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.

Moved by Ald. Jon Shelton, seconded by Ald. Kathy Hinkfuss to return to open session.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.

Moved by Ald. Kathy Hinkfuss, seconded by Ald. Jon Shelton to direct staff to proceed as discussed in closed session.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.

F. INFORMATIONAL.

- I. Report of Routine Personnel Actions and New Positions

2. Next Meeting: June 30, 2026

G. ADJOURNMENT.

- I. Adjournment of the Tuesday, June 9, 2026, meeting of the Personnel Committee.

Moved by Ald. Jon Shelton, seconded by Ald. Kathy Hinkfuss to adjourn.

Motion Passed.

Yes-Kathy Hinkfuss, Jennifer Grant, Joey Prestley, Jon Shelton, No-None, Abstain-None.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 14, 2026

PREPARED BY

Brian Rollefson, Human Resources Director

AGENDA ITEM # E.1

For consideration with possible action to amend the City of Green Bay Personnel Policy Chapter 9 with regards to Vacation Accruals.

BACKGROUND

In alignment with our 2025-2027 City of Green Bay strategy of Employee Recruitment and Engagement and in response to our 2025 Employee Engagement Survey, we have conducted a review of our current paid time off categories. Specifically, we focused on vacation, bereavement and volunteer time. We believe that we have an opportunity to further our progress towards becoming an employer of choice in the community. Also, the voice of our employees, our engagement survey, identified pay and benefits as the lowest scoring category with the greatest opportunity for improvement. As a result of the 2025 Engagement Survey, we put together three engagement teams with representatives from all City departments to take action on its results. These employee-led teams focused on three areas of opportunity identified in the survey: pay and benefits, communication, and recognition. The pay and benefits engagement team conducted research, further polled employees and, in part, designed the below-identified enhancements/additions.

Currently, general non-represented employees accrue paid vacation at the following rates:

TENURE	ACCRUAL
0 – end of 5 th year	80 hours
6 th – end of 10 th year	120 hours
11 th – end of 15 th year	136 hour
16 th – end of 20 th year	160 hours
21 st +	200 hours

Employees are able to carry over up to 240-hours of vacation from year to year. All accrued vacation time is paid out at separation. We believe the accrual rates identified above are below market and are contributing to unnecessary voluntary turnover. There are a few areas that are impacting the City negatively. First, we are losing ground to our comparables/competition which makes recruiting top talent into our open positions difficult. We are also receiving negative reactions from candidates who we are offering positions to. Also, 78% of our voluntary turnover (not including retirements) within the last 5-years, is from employees that have less than 5 years of tenure. Enhancing vacation accruals could positively impact recruiting and retention.

RECOMMENDATION

We are recommending an increase in our vacation accruals. This will positively impact nearly all employees and all new hires. New hires would now be offered 120-hours of vacation, which is in alignment with our comparables/competitors. The proposed schedule provides more frequent increases (you gain an additional 8 hours of vacation for every two years worked). We would maintain the 240-hour carryover limit from year to year. However, we would enforce a mandatory two-week's notice that an employee must provide and fulfill in order for that employee to receive their accrued vacation payout (situation specific).

General non-represented employees would accrue vacation at the below rates:

TENURE	ACCRUAL
0 – end of 1 st year	120 hours
2 nd – end of 3 rd year	128 hours
4 th – end of 5 th year	136 hours
6 th – end of 7 th year	144 hours
8 th – end of 9 th year	152 hours
10 th – end of 11 th year	160 hours
12 th – end of 13 th year	168 hours
14 th – end of 15 th year	176 hours
16 th – end of 17 th year	184 hours
18 th – end of 19 th year	192 hours
20 th – end of 21 st year	200 hours
22 nd – end of 24 th year	208 hours
25 th +	216 hours

A comparison chart of vacation accruals with our comparable municipalities/competition (blue), Green Bay current (gold) and Green Bay recommended (green) is attached.

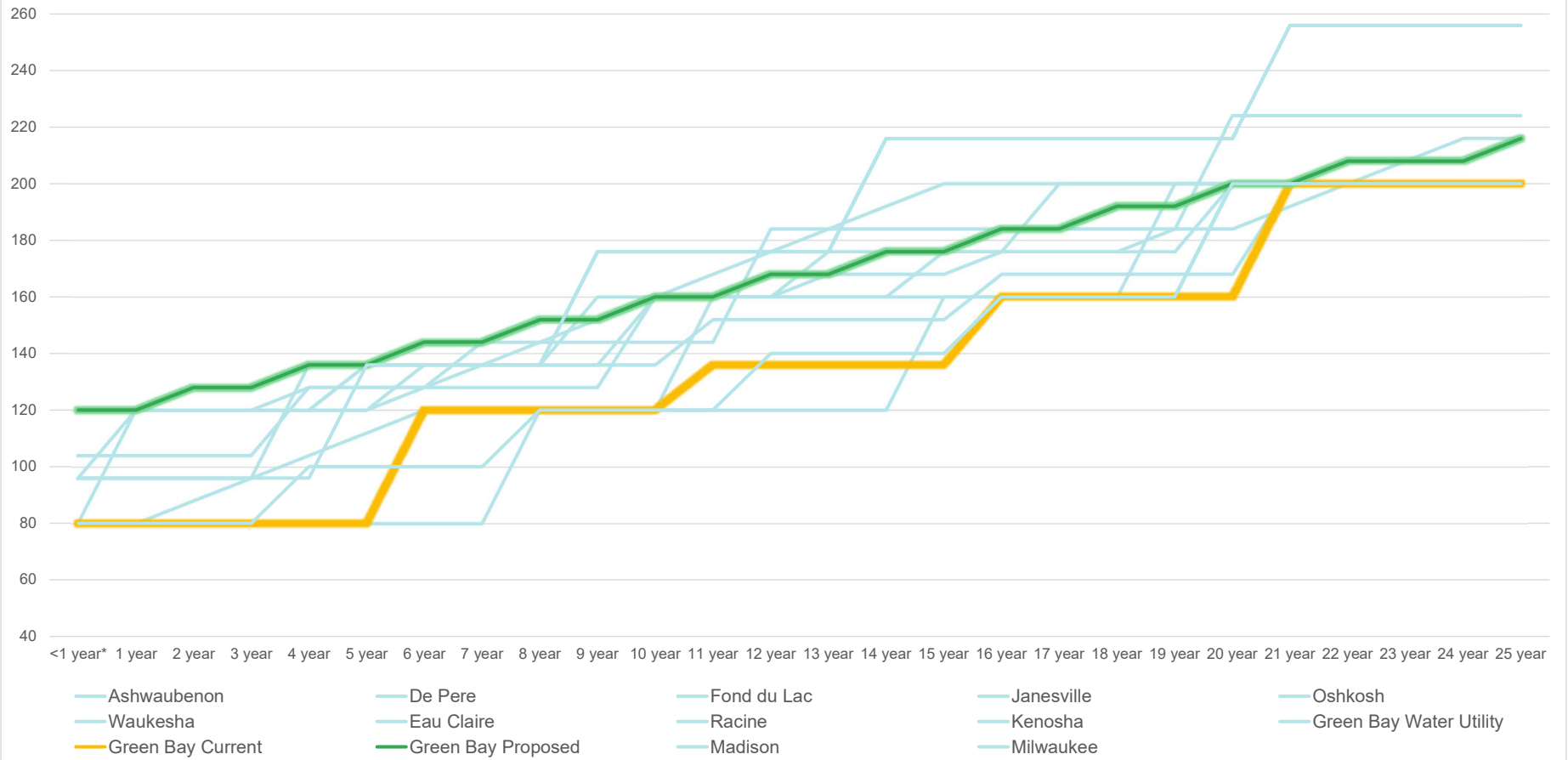
FISCAL IMPACT

Increase to vacation liability for 2027 based on current employees and the percentages that were rolled over at the end of 2025: \$124,774.57

ATTACHMENTS

1. Vacation by Years of Service Graph
2. Time Off Comparison Table
3. Draft - Personnel Policy Chapter 9 Vacation

Vacation Growth by Years of Service



Municipality	Population	<1 year	1 year	2 year	3 year	4 year	5 year	6 year	7 year	8 year	9 year	10 year	11 year	12 year	13 year
Ashwaubenon	16982	104	104	104	104	128	128	128	144	144	144	144	144	184	184
De Pere	25412	120	120	120	120	120	136	136	136	136	136	160	160	160	160
Fond du Lac	44469	80	80	80	80	80	80	80	80	120	120	120	120	120	120
Janesville	65633	120	120	120	120	120	120	128	136	144	152	160	168	176	184
Oshkosh	67242	80	80	80	80	80	80	120	120	120	120	120	160	160	160
Waukesha	72299	120	120	120	120	128	128	128	128	128	128	160	160	160	168
Eau Claire	72331	80	120	120	120	120	136	136	136	136	160	160	160	160	176
Racine	78337	96	96	96	96	136	136	136	136	136	176	176	176	176	176
Kenosha	99578	96	120	120	120	120	120	136	136	136	136	136	152	152	152
Green Bay Water Utility	107365	80	80	88	96	104	112	120	120	120	120	120	136	136	136
Green Bay Current	107365	80	80	80	80	80	80	120	120	120	120	120	136	136	136
Green Bay Proposed	107365	120	120	128	128	136	136	144	144	152	152	160	160	168	168
Madison	285300	80	80	80	80	100	100	100	100	120	120	120	120	140	140
Milwaukee	577897	96	96	96	96	96	136	136	136	136	176	176	176	176	176

Municipality	14 year	15 year	16 year	17 year	18 year	19 year	20 year	21 year	22 year	23 year	24 year	25 year
Ashwaubenon	184	184	184	184	184	184	224	224	224	224	224	224
De Pere	160	176	176	176	176	176	200	200	200	200	200	200
Fond du Lac	120	160	160	160	160	160	200	200	200	200	200	200
Janesville	192	200	200	200	200	200	200	200	200	200	200	200
Oshkosh	160	160	160	160	160	200	200	200	200	200	200	200
Waukesha	168	168	176	176	176	184	184	192	200	208	216	216
Eau Claire	176	176	176	200	200	200	200	200	200	200	200	200
Racine	216	216	216	216	216	216	216	256	256	256	256	256
Kenosha	152	152	168	168	168	168	168	200	200	200	200	200
Green Bay Water Utility	136	136	160	160	160	160	160	200	200	200	200	200
Green Bay Current	136	136	160	160	160	160	160	200	200	200	200	200
Green Bay Proposed	176	176	184	184	192	192	200	200	208	208	208	216
Madison	140	140	160	160	160	160	200	200	200	200	200	200
Milwaukee	216	216	216	216	216	216	216	256	256	256	256	256

organ donation procedure so that it does not unduly disrupt the employer's operations, subject to the approval of the health care provider of the bone marrow or organ donee.

9.8.5 FMLA. As stated in City of Green Bay Personnel Policy 23.4.4, eligibility requirements for a bone marrow or organ donor will normally meet requirements for the Family Medical Leave Act and allow the City to count the time used for these leaves against employees' FMLA entitlement. Therefore, FMLA forms are required for all bone marrow or organ donor leaves in excess of 3-consecutive scheduled workdays and may be required for less than 3 days given the circumstances.

9.8.6 File a Complaint. A complaint concerning a denial of rights under the Bone Marrow and Organ Donation Leave policy must be filed with the State of Wisconsin State Department of Workforce Development within 30 days after the violation occurs or when the employee should have reasonably known the violation occurred, whichever is later.

9.9 VACATION

9.9.1 All regular full-time employees will be entitled to a vacation and will earn annual vacations with pay as indicated by the following:

• Start through end of 5th year	80 hours
• 6th through end of 10th year	120 hours
• 11th through end of 15th year	136 hours
• 16th through end of 20th year	160 hours
• 21st year plus	200 hours

• <u>Start through end of 1st year</u>	<u>120 hours</u>
• <u>2nd through end of 3rd year</u>	<u>128 hours</u>
• <u>4th through end of 5th year</u>	<u>136 hours</u>
• <u>6th through end of 7th year</u>	<u>144 hours</u>
• <u>8th through end of 9th year</u>	<u>152 hours</u>
• <u>10th through end of 11th year</u>	<u>160 hours</u>
• <u>12th through end of 13th year</u>	<u>168 hours</u>
• <u>14th through end of 15th year</u>	<u>176 hours</u>
• <u>16th through end of 17th year</u>	<u>184 hours</u>
• <u>18th through end of 19th year</u>	<u>192 hours</u>
• <u>20th year plus</u>	<u>200 hours</u>

The City may credit a new employee with the number of years that the employee spent in a position or positions that were part of the required, minimum qualifications stated in that employee's job description, up to a maximum of the number of years' experience required by the job description, subject to approval by the Human Resources Director or designee.

~~9.9.2~~—An employee leaving the employ of the City will be required to repay the appropriately prorated amount of vacation time used but unearned in that year. Employees who leave the employ of the City without providing and

fulfilling notice of at least two weeks will not be eligible for payment of unused accrued vacation. Exceptions may be allowed at the discretion of the Human Resources Director.

~~9.9.3~~ Continuous service will not be considered interrupted while the employee is on military leave, leave of absence without pay, lay-off, or while the employee is receiving Worker's Compensation for an on-the-job injury.

~~9.9.4~~ An employee whose status changes from a benefit earning temporary position to a regular position without a break in service may receive vacation credits from the date of the employee's appointment to benefit earning temporary status.

~~9.9.5~~

~~9~~ Employees who are earning more than 200 hours of annual vacation as of March 25, 2011 will be grandfathered and redlined at their current amount of vacation accumulation while employed by the City.

- 9.9.6 Charges against vacation credits will be made only for those days on which an employee normally works. If a legal holiday falls within the vacation period, the holiday will not be charged against vacation.
- 9.9.7 Use of vacation time must be approved in advance by the department head. All vacation approvals will be made with first consideration given to the efficient operation of the department. Vacation schedules will be established early in the calendar year at which time senior employees, in terms of length of service, will be given vacation schedule preference. Once the schedule is set, employees will be granted vacation on a first come first served basis.
- 9.9.8 Unused vacation may be carried over into the next year with a maximum allowable accumulation of 240 vacation hours.
- 9.9.9 Vacation Escrow. An employee employed prior to March 25, 2011, may during their last 3 years of employment convert earned vacation days unused at the end of the calendar year to an escrow account, said conversion of vacation to be at the current salary at the time of conversion. The conversion of vacation days to escrow will be capped at a maximum of 80 hours per year effective January 1, 2012. In addition, at the time an employee separates from City service by eligibility and acceptance to the State Retirement system, the employee may escrow all or a part of their accumulated vacation leave. This provision will not apply to those employees employed after March 25, 2011.
- 9.9.10 An employee must notify the Finance Department by January 31 of the following year of the amount of vacation to be placed in the employee's escrow account.

9.10 VACATION DONATION

- 9.10.1 Non-probationary employees who exhaust their accumulated paid leave may seek vacation donation from co-workers. Such request will be made in writing to the department head who will refer the request to the Human Resources Department if the following conditions are met:
 - a. The employee does not have a written reprimand on file for the last 6 months or has not been suspended without pay in the last 12 months.
 - b. The time off being requested will be justified by medical verification or other reasonable documentation acceptable to the department head.
- 9.10.2 Upon satisfying the above requirements, the request will be referred to the Human Resources Director or designee who may authorize the posting of the vacation donation request.
- 9.10.3 Upon approval of the request, the department or union representative will post the notice. Employees wishing to donate vacation time must sign the request and include the number of hours they wish to donate. Employees from other departments wishing to donate vacation days can contact the representing union personnel to be placed on the list. The representing union



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 14, 2026

PREPARED BY

Brian Rollefson, Human Resources Director

AGENDA ITEM # E.2

For consideration with possible action to amend the City of Green Bay Personnel Policy Chapter 9 with regards to Funeral Leave.

BACKGROUND

The current funeral leave policy provides employees with 3 days of paid time off due to the death of an immediate family member, and 1 day of paid time off to attend the funeral of a spouse's grandparents, sister-in-law, brother-in-law, aunt or uncle of the employee or spouse. Modernizing our funeral leave policy into a bereavement focused policy recognizes that the death of a family member often requires employees to be absent from work for reasons beyond attending a funeral. This change could positively impact recruiting and retention.

RECOMMENDATION

We recommend amending the Funeral Leave language within Chapter 9 to transition to a Bereavement Leave model.

FISCAL IMPACT

The amount of days available to employees following the death of a family member will remain the same with the exception of allowing three days for the death of a child-in-law rather than 1 day. The expected fiscal impact is minimal to none.

ATTACHMENTS

- I. Draft - Personnel Policy Chapter 9 Bereavement

9.129.14 FUNERAL LEAVE/BEREAVEMENT LEAVE

Employees will be allowed ~~up to~~ 3-days off with pay for absences necessitated by ~~the~~ a death in the employee's immediate family, including spouse, parent, stepparent, child, stepchild, foster child, sibling, guardian, ward, parent-in-law, child-in-law grandchild, grandparent or step grandparent. In circumstances which require an employee to ~~attend a funeral of a member of the immediate family at a~~ travel a distance in excess of 300 miles from Green Bay or for other extenuating circumstances ~~an up to 2~~ additional ~~2~~ days to be used consecutively may will be granted. Employees will be allowed 1-day off with pay ~~to attend the funeral~~ upon the death of the spouse's grandparents or of a ~~son-in-law, daughter-in-law~~, sister-in-law, brother-in-law, aunt or uncle of the employee or spouse.

In the event of the death of a co-worker presently working (within the past 90 days) and performing duties for the City, employees working in the same department and physical location having a close working relationship and others who worked closely with ~~this the~~ individual on a regular basis, ~~at the sole discretion of the department head,~~ may be allowed up to 3 hours of administrative leave ~~for attendance to attend~~ at the sole discretion of the department head. ~~For all~~ For all ~~others employees~~ and time away from work in excess of 3 hours ~~beyond this amount~~ will ~~be required to be accounted for by using~~ require the use of compensatory time or personal leave or other appropriate accumulated leave.

9.13.15 LEAVE OF ABSENCE

An unpaid leave of absence may be granted when it is in the best interests of the City and employee to do so. Requests for such leave will be approved prior to the taking of such leave.

9.13.15.1 Request for an unpaid leave of absence for justifiable reasons will be made by application as follows:

- a. The applicant will submit a written request at least 48 hours prior to the leave.
- b. Request for a leave that does not exceed 10 consecutive working days, must be made to the department head of the respective department.
- c. Request for a leave in excess of 10 consecutive working days, must be made in writing to the Human Resources Department.
- d. When a leave of absence for medical reasons is requested as an extension of Family and Medical Leave, acceptable medical verification must be provided.
- e. A leave of absence may be granted to an employee who has been delegated to perform a service for a Union.
- f. All leaves of absence in excess of 10 consecutive working days must be approved by the Personnel Committee.
- g. Failure to comply with the provisions of this section will subject the employee involved to disciplinary action.

9.13.15.2 Administration of Leave

- a. At expiration of an unpaid leave, the employee will be reinstated in the position vacated or in an equivalent position which is vacant if the employee meets the stated qualifications. If a suitable vacancy is not available, the employee's name will be placed on a reinstatement list.
- b. Sick leave will be prorated while an employee is on an unpaid leave. Insurance may be retained if the entire premium is paid monthly by the employee during calendar months that the employee is off the payroll for the entire month. The City will continue to pay the insurance premiums during calendar months that the employee is on the payroll for any portion of the month.



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 14, 2026

PREPARED BY

Brian Rollefson, Human Resources Director

AGENDA ITEM # E.3

For consideration with possible action to amend the City of Green Bay Personnel Policy Chapter 9 with regards to Volunteer Time.

BACKGROUND

We are recommending adding one day of paid volunteer time for each full-time employee. It will be a requirement that each employee who utilizes this paid time volunteer with a registered 501(c)(3) non-profit, and it is recommended that the volunteer work take place within the City of Green Bay. However, we realize many of our employees live outside the City or their passions are located outside of the City. If an employee's eligible volunteer opportunity of choice is outside of the City of Green Bay, they would be allowed to use these hours as well.

Paid Volunteer Time would need to occur during an employee's normal working hours. At the end of a calendar year, any unused time would not be carried over into the new year. This time would not be available for an employee with recent documented discipline as determined by the leader. In order for new hires to be focused solely on settling into their new role, it would not be available in the first 6 months of employment. Also, there would be a verification process. Each employee, on a provided form, will document and communicate to their leader the following information before any paid volunteer time would be approved:

- Volunteering organization
- Purpose or the mission of the organization
- Location
- Dates
- Hours

This concept while gaining traction in local businesses is rather new in municipal government. However, in terms of relevant comparables, the City of Manitowoc grants each employee up to 4 hours of paid volunteer time to use in a similar fashion as we are recommending here.

Currently, there are no paid time off options for volunteering during normal working hours. Including this opportunity into our paid time off accruals could positively impact recruiting and retention.

RECOMMENDATION

We recommend, effective 1/1/2027, adding Paid Volunteer Time as detailed in the attached policy.

FISCAL IMPACT

Because unused Volunteer Time would not be paid out at the end of the year or when employees leave, there is no fiscal liability impact. The cost of this plan is loss of productivity, which will need to be managed on a department level.

ATTACHMENTS

- I. Draft - Personnel Policy Chapter 9 Volunteer Time

personnel are responsible for turning in the donated forms to Human Resources for authorization. Human Resources will forward a copy to the Payroll Division to process the request.

- 9.10.4 Once the posting is removed, Payroll will randomly assign selection numbers for use of donated time. If employees have donated more than one day, each day will be assigned a random selection number, as above. Single days will be used in each “round” and no employee will have more than one day at a time used unless all days donated by other employees have been exhausted. The department will be responsible for notifying payroll when an employee is on donated time so that the appropriate time is paid out.
- 9.10.5 Vacation hours must be donated in whole-hour increments and on an hour-for-hour basis irrespective of the base hourly rates of the donor and the recipient. Vacation donated but not used, will remain in the account of the donating employee, providing they would not have lost the days due to the 30 day rollover maximum.
- 9.10.6 Donated vacation hours may be used by the recipient retroactively. For a leave recipient who subsequently leaves the position and is no longer an eligible employee, donated vacation hours may only be used up to the date of ineligibility or separation.
- 9.10.7 Employees receiving donated vacation will not accrue any benefits (vacation, sick, etc). However, the total number of whole days donated will be calculated and the employee will be eligible to receive insurance benefits from the time that their paid leave expires until the time the donated days would have been exhausted.
- 9.10.8 Once donated vacation time has been exhausted, the department or union representative has the option of reposting the request.
- 9.10.9 The City will not allow vacation to be donated if any donation of time will create a fiscal liability for the City (i.e., it will create overtime). Time donated must represent a legitimate sacrifice and the donated time was not going to be lost anyway. Donated time will be used for wages only.

9.11 PERSONAL LEAVE

Beginning January 1, 2025, regular full time employees will be eligible for 28-hours of personal leave annually. Personal leave must be used during the calendar year earned and may not accumulate from year to year. Personal leave will be scheduled in the same manner as vacation. Personal leave may not be converted to escrow. Personal leave will be appropriately prorated for employees who work less than a calendar year.

9.12 PAID VOLUNTEER TIME OFF

Beginning January 1, 2027, the City of Green Bay has added a paid volunteer time policy.

9.12.1 Purpose. The City of Green Bay is committed to enhancing the quality of life for all residents, businesses, and employees in our community. The purpose of this program is to further that mission by allowing employees to support local causes, charities, and nonprofits to serve the community where we live and work.

9.12.2 Eligibility. All Full-Time and 37.5-hour Employees who are not represented by a bargaining unit in the Fire, Police, and Transit Departments are eligible to participate in this program after six months from date-of-hire. An employee will be ineligible if the employee has received a disciplinary action within 6 months of the date of the request to volunteer, is on a Performance Improvement Plan (PIP), or if the employee is on leave of absence of any kind.

9.12.3 Amount of Time. Eligible employees are offered a maximum of one day paid leave to volunteer and serve the local community. The length of one day will be based on the employee's work schedule at the time of the volunteer activity. Paid volunteer time may be used in half or full day increments based on the employee's assigned shift. The time must be performed during the employee's working hours. The time will be refreshed at the beginning of each calendar year, cannot be accrued or carried over into the following year, and is never paid out if not used. The time cannot be counted as hours worked for the purpose of overtime.

9.12.4 Program Procedure. Eligible employees may use the time to serve and volunteer at a local cause, charity, or nonprofit event or activity in any community. While the intent is to serve the City of Green Bay, the city understands that our employee's passions may land outside the City of Green Bay and as such, this time can be used outside the City of Green Bay. The event or activity must be sponsored by a 501(c)(3) registered nonprofit in good standing. Participation is voluntary.

- An employee must complete a Volunteer Form and submit the form to his or her supervisor for approval with reasonable advance notice of the proposed time off to volunteer.
- The time off will be scheduled in the same manner as personal leave and vacation but not at a higher priority. Approval is within the discretion of the leader, based on the business and operational needs of the department. In the event that the time proposed conflicts with business and operational needs of the department, the leader may suggest alternate times that the employee may use the time to volunteer.
- The employee may not use his or her time to volunteer for an organization that discriminates based on creed, race, color, national origin, religion, age, disability, sex, gender identity, sexual orientation, marital status, pregnancy, or any other legally protected classification.

9.12.5 Discontinuance. The City reserves the right to modify, amend, suspend, or discontinue this program at any time. A supervisor along with Human Resources

approval also reserves the right to revoke approval to prevent or address employee misuse of the program.

9.13 HOLIDAYS

9.11.19.13.1 Effective January 1, 2025, the following are recognized paid holidays:

New Year's Day	Thanksgiving Day
Martin Luther King, Jr. Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

9.11.29.13.2 When one of the holidays listed above falls on a Sunday, the next normal workday will be treated as the holiday. When one of these holidays falls on a Saturday, the previous Friday will be treated as the holiday. Except that the scheduling of holidays for parking division and police department employees required to work on holidays will be in accordance with applicable department policy.

9.11.39.13.3 Employees will receive holiday pay based on the established schedule approved by the department and Human Resources. City Hall employees will receive 9 hours holiday pay (pro-rated for part-time employees) for holidays that are observed between Monday through Thursday.

- a. City Hall will be open to the public 8:00am-4:30pm Monday through Friday for the holiday weeks of Thanksgiving, the Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day are observed. City Hall employees will receive 8 hours of holiday pay (pro-rated for part time employees) for each holiday during this time.
- b. When Independence Day falls or is observed on a Friday, City Hall will be open 8:00am-4:30pm Monday through Thursday and closed on Friday July 4th. City Hall employees will receive 8 hours of holiday pay (pro-rated for part time employees).

9.11.49.13.4 Employees will be allowed holiday pay for the above recognized holidays provided they meet the following requirements:

- a. That they be actively employed during the payroll period immediately preceding the holiday with the exception of authorized absence, and
- b. That they work the scheduled day immediately preceding the holiday and the scheduled day immediately following the holiday except in cases involving authorized paid leave such as sick leave or vacation.

9.13.5 Non-exempt employees called into work on a holiday will be eligible to receive



Report to the
Personnel Committee
of the City of Green Bay

MEETING DATE

July 14, 2026

PREPARED BY

AGENDA ITEM # F.I

Report of Routine Personnel Actions and New Positions

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Personnel Actions Report 7.14.26

**REPORT OF OPEN POSITIONS ROUTINE PERSONNEL ACTIONS
FOR REGULAR EMPLOYEES**

July 14, 2026

NEW OPEN POSITIONS

<u>Position</u>	<u>Department/Division</u>	<u>Date Position Opened</u>
Operator I	DPW	6/8/2026
Operator I	DPW	6/8/2026
Public Arts Coordinator	CED	6/12/2026
Building Services Supervisor	PD	6/18/2026
Parking Maintenance Technician	DPW	6/22/2026
Mechanic	PRF	6/22/2026
Cleaner (PT)	PRF	6/24/2026
Resident Services Coordinator	CED	6/24/2026
Park Maintenance Worker	PRF	6/25/2026
Custodian II	PD	7/8/2026

PERSONNEL ACTIONS

<u>Position</u>	<u>Department/Division</u>	<u>Name</u>	<u>Date</u>
<u>New Hire</u>			
Lead of Innovation & Data Strategy LTE	Mayor	Ishu Gupta	6/1/2026
Community Service Officer	PD	Macy Herald	6/8/2026
Transit Operator	Transit	Todd Schafer	6/8/2026
Laborer - Streets	DPW	Jeffrey Voss	6/16/2026
Community Service Officer	PD	Chase Nelson	6/22/2026
Truck Driver - Streets	DPW	Daniel Vucsko	6/22/2026
Community Service Officer	PD	Kevin Persinger	6/22/2026
Transit Operator	Transit	Sarah Belleau	6/22/2026
Community Service Officer	PD	Brady Whiffen	6/24/2026
Conservation Corps Crew Member	PRF	Aurora Kaal-Jack	6/29/2026
Conservation Corps Crew Member	PRF	Cade Riecki	6/29/2026
Conservation Corps Crew Member	PRF	Caleb Newberry	6/29/2026
Patrol Officer Recruit	PD	Jack O'Reilly	7/16/2026
Public Arts Coordinator	CED	Michelle Diederich	7/20/2026

Transfer

Truck Driver - Streets	DPW	Byron Faulkner	7/13/2026
------------------------	-----	----------------	-----------

Promotion

Assistant Chief	Fire	Ray Fuiten	7/6/2026
Custodian II	PD	Ted Francois	7/13/2026

Grade/Step Change

Planner II	CED	Stephanie Hummel	4/15/2026
Captain	PD	Andrew Opperman	4/15/2026
Mobility Coordinator	Transit	Andrea Vlach	4/29/2026
Mechanic Foreperson	PRF	Peter Smet	5/9/2026
Finance Director	Adm Svs	Diana Jacquet	5/16/2026
Benefits Specialist	HR	Jill Christensen	6/1/2026
Crime Analyst	PD	Jonah Riggle	6/1/2026
Workplace Culture Specialist	HR	Andrea Fox	6/1/2026
Public Works Supervisor	DPW	Crede Haut	6/1/2026
Human Resources Generalist	HR	Adam Reidinger	6/1/2026
Mechanic	PRF	Mitchell Klein	6/1/2026
Arborist II	PRF	Jesse Abruzzi	6/1/2026
Mechanic	PRF	Thomas Marto	6/1/2026
Park Maintenance Worker	PRF	Joseph Snow	6/1/2026
Park Maintenance Worker	PRF	Kevin Nelson	6/1/2026
Park Maintenance Worker	PRF	Jeffrey Paape	6/1/2026
Park Maintenance Worker	PRF	Matthew Thompson	6/1/2026
Park Maintenance Worker	PRF	Derek Willems	6/1/2026
Park Supervisor	PRF	Ryan Doering	6/1/2026
Mechanic	PRF	Timothy Wagner	6/1/2026
Mechanic	PRF	Mark Berglund	6/1/2026
Park Maintenance Worker	PRF	Edward Rodriguez	6/1/2026
Park Maintenance Worker	PRF	Rodny Kubsh	6/1/2026
GIS Analyst	DPW	Zachary Jensen	6/1/2026
Senior Programmer Analyst	IT	Yurshia Xiong	6/1/2026
Deputy Treasurer	Adm Svs	Brett Vogel	6/1/2026
Civil Engineer I	DPW	Dylan Ferron	6/1/2026
Engineering Tech	DPW	Mark Wisneski	6/1/2026
Operator II	DPW	Joseph Sobieski	6/1/2026
Account Clerk III	DPW	Melinda Stacie	6/1/2026
Public Works Supervisor	DPW	Stuart Stormer	6/1/2026
Mechanic	Transit	Tom Vanbeek	6/1/2026
Parking Maintenance Tech	DPW	Jason Pleau	6/1/2026
Parking Maintenance Tech	DPW	Manuel Delgado Velazquez	6/1/2026
Mechanic	PD	Marty Biese	6/1/2026
Mechanic	PD	Todd Buth	6/1/2026
Mechanic Foreperson	PD	James Spsychalski	6/1/2026
Administrative Supervisor	DPW	Elizabeth Nadolski Spears	6/1/2026
Senior Accountant	Adm Svs	Kim Rivest	6/1/2026

Administrative Manager	PRF	Nina Robinette	6/1/2026
Conservation Corps Coordinator	PRF	Maria Otto	6/1/2026
IT Director	IT	David Wilquet	6/1/2026
Purchasing Assistant	Adm Svs	Kristal Dryer	6/1/2026
Crime Prevention Coordinator	PD	Melanie Skalmoski	6/2/2026
Business Manager	PD	Rick Jurkanis	6/2/2026
Executive Secretary	PD	Laura Wery	6/2/2026
Crime Analyst	PD	Michelle Belongie	6/2/2026
Crime Prevention Coordinator	PD	Natalia Sidon	6/2/2026
Records Clerk	PD	Carla Hoffman	6/2/2026
Evidence Tech	PD	Nathan Kolinski	6/2/2026
Records Clerk	PD	Angela Knutson	6/2/2026
Human Resources Generalist	HR	Jen Smits	6/2/2026
Wellness Administrator		Amber Van Allen	6/2/2026
Recreation Supervisor	PRF	Jeremy Crees	6/2/2026
Parts Clerk	PRF	Jared Koeller	6/2/2026
Arborist I	PRF	Brad Jozwiak	6/2/2026
Park Facilities Supervisor	PRF	Britney Burkart-Labar	6/2/2026
Park Maintenance Worker	PRF	Mark Desjardin	6/2/2026
Park Maintenance Worker	PRF	Eric Perrault	6/2/2026
Pool Maintenance Specialist	PRF	Andrew Kazmer	6/2/2026
Network Specialist	IT	Kristi Wise	6/2/2026
Battalion Chief	Fire	Michael Vandenvond	6/2/2026
Public Works Supervisor	DPW	Daniel Szymik	6/2/2026
Resident Services Coordinator	CED	Ka Vang	6/2/2026
Housing Inspector	CED	Donna Rosenthal	6/2/2026
Electrician	DPW	Timothy Reed	6/2/2026
Parking Enforcement Officer	DPW	Sharon Ruby	6/2/2026
Custodian II	PD	Ted Francois	6/2/2026
Assistant Public Works Director	DPW	James Brunette	6/2/2026
City Assessor	Adm Svs	Russell Schwandt	6/2/2026
Chief Naturalist	PRF	Kimberly Diedrich	6/2/2026
Naturalist	PRF	Jody Sperduto	6/2/2026
Curator of Animals	PRF	Lori Bankson	6/2/2026
Transit Director	Transit	Patricia Kiewiz	6/2/2026
Park Facilities Superintendent	PRF	Jason Arnoldi	6/2/2026
Appraiser II	Adm Svs	Jim Placek	6/2/2026
Support Assistant	Fire	Carri Prigge	6/4/2026
Electrician	DPW	Eric Vanlaanen	6/4/2026
Inspections Support Specialist	CED	Edith Vazquez	6/4/2026
Civil Engineer II	DPW	Kayla Wasielewski	6/4/2026
Electrician	DPW	Peter Vissers	6/4/2026
Civil Engineer II	DPW	Kayla Wasielewski	6/4/2026
Electrician	DPW	Peter Vissers	6/4/2026
Advanced Patrol Officer	PD	Zachary Cantie	6/5/2026
Assistant Finance Director	Adm Svs	Linda Chosa	6/5/2026

City Attorney	Law	Lacey Cochart	6/5/2026
Building Services Coordinator	CED	Lucas Leahy	6/7/2026
Patrol Officer	PD	Ethan Plonke	6/8/2026
Patrol Officer	PD	Blagoy Dimitrov	6/8/2026
Patrol Officer	PD	Leah Purtell	6/8/2026
Patrol Officer	PD	Kevin Delwiche	6/8/2026
Master Plumber	PRF	Gary Hockers	6/14/2026
Neighborhood Development Specialist	CED	William Peters	6/15/2026
Laborer - Sanitation	DPW	Adam Skaletski	6/16/2026
Laborer - Sanitation	DPW	Adam Skaletski	6/16/2026
Engineering Tech	DPW	Patrick Molski	6/16/2026
Park Maintenance Worker	PRF	Bryce Oysti	6/24/2026
Carpenter	PRF	Kevin Ferm	6/27/2026
Senior Animal Keeper	PRF	Melanie Carretero	6/29/2026
Business Support Specialist	CED	Jessica Maes	6/30/2026
Mechanic	DPW	Brandon Knoflicek	7/2/2026
Mechanic Foreperson	DPW	Bryan Landis	7/11/2026
Administrative Clerk II	Muni Ct	Ariana Bibian	8/18/2026
Zoning Administrator	CED	Jonathan LeRoy	6/1/2027

End of Employment

Transit Intern	Transit	Sawyer Vorpahl	9/6/2025
Building Services Supervisor	PD	Gary McDermid	6/2/2026
4K Naturalist	PRF	Andrew Waterman	6/8/2026
4K Nature Teacher	PRF	Jaime Spsychalla	6/8/2026
4K Nature Teacher	PRF	Natalie Shikoski	6/8/2026
4K Naturalist	PRF	Megan Cihaski	6/8/2026
4K Naturalist	PRF	Paula Brummel	6/8/2026
Mechanic	PRF	Soren Weyenberg	6/22/2026
Parking Maintenance Tech	DPW	Manuel Delgado Velazquez	6/26/2026
Cleaner	PRF	Susan Turner	7/1/2026
Operator I	DPW	Mike Derbique	7/6/2026
Commercial Building Inspector	CED	Robert Cormier	7/16/2026