City of Green Bay

Policies
And
Procedures
Handbook

Rev. 12/15/15

FOREWORD

This is the City of Green Bay personnel policies and procedure manual. It is designed to be a working guide for supervisory and staff personnel in the day-to-day administration of the City personnel program.

These written policies should increase understanding, eliminate the need for personal decisions on matters of citywide policy, and help to assure uniformity throughout the City organization. It is the responsibility of every member of management to administer these policies in a consistent and impartial manner.

Procedures and practices in the field of personnel relations are subject to modification and further development in the light of experience. Each member of management can assist in keeping our personnel program up-to-date by notifying the Personnel Department whenever problems are encountered or improvements can be made in the administration of personnel policies.

Promulgated under authority of the Personnel Committee and approved by the City Council on December 2, 1980 and amended on October 19, 1993, November 6, 2002, February 18, 2003, May 18, 2004, August 17, 2004, April 2006, August 2006, May 1, 2007, May 20, 2008, June 23, 2009, May 24, 2011, June 7, 2011, September 20, 2011, October 4, 2011, October 18, 2011, December 20, 2011, March 6, 2012, May 1, 2012, October 2, 2012, May 21, 2013, August 20, 2013, September 17, 2013, November 19, 2013, June 17, 2014, March 3, 2015, May 5, 2015, December 15, 2015.

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CITY OF GREEN BAY PERSONNEL POLICY	
Title: • Objectives and Scope of Policies • Harassment & Discrimination in the Workplace	**Policy Reference:** Chapter 1
Policy Source: Human Resources Department	**Legal Review Date:** April 19, 2007
Personnel Committee Approval: April 24, 2007	**City Council Approval:** May 1, 2007

1.1. PURPOSE. The general purpose of this manual is to establish a system of personnel administration that meets the social, economic and program needs of the City of Green Bay. The system herein established shall be consistent with the following merit principles.

1.1.1 Recruiting, selecting and advancing employees on the basis of their relative ability, knowledge and skills including open competition of qualified applicants for initial appointments.

1.1.2 Establishing pay rates consistent with the principle of providing equal pay for significantly equal work duties.

1.1.3 Recognizing good job performance, rewarding exceptional performance, correcting inadequate performance and separating employees whose performance is not acceptable.

1.1.4 Assuring fair treatment of all applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, creed, age, sex, sexual preference, handicap, national origin, and with proper regard to their rights. Reasonable accommodations will be provided for disabled individuals who are otherwise qualified.

1.2 EQUAL EMPLOYMENT OPPORTUNITY. Equal employment opportunity will be assured in the City system and affirmative action provided in its administration. Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, or non-merit factors will be prohibited. Discrimination on the basis of age, sex (including sexual preference), or physical disability will be prohibited except where specific age, sex or physical requirements constitute a bona fide occupational qualification and/or represents a business necessity.

1.3 AFFIRMATIVE ACTION PLAN. In order to correct the effects of discrimination or disparate treatment which may have occurred prior to the adoption of Federal and State civil rights laws, the City reaffirms its commitment to an Affirmative Action Program. This program shall include an Affirmative Action plan which outlines the City's recruitment and outreach efforts on behalf of individuals in protected groups (females, minorities, the disabled and people 40-years of age or older). The plan will be updated by the Affirmative Action Committee with the advice of the City Affirmative Action Officer and shall include information on representation of members of protected groups within the City workforce, as well as methods for dealing with under-representation.

In administering personnel policies and procedures governing recruitment, selection, transfer, promotion, compensation, layoff and recall, discipline and training, managerial personnel will implement and adhere to the Affirmative Action plan. Furthermore, the City of Green Bay, in administering its Affirmative Action Program, shall require similar efforts from vendors, contractors and firms with which it does business.

1.4 POLITICAL ACTIVITY. All employees have the right to freely express their views as citizens and to vote. Coercion for political purpose of and by employees of federally aided programs and use of their positions for political purposes is prohibited. Individuals whose principal employment is in a federally grant-aided program are subject to prohibitions in the Federal Hatch Political Activities Act as amended, 5 U.S.C. 1501-1508. Where it is clear that a position is covered by this Act, the City shall include a statement to that effect in the job description. For all other positions, the City will make every effort to determine what prohibitions exist at the time the affected employee or applicant makes inquiry.

1.5 EMPLOYEE-MANAGEMENT RELATIONS. City employees have the right to organize, join, and participate in any employee organization freely and without fear of penalty or reprisal subject to the provisions and exclusions in the Municipal Employment Relations Act (Wis. Stat. 111.70 and 111.77).

1.6 COVERAGE AND AMENDMENT.

1.6.1 This document shall apply to personnel administration for all employees and departments of the City of Green Bay now existing or hereafter established except the following:

a. Members of the Green Bay City Council.
b. Members of committees, boards or commissions who are not City employees.
c. All other individuals expressly excluded by statute or ordinance.

1.6.2 This manual applies to employees not covered by collective bargaining agreements and to employees so covered when specific contracts do not apply to the contrary. However, application of these policies to members of bargaining units neither

contemplates nor allows for the extension of fringe benefits or other compensation beyond that which is provided in the specific labor agreements.

1.6.3 All City employees can assist in keeping this Manual up to date by notifying their supervisors or the Human Resources Director whenever problems are encountered or improvements can be made. While uniform implementation of the Personnel Policies is the ultimate goal of the Personnel Committee, it is recognized that all departments have unique characteristics which may require special consideration by the Committee.

1.6.4 These policies shall not be treated as a legally binding contract as they may be amended at any time by the Personnel Committee of the Green Bay Common Council. Amendments shall be submitted to the Common Council for approval.

1.7 HARASSMENT AND DISCRIMINATION IN THE WORKPLACE

1.8 PURPOSE. The purpose of this policy is to maintain a healthy work environment in which all individuals are treated with respect and dignity and to provide procedures for reporting, investigating and resolving complaints of harassment and discrimination. Federal and state law provides for the protection of classes of persons discriminated against based on race, color, sex, religion, age (over 40), disability, marital status, and national origin. Not protected by federal law but also protected by this policy are persons discriminated against based upon their sexual orientation. Harassment on the basis of any of the aforementioned is illegal under Section 111.31-111.39, Wisconsin Statutes.

1.9 POLICY - HARASSMENT AND DISCRIMINATION IN THE WORKPLACE. It is the policy of the City of Green Bay that all employees have the right to work in an environment free of all forms of harassment. The City of Green Bay will not tolerate, condone, or allow harassment by any employee or other non-employees who conduct business with the City. The City of Green Bay considers harassment and discrimination of others to be forms of serious employee misconduct. Therefore, the City shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this City policy will result in discipline up to and including termination, with repeated violations, even if “minor,” resulting in greater levels of discipline as appropriate.

1.9.1 Prohibited Activity (Sexual Harassment and Harassment):

a. Harassment is any verbal, written, visual or physical act that creates a hostile, intimidating or offensive work environment or interferes with an individual’s job performance.

b. No employee shall either explicitly or implicitly ridicule, mock, deride, or belittle any person.

c. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, sex, religion, age, disability, sexual orientation, marital status or national origin. Such harassment is a prohibited form of discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by the City of Green Bay.

d. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
   i. Submission to such conduct is made either explicitly or implicitly a term of condition of employment; or
   ii. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
   iii. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive working environment.

e. Individuals covered under this policy include all employees and elected officials. Any unwelcome conduct that originates from a non-employee or elected official (Examples: customers, citizens, temporary employees, volunteers, contractors, etc.) will be investigated in accordance with this policy.

6. This policy covers any incident that occurs as an extension of the workplace (i.e. City sponsored event). All conduct, whether before, during, or after the event, will be considered under this policy.

1.9.2 Supervisory Responsibilities

a. Each supervisor shall be responsible for preventing prohibited activities as defined above.
   i. Monitoring the work environment for signs of harassment;
   ii.. Informing employees of the types of behavior prohibited, and the City procedures for reporting and resolving complaints of harassment;
   iii. Stopping any observed behavior that may be considered harassment, and taking appropriate steps to intervene and report behavior, whether or not the involved employees are within his/her line of supervision; and

iv. Taking immediate action to prevent retaliation towards the complaining party or witnesses and to eliminate the hostile work environment where there has been a complaint of harassment, pending investigation. If a situation requires separation of the parties, care should be taken to avoid actions that appear to punish the complainant. Transfer or reassignment of any of the parties involved should be reviewed with Human Resources prior to the move and the transfer or reassignment should be voluntary if possible. If it must be non-voluntary, the transfer should be temporary pending the outcome of the investigation.

b. Each supervisor has the responsibility to assist any employee of the City who comes to that supervisor with a complaint of harassment by documenting and filing a complaint with the Human Resources Department or other reporting authority as designated by the City.

c. Failure to carry out these responsibilities may be grounds for discipline.

1.9.3 Employee Responsibilities

a. Each employee, including elected officials and supervisors of the City, is responsible for assisting in the prevention of harassment by the following acts:
   i. Refraining from participation in, or encouragement of actions that could be perceived as harassment;
   ii. Reporting acts of harassment to a supervisor; and
   iii. Encouraging any employee who confides that he or she is being harassed or discriminated against to report these acts to a supervisor.

b. Employees are expected to cooperate fully in any investigation, whether or not they are directly involved in the incident.

1.10 PROCEDURES - HARASSMENT AND DISCRIMINATION IN THE WORKPLACE

1.10.1 Any employee encountering harassment is encouraged but not required to inform the person that his or her actions are unwelcome and offensive. This initial contact can be either verbal or in writing. The employee is to document all incidents of harassment in order to provide the fullest basis for investigation.

1.10.2 Any employee who believes s/he is being harassed shall report the incident(s) as soon as possible to their supervisor so that steps may be taken to protect the employee from further harassment, and so that appropriate investigative and disciplinary measures may be initiated. Where doing so is not practical, the

employee should file the complaint with the Human Resources Manager, Human Resources Analyst, or the City Attorney.

a. The supervisor or other person to whom a complaint is given shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s) and the date(s) on which it occurred.

1.10.3 The Human Resources Department shall be responsible for investigating any complaint alleging harassment or discrimination.

a. The Human Resources Department shall immediately notify the City Attorney if the complaint contains evidence of criminal activity, such as battery, rape or attempted rape.

b. The investigation shall include a determination as to whether the person is harassing other employees, and whether other City employees participated in or encouraged the harassment. Human Resources will maintain appropriate records of all investigations.

c. Human Resources shall inform the appropriate parties involved of the outcome of the investigation.

d. There shall be no retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint.

e. The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.

f. Complaints of employees accused of harassment may file a grievance/appeal in accordance with City policy/procedures when they disagree with the investigation or disposition of a harassment claim.

1.10.4 Retaliation

a. Retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by the City of Green Bay and by federal statutes.

b. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall

be handled by the same complaint procedures established for harassment and discrimination complaints. Retaliation may subject an individual to additional discipline up to and including dismissal.

c. Monitoring to ensure that retaliation does not occur is the responsibility of the supervisors.

1.11 DEFINITIONS - HARASSMENT AND DISCRIMINATION IN THE WORKPLACE

1.11.1 ***Verbal Harassment:*** Sexual innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.

1.11.2 ***Non-Verbal Harassment:*** Sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such sources as a means to express or obtain sexual material, comments etc., printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures. Any material, which inappropriately raises the issues of sex or discrimination. Treating an employee differently than other employees when they have refused an offer of sexual relations.

1.11.3 ***Physical Harassment:*** Unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.

1.11.4 ***Other Forms of Harassment/Discrimination:*** Persistent and unwelcome conduct or actions on the basis of disability, sex, arrests or conviction record, marital status, sexual orientation, membership in the military reserve, or use or nonuse of lawful products away from work is prohibited under this policy and s.111.31-111.39, Wisconsin Statutes.

1.11.5 ***Harassment/Discrimination on any basis (race, sex, age, disability etc.) exists whenever:*** Submission to harassing conduct is made, either explicit or implicit, a term or condition of an individual's employment; submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual; the conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment. Such conduct is prohibited under this policy and §111.31-111.39, Wisconsin Statutes.

1.11.6 ***Unwelcome:*** Sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome. The conduct may be unwelcome even though the victim voluntarily engages in it to avoid adverse treatment.

1.11.7 ***Extension of the Workplace***: Includes, but is not limited to retirement parties, golf outings or any other social gatherings.

CHAPTER 2

ORGANIZATION AND ADMINISTRATION

Section 1 PURPOSE. In order to establish and maintain a personnel program for the City of Green Bay, this manual is intended to provide a clear understanding of responsibility and authority. Proper delegation of authority is essential to effective and efficient City government administration and management.

Section 2 RESPONSIBILITY AND AUTHORITY.

A. Common Council.

The Common Council has the responsibility for approving or rejecting any action taken by the Personnel Committee.

B. Mayor.

The Mayor is the Chief Executive of the City and shall:

1. Appoint and supervise department heads.
2. Oversee the day-to-day operations of the Human Resources Department.
3. Participate in recruitment procedures as necessary.
4. Advise the Personnel Committee and/or employees on personnel matters of City-wide importance.
5. Delegate the above responsibilities to a subordinate when warranted.

C. Personnel Committee.

The Personnel Committee shall:

1. Establish personnel policies and amendments thereto in consultation with the Mayor and Human Resources Director and submit those determined to be appropriate to the Common Council.

2. Review and recommend to the Common Council salary schedules for elected officials in accordance with Wisconsin Statutes and for all other City employees, unless their respective salaries are otherwise established by statute or labor agreement.

3. Authorize all labor negotiations and related matters.

4. Provide direction and supervision to the Human Resources Director, and review actions and decisions of same upon request from other department heads or governing committees/commissions.

5. Conduct third step grievance procedures where prescribed by contract.

6. Approve or deny special wage adjustments.

7. Approve or deny reclassification requests.

8. Review and make recommendations on requests for additional staff based on evaluation of the position description, pay rate, classification, category of and need for the position, in accordance with Common Council practice relating to the establishment of new positions.

9. Establish City fringe benefit programs in compliance with approved labor agreements and personnel policies.

10. Approve or deny leave of absence requests.

11. Recommend and, at times, participate in recruitment procedures.

12. Approve all other actions or contracts involving City employees.

D. Human Resources Director

The Human Resources Director is the chief executive and administrative officer to the Personnel Committee and, Subject to direction from the Committee and the Mayor, shall:

1. Negotiate all labor agreements.

2. Advise the Mayor, Personnel Committee, Common Council, department heads, and employees on personnel matters as required.

3. Cultivate sources of applicants. Recruit and advertise for all personnel.

4. Conduct position analysis and evaluation of vacant positions or positions considered for reclassification.

5. Administer the City's Affirmative Action Plan.

6. When appropriate, maintain lists of persons eligible for hiring and promotion to positions within the City.

7. Participate in third step grievance procedures as required by contracts.

8. Represent the City in arbitration hearings or assist the City's legal counsel in such hearings.

9. Make recommendations on the application of discipline and processing of employee grievances.

10. Submit reports when requested by the Mayor, Personnel Committee and/or Common Council.

11. Interpret and administer labor agreements and these policies.

12. Perform all other related duties as directed by the Mayor or Personnel Committee.

13. Delegate some of the above responsibilities to staff as warranted.

E. Department Heads.

Department heads shall:

1. Enforce the personnel policies and respective departmental rules and regulations in a consistent and impartial manner.

2. Comply with all personnel-related administrative rules and directives. When such a rule or directive is incompatible with the efficient operation of a department, that department may appeal to the Personnel Committee.

3. Keep employees informed of current personnel policies and future revisions.

4. Conduct second step grievance procedures and participate in third step grievances as required by contract.

5. Promptly notify the Human Resources Director of any proposed change in staff organization.

6. Administer discipline and delegate such authority to supervisory staff as necessary.

7. Oversee the enforcement of and compliance with labor agreements in their department.

8. Ensure that all job posting and notices are displayed in a designated area within their department.

9. Have the authority to employ, supervise, and discharge employees in approved/authorized positions in accordance with procedures established in these personnel policies.

10. Develop and maintain position descriptions for all employees within their department.

11. Notify the Human Resources Department of an employee's termination prior to the employee's last working day.

12. Evaluate staff performance and submit written performance evaluations to the Human Resources Department.

13. Collaborate with the Human Resources Director in developing employee orientation and in-service training programs and other personnel management activities.

F. Supervisory Personnel.

To the extent that department heads delegate authority to them, supervisors may:

1. Implement the personnel policies, rules, and regulations in their unit.

2. Direct and evaluate the performance of subordinate employees.

3. Participate in the selection of new employees.

4. Develop position descriptions for subordinate employees.

5. Administer discipline to employees.

6. Conduct first step grievance procedures.

CHAPTER 3

RECORDS AND TRANSACTIONS MANAGEMENT

Section 1 PURPOSE. Personnel records are essential to provide factual data about an individual's employment with the City. They serve as a basis to evaluate qualifications for promotion or transfer and to determine the status, eligibility, rights and benefits of employees under pertinent regulations. The documents in the personnel folder vitally affect the rights and benefits of employees and are used in making management decisions.

Section 2 RESPONSIBILITY AND AUTHORITY.

A. Human Resources Department. The Human Resources Department shall:

1. Establish, maintain and coordinate personnel transactions and records for all City employees.

2. Develop and maintain a central personnel file for each City employee showing name, address, birth date, title, salary, change in status, annual performance ratings and such other pertinent information necessary for effective personnel administration and for compliance with Federal and State laws.

3. Advise and assist department heads on all City personnel transactions, records and systems procedures.

4. Notify the payroll section of all matters affecting payroll changes.

B. Department Heads. A department head shall:

1. Initiate and process transactions that affect their employees using forms provided by the Human Resources Department.

2. Maintain a record of each employee's compensatory time, if any, to justify time off from work.

3. Promptly notify the Human Resources Department of all changes in personnel information affecting records and payroll, including change of address, change of dependency, leaves of absence or other pertinent information.

C. Payroll Unit. The payroll unit shall convert personnel transactions as it affects payroll records and shall maintain cumulative records of

vacation, sick leave and payroll deductions and other pertinent information.

D. Employees. All employee shall be responsible for notifying their supervisor of any changes which affect their personal status including, but not limited to, change in address, telephone, and name.

Section 3 SECURITY OF RECORDS. Access to personnel and payroll records should be limited to those employees who utilize official records in order to perform their assigned duties. Other people who are authorized access should obtain the records from those assigned responsibility for their maintenance. In accordance with Wisconsin Statutes Section 103.13, any employee may make arrangements to view their own personnel records at a time mutually acceptable with management, but no later than seven (7) working days after the employee makes the request for inspection. Requests must be in writing on a form prescribed by the Human Resources Director. The City will grant at least two (2) such requests per calendar year.

Information as to the name, dates of employment, class title, and salary of an employee is available for public inspection during normal working hours. The release of any other personal data requires a written release from the employee. Such other data shall be considered confidential to prevent the invasion of privacy and shall be available only to the employee or their designee, the Human Resources Department, and authorized Federal and State representatives who have cause to review the file for official reasons. In all other respects, Wisconsin Statutes Section 19.31- 19.39 shall govern.

Section 4 REPORTS. The Human Resources Director shall provide the Personnel Committee with reports and information relating to personnel actions upon request or as may be appropriate.

CHAPTER 4

CLASSIFICATION PLAN

Section 1 PURPOSE. The purpose of the job classification system is to provide a standard system of titles and job descriptions for the administration of personnel activities such as: manpower planning and budgeting, standards of job performance, fair and equitable pay, valid selection and recruitment programs, training programs, and career development.

Section 2 ADMINISTRATION. The Human Resources Director shall be responsible for the administration of the classification system in cooperation with department heads, staff employees, and other appropriate resources for all employees.

Section 3 COMPOSITION OF THE PLAN. The classification plan shall consist of:

A. Classification. A grouping in classes of positions which are approximately equal in difficulty and responsibility which call for the same general qualifications and which can be equitably compensated within the same pay range under similar working conditions.

B. Class Titles. Class titles, descriptive of work of the class, which identify the class. These titles are to be used in all personnel, accounting, budget appropriation and financial records.

C. Class Specifications. Written specifications which are of a general nature and are to be interpreted in their entirety and in relation to other classes within the plan. Specifications are deemed to be descriptive and explanatory of the kind of work performed by a group of positions as opposed to describing specific duties of individual positions.

D. Position Descriptions. Position Descriptions which will be completed on forms or in a manner determined by the Human Resources Director. They shall specifically describe individual positions without listing all duties. The Human Resources Director may require departments to submit position descriptions when vacancies occur or any time there is a reason to believe that there has been significant change in the duties, responsibilities or requirements of one or more positions.

E. Allocation list. An allocation list showing the class title of each position along with the name of the incumbent and any other identifying information such as salary, position number, etc.

Section 4 NEW CLASSIFICATIONS. When a suitable class does not exist, the Human Resources Director shall establish a new class with an appropriate pay range subject to approval of the Personnel Committee.

Section 5 ABOLITION OF CLASSES. When it is determined that a classification or classifications are no longer useful or needed, the Human Resources Director shall recommend to the Personnel Committee that such classes be abolished.

Section 6 DEPARTMENT REORGANIZATION. If a department or division is reorganized, position descriptions for all affected employees shall be submitted to the Human Resources Department for review. Such reorganization is subject to confirmation by the Personnel Committee.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: City Employee Residency Requirement	**Policy Reference:** Chapter 5
Policy Source: Human Resources Department	**Legal Review Date:** August, 2012
Personnel Committee Approval: September 12, 2012	**City Council Approval:** October 2, 2012

Per Ordinance 1.80 of City Code (Am. GO 47-01)

5.1 General Policy. Employees will not be required to reside within the corporate limits of the City of Green Bay except for the following:

5.1.1 Department Heads are required to establish and maintain their actual bona fide residence within the boundaries of the City within 12-months of the date of their regular employment or appointment to a Department Head position.

5.1.2 Appropriate response time requirements may be established by each Department Head in consultation with the Human Resources Director.

5.2 Residency Defined. The term "residence", as used in this section, shall be construed to mean the actual living quarters which must be maintained within the City by an employee. Neither voting in the City nor payment of taxes of any kind by employee, by itself, shall be deemed adequate to satisfy the requirements of this section, nor shall the provisions of this section be satisfied by the maintaining of a rented room or rooms by an employee solely for the purpose of establishing residency when it appears that the employee's residence is outside the City. Ownership of real property within the City when not coupled with the maintenance of actual living quarters in the City, as herein required, shall be deemed insufficient to meet the requirements of this section.

5.3 Violations. After a public hearing to determine the status of an employee's current residency, upon the finding of a violation of this section, the Personnel Committee shall make a recommendation to the Council, whose decision shall be final.

5.4 Exceptions. If unusual circumstances or cases of hardship arise, the Personnel Committee will review the matter and make a recommendation to the Council, whose decision shall be final.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Recruitment and Selection Policy	**Policy Reference:** Chapter 6
Policy Source: Human Resources Department	**Legal Review Date:** September 5, 2013
Personnel Committee Approval: September 10, 2013	**City Council Approval:** September 17, 2013

POLICY STATEMENT

It is the policy of the City of Green Bay to recruit, select, evaluate, promote, compensate, and retain employees on the basis of their ability to perform the duties and responsibilities of the position without regard to age, race, creed or religion, color, disability, sex, national origin, ancestry or political affiliation. The City will provide reasonable accommodation for disabled applicants and employees who are otherwise qualified as long as such accommodation does not create an undue hardship for the City.

It will be the responsibility of the Human Resources Director to administer these policies under the direction of the Personnel Committee. In addition, it is the responsibility of all management staff and governing committees to ensure that recruitment and selection policies are consistently and impartially applied within their respective departments.

6.1 DEFINITIONS.

6.1.1 Transfer: A transfer is regarded as movement from one permanent City position to any other permanent position within the City's table of organization and may result in a higher salary range and increased level of job responsibilities.

6.1.2 Hiring Authority: The department head or designee directly responsible for employing and establishing job duties of the vacant position.

6.1.3 Immediate Family: For purposes of this policy immediate family means spouse, parent, stepparent, child, stepchild, foster child, sibling, guardian, parent-in-law, grandchild, and grandparent or step grandparent.

6.2 RECRUITMENT. The recruitment will be tailored for the position to be filled and directed to sources likely to yield qualified candidates. Applicants will be recruited from as broad a geographic area as necessary to assure well-qualified candidates for the various types of positions in City service with an attempt, within Affirmative Action guidelines, to achieve a diverse and qualified work force. The City encourages the filling of positions with personnel from the present work force.

6.2.1 Notification. Human Resources will be notified immediately when a need to fill a new or existing position exists. Vacancies open to all City employees must be announced through Human Resources to ensure compliance with Labor Agreements, Personnel Policies and the City's Affirmative Action Plan.

6.2.2 Position Needs Analysis. Prior to filling any vacancy, Human Resources will review all functions of the vacant position, and present a recommendation to the Personnel Committee and City Council for action. At the discretion of the Human Resources Director, the recruitment process may begin prior to receiving approval by the Personnel Committee and City Council however; the position may not be filled prior to approval. Seasonal positions authorized through the budget process are exempt from this process.

Changes to the reporting structure for the classifications of Deputy Director, Assistant Director or Department Head must have the approval of the Personnel Committee and City Council.

The Mayor and Personnel Committee Chairman may authorize emergency filling of certain positions.

6.2.3 Job Announcement. A job announcement will include the job title or classification, pay rate or range, summary of duties, qualifications required, where to apply, and application deadline.

a) At the discretion of the Department Head and with Human Resources' authorization, internal movement within the department may occur prior to announcing a vacancy.

b) Where the job announcement is required by a Labor Agreement it will be posted in accordance with such Agreement.

6.2.4 Continuous Recruitment. The Human Resources Director will determine the need for continuous recruitment for positions in which there is a high degree of turnover or for which it is particularly difficult to recruit qualified employees, and will maintain lists of qualified candidates as appropriate.

6.2.5 Application Form. All applications for employment will be made on forms prescribed by Human Resources which are in compliance with State and Federal regulations regarding employment procedures.

6.3 DENIAL OF APPLICATIONS. The Human Resources Director or designee may deny any applicant further consideration in the selection process if the applicant:

a) Has knowingly falsified the application or practiced deception at any step in the selection process.
b) Has been convicted of a crime which is related to the duties or responsibilities of the position.
c) Is not within legal age limits prescribed for the position or for City employment.
d) Has an unsatisfactory employment record indicating the candidate is not suitable for the position as evidenced by reference checks.
e) Does not meet the minimum requirements established for the position.
f) Is physically or mentally unable to perform the essential function(s) as certified by competent medical authority through a pre-placement exam.
g) Does not reply to mail inquiry within ten 10 calendar days or does not return a telephone inquiry within 2 working days.
h) Fails to accept appointment within 2 working days or to report for duty within the time prescribed in the offer of employment.
i) Does not properly complete the application.

6.4 APPLICANT SCREENING AND RANKING. Human Resources will conduct or authorize all appropriate screening and ranking (testing) procedures based on job analysis and professional personnel management principles to determine the candidates most qualified for the position. Human Resources will confer with the hiring authority before determining the appropriate procedures.

6.4.1 Screening and ranking procedures may include, but are not limited to, the following:

a) Written examination
b) Oral examination
c) Training and experience questionnaire to be rated by the Human Resources Department or an appropriate panel
d) Performance tests (e.g., typing, data entry, etc.)
e) Work simulations
f) Review of applications to determine compliance with minimum qualifications
g) Physical examinations including drug screen
h) Background and reference inquiries
i) Psychological evaluation

Criteria for selection will be based on, but not limited to, relevant work experience, work performance, applicable education and/or training, required skills, knowledge and abilities of the position, and other competencies as deemed appropriate by the hiring authority and Human Resources. When two or more employees are equally qualified with respect to the competencies desired for the position and have demonstrated equal ability and skills through past performance, seniority will prevail.

6.4.2 Confidentiality. All persons participating in the development and maintenance of selection materials will exercise every precaution to insure the highest level of integrity and security. Only the Human Resources Director or designee will handle confidential selection materials.

6.4.3 Notification of Applicants. Each person submitting an application who was not selected to participate in the selection process will be given proper notice by the Human Resources Department of non-selection.

6.4.4 Notification of Final Interviewed Applicants. Each applicant that is interviewed and not hired will be given proper notice from the hiring authority or Human Resources.

6.5 HIRING. Applicants selected for and interviewed in accordance with the selection process will, whenever possible, be at least two more than the number of vacancies.

6.5.1 Rank. After review by Human Resources, the applications of the best qualified candidates will be submitted to the hiring authority for consideration.

6.5.2 Appointment. The hiring authority will make the final selection and placement to the position. First consideration will be given to the best qualified candidates to fill the vacancy. If the hiring authority does not select one of the eligible candidates, justification will be given to the Human Resources Director or designee.

The notice of selection is to be made to the Human Resources Director, or designee. The Human Resources Director or designee is also responsible for issuing a written offer of employment outlining the start date, salary, applicable fringe benefits and any other pertinent data. No offer will be made without the approval of the Human Resources Director or designee.

6.6 ELIGIBILITY LISTS. The City of Green Bay may establish eligibility lists to be used as it deems appropriate in filling future City vacancies.

A candidate may be removed from an eligibility list if the candidate:

a) Receives a permanent appointment;
b) Files a written statement indicating unwillingness to accept appointment;
c) Declines 2 offers of employment;
d) Fails to respond to any official inquiry regarding availability;
e) Fails to report for a scheduled interview;
f) Is disqualified for any reason listed in Section 3 of this chapter.

6.7 TEMPORARY HIRING. Temporary appointments of no more than 6 months will generally be made from applications on hand or temporary employment agencies. However, the Human Resources Director may authorize the appointment of other qualified individuals.

The acceptance or refusal by an eligible candidate of a temporary appointment will not affect the candidate's standing for a permanent position if one becomes available. Temporary appointees who become regular City employees may receive service credit from the initial day of employment.

Persons employed by the City under Federal or State manpower programs are considered limited term employees unless specific action is taken to appoint such an employee to a regular position after certification as eligible for such appointment by the Human Resources Director.

6.8 EXPENSES. Certain recruitment efforts may require the City to offer travel expenses to candidates who are being interviewed. When this is necessary, the Human Resources Director may authorize reimbursement for actual expenses incurred when supported by invoice, receipt or other acceptable documentation. The cost for the travel expenses will be the responsibility of the hiring department.

The Human Resources Director is authorized to offer moving expenses to Department Head candidates in an amount up to $10,000. Human Resources will work in conjunction with Purchasing when offering any moving expenses. A report will be provided to the Personnel Committee of any authorized moving expenses. Moving expenses for any other positions or requests in excess of $10,000 will require prior approval of the Personnel Committee and City Council. The City will recover the reimbursed amount from any employee who is terminated or voluntarily resigns during the first 18 months of employment.

6.9 NEPOTISM. No member of the immediate family of an alderperson, citizen member of a committee or commission, elected official, management personnel or other supervisor may be hired or transferred into a department where a potential supervisor-subordinate relationship would exist. A request for exemption from this section requires Personnel Committee approval.

6.10 ADA COMPLIANCE. The City re-affirms its commitment to comply with the regulations of the U.S. Equal Employment Opportunity Commission implementing Title I of the Americans with Disabilities Act of 1990, codified at 29 C.F.R. Part 1630. Accordingly, the City assures the following:

a) The City will not discriminate on the basis of disability in its hiring or employment practices.
b) The City will not ask a job applicant about the existence, nature or severity of a disability. Applicants may be asked about their ability to perform essential job functions. Medical examination or inquiries may be made, but only after a conditional offer of employment is made and only if required of all applicants for the position.

c) The City will make reasonable accommodation for the known physical or cognitive limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship for the operation of the City's business. If an applicant or an employee requests a reasonable accommodation and the individual's disability and need for the accommodation are not readily apparent or otherwise known, the City may ask the individual for information necessary to determine if the individual has a disability-related need for the accommodation.

d) The City will maintain employees' medical records separate from personnel files and keep them confidential.

e) The City will make an individualized assessment of whether a qualified individual with a disability meets selection criteria for employment decisions. To the extent the City's selection criteria have the effect of disqualifying an individual because of disability; those criteria will be job-related and consistent with business necessity.

6.11 TRANSFER. The City encourages and recognizes the value of providing opportunities for transfer from within and to improve the upward mobility potential for qualified City of Green Bay employees. Reasonable efforts will be made to fill vacant positions from within the City. Job announcements will be posted in areas that are accessible to all employees. At the discretion of the City, outside recruiting sources will be used and internal candidates may be considered simultaneously with outside candidates. This policy is intended to provide equal opportunity to all employees and job applicants.

6.11.1 Regular full and part-time employees who are in good standing will be allowed to seek a transfer.

6.11.2 Regular position vacancies will be posted City-wide for a minimum of 5 work days. Eligible employees will be required to submit required application materials to Human Resources by the date noted on the job announcement to be considered for the position. As noted previously, the selection process will be utilized to hire the best qualified individual for the position.

6.11.3 Transferring employees will retain their vacation and sick leave. Probationary employees who successfully attain a transfer, will serve out the balance of the probationary period upon transfer to the new position.

6.12 TESTING POLICY.

6.12.1 Provisions. Human Resources is responsible for administering all employment testing. If it is determined that an employee is qualified for the position and a test is required, the employee will be tested. If a passing score is not achieved, the candidate will not be given further consideration for the position. Re-testing will be permitted every 90 days for employees with unsuccessful typing or data

entry scores. Typing, data entry and other test scores will remain valid for a period of 5 years.

Other examples of tests administered for purposes of transfer may include money counting, calculator skills, oral directions, data entry, basic math or other general job skill testing.

6.12.2 Requirements. Minimum requirements are established by Human Resources according to class specifications. A candidate may be required to demonstrate minimum competency by successfully passing approved tests, background checks and medical exams when required.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Probationary Period	**Policy Reference:** Chapter 7
Policy Source: Human Resources Department	**Legal Review Date:** October 15, 2013
Personnel Committee Approval: November 12, 2013	**City Council Approval:** November 19, 2013

7.1 New employees will be considered probationary employees for the first 12-months of their employment. Any employee on probation may be terminated at the sole discretion of the City without any recourse to recall or rehire. After new employees have completed probation, they will be considered regular employees.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Compensation	**Policy Reference:** Chapter 8
Policy Source: Human Resources Department	**Legal Review Date:** October 15, 2013
Personnel Committee Approval: June 10, 2014	**City Council Approval:** June 17, 2014

8.1 SALARY PLAN DEVELOPMENT AND ADMINISTRATION. The Personnel Committee will be responsible for the general development and maintenance of the salary plan and the overall impact of salary administration. The Human Resources Director will administer the plan in accordance with established policies and will conduct salary surveys or other reviews as appropriate or as directed by the Personnel Committee. In addition, department heads are responsible for ensuring compliance with compensation policies within their department through the use of personnel action forms.

8.2 GENERAL PROVISIONS. The key to the City's compensation plan is accurate job descriptions. Job descriptions should be updated whenever a change occurs and reviewed prior to conducting annual performance evaluations.

8.2.1 Job Evaluation. The content of an individual position or classification is evaluated by the Human Resources Department in accordance with established criteria, with the position/classification then being placed into the appropriate salary grade. The salary grade is determined on the basis of relative worth within the City structure or other relevant market factors, and is not set on the basis of the individual holding the position or in anticipation of attracting a specific candidate.

8.2.2 Review. If an employee has facts which indicate a position is improperly graded, the employee may submit a written request to the Human Resources Director for study. After reviewing the request the Human Resources Director will determine if the position will be reviewed. If the position is reviewed Human Resources will prepare a written report and recommendation to the Personnel Committee which will typically act on such request during the normal budget cycle.

8.2.3 Salary Adjustments. Individual annual salary adjustments will be made as authorized by the Personnel Committee and approved by the City Council. Any changes in employee status (such as reclassification) which would affect the pay rate, eligibility for fringe benefits, or Administrative or Union status will be made effective at the start of a pay period whenever possible.

8.3 DETERMINATION OF PAY RATES.

8.3.1 Hiring. Departments have the authority to hire at step 1; however, employees may be hired up to the maximum of step 4 with approval of the Human Resources Director or designee, providing the department can prove the employee has sufficient experience.

8.3.2 Advancement through the Steps. Employees hired at step 1 will be eligible to move to step 2, 6-months after date of hire; step 3, 18-months after date of hire; and step 4, 30-months after date of hire.

Employees hired at step 2 will be eligible to move to step 3, 6-months after date of hire; and step 4, 18-months after date of hire.

Employees hired at step 3 will be eligible to move to step 4, 6-months after date of hire.

Advancement to any step on the schedule must be accompanied by a written performance review and recommendation by the Department Head or designee.

At the discretion of the Human Resources Director or designee, advancement through the schedule may be modified at the time of hire to accommodate recruitment; or based on performance and the recommendation of the Department Head or designee following employment.

8.3.3 Reclassification or Promotion. Employees who are promoted or reclassified will be assigned a step in the new grade that typically provides an increase of 4% unless the maximum salary of the pay grade is less than 4%. The increase will be effective on the first of the pay period or an alternative action or an alternative date as approved.

A reclassification is defined as a change in duties which results in a position being placed in a different salary grade as determined by an evaluation conducted by Human Resources. An Administrative employee whose position is reclassified to a lower salary grade will retain the salary of the position prior to the change for a period of 1 month or as authorized by the Personnel Committee. This does not apply to an employee whose position is eliminated and the employee is offered and accepts a different position.

In general, an employee's placement within grade is determined by time within their current classification and/or grade rather than solely by time employed by the City. Exceptions to this principle can be approved by the Personnel Committee.

8.4 SALARY ADJUSTMENTS. Employees, if not entitled to a length of service step adjustment,

may receive a salary increase due to general increases approved by the City Council.

8.5 SALARY DEDUCTIONS FROM EXEMPT EMPLOYEES. No payroll deductions will be made from the salaries of employees determined to be exempt from the provisions of the Fair Labor Standards Act (FLSA) unless provided for under State or Federal law. However, deductions may be made for infractions of safety rules or for serious misconduct violations pursuant to written policy applicable to all employees. In the event an employee feels improper deductions have been made from their salary, they should file a request for review with the Human Resources Department at the following address:

Human Resources Director
Department of Human Resources
100 N. Jefferson Street, Room 500
Green Bay, WI 54301
920-448-3147

This policy is adopted pursuant to 29 CFR 541.603

8.6 DIRECT DEPOSIT. All City employees are subject to mandatory direct deposit of their entire paycheck. The employee has the option of designating the deposit into one or more accounts up to a maximum of 6 different accounts. Direct deposit is mandatory for all administrative employees including summer/seasonal personnel, interns and limited term employees.

8.7 OUT OF CLASS PAY. When the City temporarily assigns an employee to perform a significant amount of the functions of a position in a higher classification for a minimum of one working day or more, the employee will be eligible to receive out of class pay for the time spent performing the higher class functions. Out of class pay will be at a step in the pay range of the higher classification that provides the employee with a minimum increase of 4% not to exceed the maximum step of the higher classification pay scale. In the event that an employee is performing functions in a higher classification for a longer period of time while also performing functions in a lower classification other calculations may be worked out with the approval of the Human Resources Director or designee.

8.8 CALL-IN PAY. A non-exempt employee that is called in for work outside of the regular work day will be paid for a minimum of 2-hours pay.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Hours of Work/Fringe Benefits	**Policy Reference:** Chapter 9
Policy Source: Human Resources Department	**Legal Review Date:** October 15, 2013
Personnel Committee Approval: February 23, 2015	**City Council Approval:** March 3, 2015

9.1 DEFINITIONS

9.1.1 Full-Time Employee. The normal work week for a full time employee will be 40 hours per week or 2080 scheduled annual hours.

9.1.2 37.5-Hour Employee. Employees in a position at pay grade 30 or below on the Administrative Salary Schedule may be scheduled to work 37.5 hours per week or 1950 scheduled annual hours.

a. Employees regularly scheduled to work 37.5 hours per week will receive the appropriately prorated amount of vacation, sick leave, personal leave and all other applicable leave benefits. However, the maximum accumulation allowed for these leaves will not be prorated.

b. Employees regularly scheduled to work 37.5 hours per week will receive the City's same contribution to the employee insurance plans as provided to full time employees.

9.1.3 Part-Time Employee. Employees in a position regularly scheduled to work 20 or more hours per week for a full calendar year, will be eligible for appropriately prorated vacation, sick leave, personal leave and holidays. Employees regularly scheduled to work less than 37.5 hours per week but 20 hours or more per week will have the City's contribution toward health, dental and life insurance appropriately prorated. Any exceptions to this provision must be approved by the Human Resources Director or designee.

Part time cleaners at City Hall who are scheduled to work 17-hours per week will be eligible to receive benefits prorated at 45% of full time.

9.1.4 Administrative Employee. A full-time or part-time employee not represented by a bargaining unit.

9.1.5 Exempt Employee. An employee exempted from the provisions of the Fair Labor Standards Act.

9.1.6 Non-Exempt Employee. An employee subject to the overtime provisions of the Fair Labor Standards Act (FLSA).

9.1.7 Regular Employee. An employee in a position that is regularly scheduled for 52 weeks a year for 20 hours or more.

9.1.8 Seniority Date. Seniority will commence upon an employee's most recent date of hire as a full-time regular employee by the City. For purposes of seniority full-time includes employees regularly scheduled to work 37½ hour per week.

9.2 HOURS OF WORK

The City retains the right to establish the work schedules and hours of work.

9.2.1 Work Day. The core hours for City Hall and other City offices will be 8:00 a.m. to 4:30 p.m.

a. Administrative employees in a position at pay grade 30 or below may regularly be assigned to work 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. Administrative employees in a position at pay grade 31 and above 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, this provision may be waived with department head approval.

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 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 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.

9.2.5 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.

9.2.6 Compensatory Time. Employees exempt from FLSA 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.

9.2.7 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.

9.3 HEALTH AND DENTAL INSURANCE

9.3.1 Selection of any provider for health and dental insurance and determination of coverage and benefit levels will be at the discretion of the City.

9.3.2 Effective July 1, 2011 employees will pay 15% and the City will pay 85% of the single or family premium for health care insurance benefits.

9.3.3 Effective July 1, 2011 employees will pay 12.5% and the City will pay 87.5% of the

single or family premium for dental insurance benefits.

9.3.4 Employees will be entitled to reduce their health insurance premium contribution by 2.5% per year by successfully participating in the Wellness Incentive Program. All Wellness Incentives must be completed in the prior year to receive the 2.5% reduction in the following year.

To receive the health insurance premium reduction, the spouse of an employee must participate in the Wellness Incentive Program. The spouse of an employee will not be required to participate in the Wellness Incentive Program if the spouse has a health risk assessment screening conducted at the spouse's employer, however, the spouse must comply with the age-specific requirements of the City. If the spouse of an employee or an employee with family coverage does not participate in the Wellness Incentive Program, the health insurance premium reduction will be 1.25%.

9.4 LIFE INSURANCE

9.4.1 Administrative employees are eligible for term life insurance coverage at City expense, in an amount equal to their salary rounded to the next higher thousand dollar increment or $30,000, whichever is higher. Employees have the option to purchase additional term life insurance for themselves. Additionally, life insurance for spouse and dependent children will be made available as an option for the employee's spouse and eligible dependent(s). Employees will pay all premium costs for the additional optional insurance through payroll deductions.

9.5 RETIREE HEALTH AND DENTAL COVERAGE

9.5.1 Retirees under age 65 will be included under the City's health and dental insurance plans provided that total premiums and any additional costs to the City, including any administrative fees are paid by the retiree.

9.5.2 Coverage for an employee's surviving spouse can continue following the death of the employee until the date of the surviving spouse's death, on attainment of age 65, or the date of remarriage, provided that the surviving spouse pays the applicable contribution when due.

9.6 OTHER BENEFITS

9.6.1 Deferred Compensation. The City offers all regular employees an opportunity to participate in its Section 457 deferred compensation plans. Enrollment forms are available at any time through the Human Resources Department. Under this plan employees may defer a percentage of their gross wages during any tax year consistent with IRS regulations.

9.6.2 Flexible Spending Account. All regular employees are allowed to participate in a Section 125 Flexible Spending Plan in which the employee may pay for certain qualifying expenses in accordance with IRS regulations with pre-tax dollars. Qualifying expenses may include:

a. Employee share of medical plan premiums.
b. Out-of-pocket health, dental and vision care expenses not reimbursable by any other insurance coverage.
c. Dependent care expenses pursuant to IRS Section 129.

9.6.3 Wisconsin Retirement System (WRS).

a. All employees covered by the Wisconsin Retirement System will make a retirement contribution in an amount equal to one-half of all actuarially required contributions through payroll deduction as approved by WRS.

b. All employees not covered by the Wisconsin Retirement System and working less than 1200 hours per year will participate in the FICA alternative program.

9.7 SICK LEAVE

9.7.1 Regular employees will accrue sick leave at the rate of 8-hours per month for each month of service to a maximum of 1152 hours. An employee may use sick leave for absences necessitated by injury or illness of the employee or an immediate family member.

9.7.2 In order to be granted sick leave an employee must:

a. Report prior to the start of the work day to the supervisor the reason for the absence.

b. Keep the supervisor informed of the employee's condition and the anticipated date of return to work.

c. Be legitimately ill or attending a member of the immediate family who is ill and unable to care for themselves or make other arrangements for care.

d. For purposes of this article, "immediate family" will mean spouse, parent, stepparent, child, stepchild, foster child, guardian or sibling who lives at home.

e. Be on route to, or at, a medical or dental appointment which could not be

scheduled outside of work hours. Appointments that must be scheduled during work hours will qualify for sick leave on an hour for hour basis. When possible, the supervisor will be allowed to adjust the employee's work schedule to accommodate the appointment.

9.7.3 Employees who intend to be absent from work due to illness or injury must notify their supervisor prior to the start of the workday. If the absence continues beyond one day, the employee is expected to keep the supervisor informed of their condition and anticipated return date. At the employer's discretion the employee may be required to provide medical verification.

9.7.4 Misuse of sick leave may subject the employee to disciplinary action per these policies. Management may periodically review amounts of use as well as patterns of use and counsel employees on problem areas.

9.7.5 Escrow Account.

a. Employees employed prior to March 25, 2011 who terminate employment by eligibility and acceptance to the State Retirement system will have accumulated sick leave, up to a maximum of 688 hours, placed in an escrow account and used to pay health insurance premiums. This provision will not apply to those employees employed after March 25, 2011.

b. Employees retiring prior to December 31, 2013 will have sick leave hours placed in their escrow account either in accordance with the provision in effect on March 1, 2011 or in accordance with section 9.7.5.a above, whichever is more beneficial to the employee.

9.8 VACATION

9.8.1 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

For the purpose of recruitment, when it becomes necessary to fill a position on the Administrative Salary Schedule with a person not previously employed by the City, it will be the policy of the City to credit 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 current job description, up to a maximum of the number of years' experience required by the description. Managerial positions in grade 31 and above will be credited with a minimum of 2 weeks of vacation or as agreed to at the time of hire. For department head positions, the Police and Fire Commission or Personnel Committee may authorize the Human Resources Director or designee to negotiate more vacation in order to attract the appropriate candidate.

9.8.2 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.

9.8.3 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.

9.8.4 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.

9.8.5 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.

9.8.6 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.

9.8.7 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.

9.8.8 Unused vacation may be carried over into the next year with a maximum allowable accumulation of 240 vacation hours.

9.8.9 <u>Vacation Escrow</u>. 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.

9.8.10 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.

9.9 VACATION DONATION

9.9.1 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.

9.9.2 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.

9.9.3 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 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.

9.9.4 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.

9.9.5 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.

9.9.6 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.

9.9.7 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.

9.9.8 Once donated vacation time has been exhausted, the department or union representative has the option of reposting the request.

9.9.9 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.

9.10 PERSONAL LEAVE

Beginning January 1, 2012, regular full time employees will be eligible for 24-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.

9.11 HOLIDAYS

9.11.1 Effective January 1, 2012, the following are recognized paid holidays:

- New Year's Day
- ½ day Friday before Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving*
- ½ day Christmas Eve
- Christmas Day
- ½ day New Year's Eve

- *In lieu of the Day after Thanksgiving – employees represented by the DPW Labor Association will have a floating holiday

9.11.2 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.

9.11.3 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 leave such as illness.

9.11.4 Non-exempt employees called into work on a holiday will be eligible to receive double time pay. An employee regularly scheduled to work a holiday will not be eligible for the double time pay and will be paid at their regular rate of pay.

9.12 FUNERAL LEAVE

Employees will be allowed up to 3-days off with pay for absences necessitated by the death in the employee's immediate family, including spouse, parent, stepparent, child, stepchild, foster child, sibling, guardian, ward, parent-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 distance in excess of 300 miles from Green Bay or for other extenuating circumstances an additional 2-days may be granted. Employees will be allowed 1-day off with pay to attend the funeral 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 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 of a local funeral and related event. All others and time beyond this amount will be required to be accounted for by using compensatory time or personal leave or other appropriate accumulated leave.

9.13 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.

9.13.1 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.

9.13.2 <u>Administration of Leave</u>

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.

c. A leave of absence for illness will not be granted unless an employee has exhausted all available family and medical leave and all accumulated sick and vacation days.

d. A return to work at an earlier date than scheduled may be arranged by the supervisor and employee.

e. Employees on leave from the City may not be employed full time elsewhere.

f. An employee, unable to return on the scheduled date, may submit a written request for extension of the leave of absence to the Human Resources department, subject to approval of the Personnel Committee. If, on the date following expiration of the leave, an employee has not returned to work and no extension was granted, the employee will be considered to have resigned from City employment.

9.13.3 An employee who is physically and mentally able to work but fails to do so for 3 consecutive work days or more, unless on approved leave or due to circumstances beyond the employee's control will be considered to have voluntarily resigned from employment.

9.14 MILITARY SERVICE

9.14.1 A regular full-time employee will be granted a military leave without pay if the employee leaves the service of the City to join the military services of the United States during time of war or other national emergency or who is drafted into the military service at any time. Dependent upon the length of military leave, the employee must report back to work within the timeframe prescribed by the Uniformed Services Employment and Reemployment Rights Act (USERRA). Proof of date of release must be filed with the Human Resources Department within a reasonable period of time following release from duty. Such employee will be restored to the position vacated or to a comparable position without loss of accrued benefits at start of military leave and application will be made to the Human Resources Director or designee, provided such employee is physically and mentally capable of performing the work of the former position.

9.14.2 Military Reserve Leave. A regular employee who is a member of any United States Military Reserve and who is required to undergo annual field training or ordered to serve in a temporary emergency duty will be granted a leave of absence without pay. The department head will be notified in writing at least 2 weeks prior to the starting date of regular training and immediately upon receipt of notice of emergency service.

9.15 JURY DUTY OR CIVIL LEAVE

An employee will be given time off with pay when subpoenaed to perform jury duty before a court, public body or commission. Any payment received for jury duty will be retained by the employee and an equivalent amount will be deducted from the employee's gross pay for that period. The employee must submit a copy of the jury duty payment received to the Payroll Department. Reimbursement for expenses incurred (i.e. mileage, meals, parking) will not be deducted from the employee's gross pay.

9.16 TRAINING LEAVE

9.16.1 Employees may be granted leave of absence with pay to attend professional conferences, participate in training courses and sessions that are specific to their work. Such leave with pay may be granted provided the employee is not being compensated by any other source during the period of absence. Traveling expenses, lodging, conference fees, tuition and similar expenses incurred during such leave may be paid in whole or in part by the City subject to available appropriations and City policy and providing such fees are not paid by other sources. All administrative leaves must be approved in advance by the department head, Human Resources Director or designee and Personnel Committee.

9.16.2 Educational Leave. Employees may be granted a leave of absence without pay to further their education, subject to approval by the department head and Personnel Committee.

9.17 LEAVE TIME FOR WILDLIFE SANCTUARY SEASONAL EMPLOYEES

9.17.1 Wildlife Sanctuary seasonal employees who have at least 1 year of uninterrupted service and average a minimum of 20 hours per week will be eligible to receive prorated vacation and personal leave.

9.17.2 At the end of each calendar year, the Park Department will review the number of hours worked by each seasonal employee at the Wildlife Sanctuary to determine which employees will be eligible for benefits during the following year. Those employees who are deemed eligible will be granted prorated vacation and personal leave. Prorating will be based on the percent of full time that the employee worked in the previous year. 2080 hours per year will be considered full time. Employees who are eligible for benefits will be credited with an amount equal to 62% of the normal annual accumulation for that person (62% = 7.5 months). The period used to determine eligibility for Sanctuary employees will be the preceding 12 months.

9.17.3 Seasonal wildlife sanctuary employees will earn appropriate prorated vacation and personal leave.

9.18 LONGEVITY

9.18.1 Employees will be paid longevity benefits on the following basis:

a. $.07 per hour beginning the start of the 8th year of employment
b. $.13 per hour beginning the start of the 12th year of employment
c. $.19 per hour beginning the start of the 16th year of employment

9.19 VOLUNTARY FURLOUGHS

Effective January 1, 2012 an employee may volunteer to take up to 5 unpaid furlough days per calendar year. Voluntary furlough days are subject to approval by the employee's supervisor and may not result in additional overtime for the City. The employee's salary will be reduced by a commensurate amount of pay in the pay period in which the unpaid furlough day(s) occurs. During the unpaid furlough day, an employee will not experience a reduction in the City's contribution toward insurance benefits. Voluntary furlough days will not be considered as eligible wages towards calculating the WRS contributions. Unpaid furlough days may be taken in multiple days, single day, or half-day increments.

9.20 PROTECTIVE SERVICE EMPLOYEES

Administrative (non-clerical) employees of the Police and Fire Departments have historically received the same fringe benefits as their union subordinates. Where the benefits outlined above conflict with those afforded by the respective labor agreements (i.e., Police Supervisors Agreement for Police Managers and Firefighters Contract for Fire Managers) the labor agreements will apply. These administrators will also receive clothing allowance consistent with the appropriate labor agreement. However, no new benefits will be allowed after the date of adoption of these policies, without specific council action. Health and Dental insurance coverage and contributions will be consistent with this policy.

9.20.1 Police Captains will receive vacation, catastrophic leave, holidays and escrow benefits consistent with the terms of the Lieutenants under the Supervisory bargaining unit and will receive shift differential pay. Police Captains will be scheduled for 2080 annual hours.

9.21 COBRA

On April 7, 1986, the Consolidated Omnibus Budget Reconciliation Act (COBRA, also known as Public Law 99-272, Title X) was enacted. This Federal law requires that employers with 20 or more employees offer employees and/or their dependents a continuation of medical and dental coverage in certain instances where coverage under the plan would otherwise terminate.

CHAPTER 10

EMPLOYEE ASSISTANCE PROGRAM

Section 1 PURPOSE. It is generally accepted that emotional problems, personal problems, alcoholism, and other chemical dependencies are highly complex illnesses that can be treated if identified early and promptly treated. It is also recognized that an outgrowth of these illnesses may have an adverse effect on job performance (i.e., tardiness, absenteeism, and substandard performance). The City, through its Mayor, Common Council, and management personnel, feels it to be in the best interests of both the public and the employee to provide a program designed to assist employees suffering from emotional problems, personal problems, alcoholism, and other chemical dependencies. This can best be carried out through early intervention and referral to appropriate community and professional agencies for help. This type of program must protect the privacy of individuals concerned and, if it is to achieve its objectives, employees seeking assistance through the program must be assured that their employment status will not be jeopardized by seeking such assistance.

Section 2 DEFINITIONS.

A. Emotional problems and personal problems. Behavior/medical problems such as physical, psychological, marital, financial, legal, etc. involving either the employee or a dependent that definitely and repeatedly interfere with the employee's job performance.

B. Alcoholism and other drug abuse problems. Illnesses in which the employee's or his/her dependent's consumption of alcoholic beverages and/or use of other drugs definitely and repeatedly interfere with the employee's job performance.

Section 3 BENEFITS. Some personal problems such as alcoholism are recognized as illnesses and, as such will receive the same financial benefits, insurance coverage, and sick leave as presently provided for other illnesses.

Section 4 CONFIDENTIALITY. All communications between the employees and program staff are and will be confidential. No records of conferences and referrals will be kept in employee's personnel file.

Section 5 ACCEPTANCE/REJECTION OF ASSISTANCE. If the employee elects to reject referral and treatment, it is then the employee's responsibility to bring job performance up to standards outlined in his/her position description. Failure to do so will subject the employee to normal disciplinary procedures.

Section 6 AVAILABILITY. The City recognizes that an employee's job performance may be adversely affected by stresses resulting from the fact that members of

his/her immediate family may be afflicted with personal problems, emotional problems, alcoholism, and/or other drug dependencies. Therefore, assistance under this program is available to any member of an employee's immediate family, either at the request of the employee or of the family member.

The Human Resources Department may be contacted for further information on this benefit or for a self-referral you may contact the Employee Assistance Program at 403-7600

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Travel and Reimbursement	**Policy Reference:** Chapter 11
Policy Source: Finance Department	**Legal Review Date:**
Personnel Committee Approval: September 26, 2006	**City Council Approval:** October 3, 2006

11.1 AUTHORIZATION. The procedure for employees to receive authorization for travel differs for "in state" or "out of state" travel.

11.1.1 In State. Travel within the State of Wisconsin or to the Chicago or Minneapolis areas is authorized by department heads based on funds allocated by the Common Council through the budget process.

11.1.2 Out of State. All departments, with the exception of the Mayor's Office, which are able to project the cost and destination of a trip outside of the areas mentioned in 11.1.1 during the budget cycle preceding the year in which the trip will be taken, will submit the request with their budget and, if approved, need not seek further approval from the Personnel Committee or Common Council prior to the conference.

For trips in which the destination and/or cost are not available during the budget process, the department head may budget for the estimated costs and, if approved, must then seek approval of the Personnel Committee and Common Council prior to the trip. Where the traveler is not afforded the appropriate time to receive such approval, emergency authorization may be obtained from the Mayor, Personnel Committee Chairperson and the President of the Council.

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. No reimbursement will be provided for the cost of alcoholic beverages.

11.3.8 Taxis and Public Transportation. Reimbursement is limited to the lowest fare available and practical. Employees are to exercise discretion in choosing a taxi 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.

1. 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.

2. City Employees are encouraged to use City vehicles whenever practical and available. They shall be reimbursed for the actual cost of gas, oil, and emergency repairs as indicated by appropriate receipts.

3. City owned vehicles shall only be used while performing or conducting City business activities.

4. 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.

5. 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.

6. 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.

7. The employee is obligated to immediately inform their supervisor or manager of any unfavorable change in driver's license or insurance status.

8. Smoking and the use of smokeless tobacco products are not permitted in a City-owned vehicle.

9. 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.

10. Travel required outside the City limits or the department's service area requires authorization from the Department Head or their designee.

11. 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.

12. 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.

13. 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 <u>Monthly Automobile and Parking Allowance</u>

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.

1. Annual mileage at or in excess of 6,000 miles. The Department is required to maintain mileage records.

2. Positions requiring "On Call" status and/or the employee is required to leave home and respond to emergency situations.

3. An employee must transport equipment or supplies which are not easily transferred or transported in a personal vehicle.

4. 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.

1. Consideration will also be given in the following situations.

    a. An employee must transport equipment or supplies or animals which are not easily transferred or transported in a personal vehicle.

    b. Employee's duties that require a marked vehicle for purposes of identification as a City Official.

    c. 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.

    d. 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.

2. 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.

   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.

   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.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Grievances	**Policy Reference:** Chapter 12
Policy Source: Human Resources Department	**Legal Review Date:** October 15, 2013
Personnel Committee Approval: November 12, 2013	**City Council Approval:** November 19, 2013

12.1 Definition. A grievance is defined as a dispute or misunderstanding regarding the interpretation or application of these policies or department work rules.

12.2 Policy. It is the policy of the City to treat all employees fairly and equitably in matters affecting their employment. Each employee who feels aggrieved has a right to present a grievance to appropriate management officials for prompt consideration and equitable decision. The filing of a grievance by an employee will not reflect unfavorably on the employee's standing, performance or loyalty and the employee should have no fear of reprisal.

12.3 Procedure. All regular employees not covered by a collective bargaining agreement that includes a grievance procedure may file a grievance under this policy. Such grievances will be handled as follows:

12.3.1 Prior to filing a written grievance, employees should discuss any problem or complaint with their immediate supervisor to see if settlement is possible. If the problem is not resolved, then the aggrieved party may file a written grievance with the department head, but not later than 10 work days from the date the grievant first became aware of the condition causing the grievance. The department head will respond in writing no later than 10 work days from the date the grievance was received.

12.3.2 If the grievance cannot be settled by the department head or designee, a request to hear that grievance may be submitted in writing to the Human Resources Director or designee within 10 work days from receiving the department head's decision. The meeting to discuss the grievance will be held at a mutually agreeable time. Following this meeting, the Human Resources Director will respond within 10 work days, in writing.

12.3.3 If the grievant is not satisfied with the Human Resources Director's response, the grievant may file an appeal for a hearing before an impartial hearing officer within 10 work days from receiving the Director's response. The appeal must be put in writing and filed with the Human Resources Department. The impartial hearing officer will be selected from a list of 3-hearing officers provided by the WERC. Any

costs for the impartial hearing officer's services will be borne equally by the parties. The grievant will strike the first name from the list and the city will strike the second name and the remaining individual will serve as the hearing officer. The grievant and the City may mutually agree to waive the hearing before an impartial hearing officer and advance the grievance to the Personnel Committee.

12.3.4 If either party is not satisfied with the decision of the impartial hearing officer, either party may file an appeal within 10 days of the decision to the Personnel Committee and the Committee will hear the grievance at a mutually agreeable time. The decision of the Personnel Committee will be subject to final action by the City Council. The grievance process will be completed when the City Council takes its action.

12.4 Settlement. Any grievance will be considered settled at the completion of any step in the procedure if all parties concerned are mutually satisfied. Dissatisfaction is implied in recourse from one step to the next.

12.5 Applicable Law. The grievance procedure is at all times subject to applicable State law and appropriate court review, if any.

12.6 Employee Representation. An employee is entitled to a representative of his/her choice.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Separation From Employment	**Policy Reference:** Chapter 13
Policy Source: Human Resources Department	**Legal Review Date:** October 15, 2013
Personnel Committee Approval: November 12, 2013	**City Council Approval:** November 19, 2013

13.1 It is the City's policy to ensure that employee separations from employment are handled in a professional manner with minimal disruption to ongoing work functions. There are three types of separations from employment:

- Voluntary
- Involuntary
- Death

13.2 VOLUNTARY SEPARATION FROM EMPLOYMENT

13.2.1 GENERAL. Voluntary separation from employment occurs when an employee informs their supervisor of resignation or retirement, or separation is deemed to have occurred when an employee is absent from work for 3-consecutive workdays and fails to contact their supervisor (job abandonment).

13.2.2 RETIREMENT. Employees who perform at an acceptable level may continue working as long as they desire and a position is available for them providing their age does not represent a bona fide occupational qualification for their particular position. Employees wishing to retire should obtain necessary information from the Wisconsin Department of Employee Trust Funds. In all other respects (e.g. manner and time of notice) a retirement shall be treated like a resignation.

13.2.3 PROCEDURE. Employees are expected to provide a minimum of 2-weeks notice of their intention to resign employment from the City in order to allow a reasonable amount of time to transfer ongoing workloads. It is expected that written notice will be provided to the employee's immediate supervisor.

a. Upon receipt of an employee's resignation, the immediate supervisor will notify Human Resources by sending a copy of the resignation letter along with a completed Personnel Action Form (PAF) including employee's reason for leaving, last day of work, etc.

b. Human Resources will coordinate the employee's out-processing. Employees must complete the following processes on or before the last day

of work. Vacation is not intended to extend an employee's length of employment and as long as the employee is still employed all vacation is subject to prior approval by the employee's supervisor. Out-processing procedures include:

i. Employees leaving employment must return City keys, tools and equipment on or before their last day of work.
ii. An audiogram for employees in parks maintenance, department of public works maintenance, and protected services positions must be performed on or before the employee's last day of work.
iii. Review of benefit status.
iv. Information on completing the on-line exit interview will be provided. The exit interview provides employees the opportunity to freely express views about working at the City and will be held in strict confidence. HR will compile summary data from the exit interviews.

13.3 INVOLUNTARY SEPARATION FROM EMPLOYMENT

13.3.1 LAYOFF. The department head may, after consulting with the Mayor, lay off an employee due to shortage of funds or work, the abolition of the position, or other material changes in the duties of the organization, or for related reasons which are outside of the employee's control and do not reflect unfavorably on the employee's performance. However, no permanent employee shall be laid off while there are temporary employees serving in the same classification in the same department.

a. Layoff from a Non-Exempt Position. The City may layoff an employee from a non-exempt position whenever such action is necessary. In the event of multiple layoffs in the same position/job title within a department among non-exempt employees, layoff will be based on the inverse order of seniority in that position/job title within the department, as long as the least senior employee does not possess special skills, knowledge and ability for the position and based on performance. A laid off employee will have rights to recall to the same position from which the employee was laid off for up to 1-year following the layoff. Recall will be based on seniority in that position/job title within the department.

b. Layoff from an Exempt Position. The City may layoff an employee from an exempt position based on performance in situations in which there are more than one incumbent within the division or section in which the layoff is to occur. If there is no difference in performance, then the layoff shall be governed by seniority. Employees on lay-off shall be recalled prior to hiring anyone else in the same classification.

c. All layoff plans shall be approved by the Human Resources Director before they are implemented.

13.3.2 DISABILITY. An employee may be separated for disability when the employee cannot perform the essential functions of their position with or without accommodation because of a physical or mental impairment. Action may be initiated by the employee, their legal representative, or the City, but in all cases it must be supported by medical evidence acceptable to the City and, if Wisconsin Statute 40.63 applies, the Wisconsin Retirement System. The City may require an examination by its own physician at its expense to verify the existence and extent of the disability.

13.3.3 DISMISSAL. Dismissal or discharge for cause is explained in chapter 14 of these policies.

13.4 DEATH. Separation of employment will be effective as of the date of death. All compensation due in accordance with Section 2 of this chapter will be paid to the estate of the employee, except for such sums specified by law to be paid to the surviving spouse.

13.5 FINAL PAY.

13.5.1 General. Regular employees who separate from City service shall receive payment at their regular rate for all earned salary, earned vacation and any other pay to which the employee is entitled by law or these policies, subject to appropriate withholding and payroll deductions. Terminating employees shall be referred to the Finance Department for completion of appropriate forms.

13.6 COMPLETION OF ASSIGNMENT. Employees hired to fill temporary positions shall be terminated upon completion of the duties or expiration of the time for which the temporary position was established.

13.7 REFERENCES. Employment references for current or former employees shall be limited to date of hire, date of separation, classification, general job description and rate of pay. If an employer seeks information on quality of performance or willingness to rehire, the supervisor shall confer with the Human Resources Director who may authorize the release of factual information regarding the individual's performance. That factual information, however, must be undisputed and documented.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Discipline and Discharge	**Policy Reference:** Chapter 14
Policy Source: Human Resources Department	**Legal Review Date:** August 22, 2011
Personnel Committee Approval: September 13, 2011	**City Council Approval:** September 20, 2011

14.1 DISCIPLINARY ACTION. Whenever employee performance, attitude, work habits, or personal conduct at any time falls below an acceptable level, department heads shall inform employees promptly and give counsel and assistance. A reasonable period of time for improvement shall be allowed before initiating disciplinary action. In some instances, a specific incident may justify severe disciplinary action in and of itself; however, the action to be taken depends on the seriousness of the incident and the whole pattern of the employee's past performance and conduct.

14.2 PROCEDURE. Whenever an alleged infraction of a rule occurs, or when an employee is not adhering to performance standards, an immediate review is necessary to establish the facts of the situation. The answers to the following questions should be systematically documented and recorded prior to disciplining the employee:

1. What rule or standard was violated?
2. Who was involved?
3. When did it occur?
4. Where did it happen?
5. Who were the witnesses?
6. Were there any extenuating circumstances?
7. What has occurred when other employees violated the same rule?

Progressive discipline should then be considered after consultation with the Human Resources Director or designee. These procedures include, but are not limited to:

1. An oral reprimand.
2. A second offense calls for a written reprimand.
3. A third offense would warrant a suspension.
4. A fourth offense would warrant discharge.

In determining the appropriate discipline, mitigating factors must also be considered. Certain cases may require commencement of discipline at the second, third, or even fourth step of the progression.

14.3 REPRIMAND. If a verbal reprimand is given, a written record of this reprimand should be made, clearly stating the reasons for the reprimand, and a copy filed in the employee's permanent file.

In situations where an oral warning has not resulted in expected improvement, or where more severe initial action is warranted, written reprimands shall be sent to the employee, and a copy of the reprimand shall be placed in the employee's official personnel file and filed in the office of the employee's immediate supervisor. If the employee is represented by a local union, a copy shall be forwarded to the union steward.

NOTE: Letters of reprimand should clearly state the rules violated or the deficiency in performance. A brief recounting of the history of this problem should be included. Such letters should indicate what actions the employee must take to correct the problem. Finally, the letter should indicate what type of actions management will take if the problem recurs or is not corrected. The general spirit of the letter and of the discussion with the employee should reflect a corrective approach.

14.4 SUSPENSION. Suspensions may be given for reasons of misconduct, negligence, inefficiency, unauthorized absences, or other justifiable reasons when alternate personnel actions are not appropriate. Such suspension action shall be in writing and shall be served upon the employee only by the department head or the department head's designated representative, with a copy sent to the Human Resources Director to be placed in the employee's personnel file and a copy sent to the union steward if the employee is represented by a local union. Certain offenses, by their nature, may warrant immediate suspension without requiring a reprimand for the first or second offense as outlined in 14.2 of this chapter.

If the problem situation warrants immediate action and the department head is not available for consultation, the supervisor has two alternatives: (1) contact the Human Resources Director or designee, or (2) relieve the employee of their duties and send the employee home. In the latter case, the employee should be specifically directed to return to work the next scheduled day. The employee should be informed they are being sent home with pay while disciplinary action is being considered. This action is an administrative leave pending the investigation and is taken in situations where time is needed to consult the employee's supervisor and the employee's continued presence on the job would be detrimental to the interests of the City.

14.5 DISMISSAL. There are many reasons why disciplinary action must include dismissal as opposed to the procedure outlined in 14.2. After discussing all the issues with the Human Resources Director or designee, the department head may dismiss an employee for just cause. No employee will be dismissed without notifying the Mayor prior to such action.

Reasons for dismissal may include, but shall not be limited to:

14.5.1 Work Performance

1. Insubordination, including disobedience, or failure or refusal to carry out assignments or instructions.
2. Loafing, loitering, sleeping, or engaging in unauthorized personal business.
3. Unauthorized disclosure of confidential information or records.
4. Falsifying records or giving false information to employees responsible for record keeping.
5. Failure to provide accurate and complete information whenever such information is required by an authorized person.
6. Failure to comply with health, safety and sanitation requirements, rules and regulations.
7. Negligence in performance of assigned duties.

14.5.2 Attendance and Punctuality

1. Constant failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
2. Unexcused or excessive absenteeism.
3. Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
4. Failure to notify the supervisor promptly of unanticipated absence or tardiness.

14.5.3 Use of Property

1. Unauthorized or improper use of City property or equipment including vehicles, telephone, or mail service.
2. Unauthorized possession or removal of City or another person's private property.
3. Unauthorized posting or removing of notices or signs from bulletin boards.
4. Unauthorized entry to City property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

14.5.4 Personal Actions and Appearance

1. Threatening, attempting to do, or doing bodily harm to another person.
2. Intimidating, interfering with, or using abusive language toward others.
3. Making false or malicious statements concerning other employees or supervisors.
4. Use of alcoholic beverages or illegal drugs during work hours.
5. Reporting for work under the influence of alcohol or other drugs.

6. Unauthorized solicitation for any purpose.
7. Inappropriate dress or lack of personal hygiene which adversely affects performance or constitutes a health or safety hazard.
8. Unauthorized or improper use of possession of uniforms, identification cards, badges, or permits.
9. Use of official position or authority for personal profit or political advantage.
10. Discrimination because of race, color, creed, national origin, ancestry, marital status, age, sex, sexual preference, or handicap.
11. During working hours distribute literature, signs, posters or materials/merchandise of any kind. Consent of the Department Head is required for any exception to this rule.
12. Unauthorized carrying of a weapon in the course of employment or during working hours.

14.6 WORK RULES. Individual departments are expected to promulgate and post additional rules or examples of prohibited conduct which may be unique to their operation.

CHAPTER 15

COMPLAINT PROCEDURE

Section 1 Filing Process. Complaints by employees and/or private citizens against supervisors or other employees shall be directed to the department head of the employee against whom the complaint is being filed or the Human Resources Director. If the complaint goes to the department head, he/she will make the Human Resources Director and Mayor aware and seek whatever assistance is necessary. If the complaint goes to the Human Resources Director, then he/she shall immediately forward it to the department head and Mayor and provide advice as to its disposition.

In either case, the department head shall be allowed ample time and opportunity to resolve the matter in-house. If the complainant is not satisfied with the outcome of that effort then he/she may appeal to the Human Resources Director for a review or thorough investigation.

If the complainant fails to receive satisfaction from the Human Resources Director then the complaint may be filed with the Personnel Committee who shall determine what further measures must be taken to adequately address the problem.

Section 2 Whistleblower Protection. When the complainant is an employee, the City shall provide protection against retaliation from individuals who may be negatively impacted by the complaint. Specifically, such complainant may not be disciplined, harassed, ostracized or negatively reassigned solely as a result of the complaint being filed.

Employees who are found to have retaliated against a complainant will subject themselves to discipline which shall be separate, and in addition to, any discipline determined to be appropriate as a result of the City's findings on the initial complaint.

This section does not protect an employee from being disciplined for filing frivolous or fraudulent complaints, nor does it protect them from sanctions stemming from defamation suits.

CHAPTER 16

DRUG-FREE WORKPLACE POLICY

Section 1 POLICY. It is the policy of the City of Green Bay to maintain a drug-free workplace for all of its employees. Drug use both on and off the job can have a significant impact on an employee's job performance and can threaten an employee's own personal well being and safety as well as the safety of other City employees.

Employees are expected to report to work free from any substances that could inhibit their ability to perform their duties. The unlawful use, possession, distribution, dispensing or manufacture of an illegal drug while on duty, on or off City property, is absolutely prohibited.

Failure to comply with this policy will lead to disciplinary action up to and including discharge.

Section 2 REPORTING OF DRUG CONVICTION.

A. Pursuant to the Drug Free Workplace Act of 1988, any employee who is convicted of any violation of a criminal drug statute occurring while on duty must notify the City no later than five days after such conviction. Failure to provide such notification will subject the employee to disciplinary action.

B. When the Federal government requires a City to notify the Federal contracting office of an employee's drug conviction in the workplace, the City of Green Bay will provide such notification to the contracting office within ten (10) days of receiving such notice of conviction.

Section 3 PREVENTION AND REHABILITATION.

A. The goals of this policy are prevention and rehabilitation whenever possible. The City encourages employees who have an alcohol or other drug problem to seek help to deal with their problem. Help is available through the City's Employee Assistance Program. For more details on this, contact the Human Resources Department, a Resource Coordinator, a Supervisor or call the City's Employee Assistance Program at 437-5252 (help is available twenty-four (24) hours a day).

B. Through its Employee Assistance Program and its Human Resources Department, the City will provide an ongoing program of drug-free awareness which shall include:

1. The dangers of drug abuse in the workplace;
2. The City's policies regarding maintenance of a drug-free workplace;
3. Available counseling and rehabilitation;
4. Sanctions imposed for drug use violations;

Section 4. PRESCRIPTION DRUGS. City employees are to notify their supervisor when taking any medication which may interfere with the safe and effective performance of their duties or operation of City equipment.

Section 5. COLLECTIVE BARGAINING AGREEMENTS. This policy shall not supersede any agreements reached with individual bargaining units.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Safety	**Policy Reference:** Chapter 17
Policy Source: Human Resources Department	**Legal Review Date:** August 22, 2011
Personnel Committee Approval: September 13, 2011	**City Council Approval:** September 20, 2011

17.1 PURPOSE

The purpose of this policy to set forth responsibilities and procedures to be followed by City personnel regarding safety and accident prevention related to persons and property.

17.2 SAFETY RESPONSIBILITIES

17.2.1 Employee: Each employee is responsible for performing their job with regard for their own safety and the safety of others. All employees are expected to abide by all Federal, State and City safety standards that apply to the performance of their scope of work. These safety standards are intended to be applied in conjunction with specific department standards or rules and will include but not be limited to the following:

- Wear required personal protective equipment
- Report immediately all accidents and injuries
- Report any unsafe conditions

17.2.2 Management: Department Heads, Managers and Supervisors are responsible for the safety of work under their direction. This will include, but not be limited to the following:

- Providing employees with a safe working environment.
- Ensuring compliance and enforcing all Federal, State and City safety standards which apply to their employee's scope of work in a consistent and fair manner.
- Ensuring that employees perform their job with regard not only for their own safety, but also the safety of co-workers and the safety of the public.
- Investigating accidents, including reports, implementing containment actions and/or implementing or recommending corrective actions to prevent future injuries or accidents.
- Ensuring that all employees under their supervision report all injuries.

17.2.3 Safety Manager: The Safety Manager is responsible for the direction and

coordination of the City's Safety Program. This will include the following:

- City Safety Program development and implementation
- Safety Inspections
- Accident Investigation follow-up
- Record Management

17.3 ACCIDENT REPORTING: Whenever any City equipment is involved in a vehicle accident, the following procedure will be followed.

17.3.1 Employee: The employee will immediately notify the Police Department and their supervisor. If the other party feels they have a claim against the City, the other party will be directed to the City's Law Department.

The employee will not:

a) Make any indication to the other party that the accident will be covered by insurance or the City.
b) Admit liability or make any statements about the accident at the scene of the accident, except to the investigating Police Officer.
c) Give a statement to a representative of the other party's insurance carrier unless approval of the City's Law Department has been obtained.
d) Sign a release of claim.

17.3.2 Supervisor: The supervisor will be responsible for completing the "Report of Vehicular Incident/Damage" form. This form will be completed for all vehicle accidents involving a municipal employee, injury to a citizen, or damage to property related to municipal operations.

17.4 DRIVING RULES AND REGULATIONS: All drivers of municipal vehicles and those using their personal vehicles in pursuit of municipal business will comply with all applicable State and Local laws. Emergency vehicles under pressing emergency situations may be exempted, but are required to exercise due caution and care in travel.

17.4.1 Equipment:

a) Safety belts will be worn in all vehicles so equipped.
b) Turn signals will be utilized by all drivers at all times in ample time to warn oncoming or following vehicles of the intent.
c) Tailgates will be up and locked when vehicles so equipped are in motion. If a vehicle's function requires that the tailgate remain in the open position, the driver will insure that the load is secure and that overhangs are properly marked in accordance with applicable State and local laws.

d) The driver of the vehicle is responsible to see that all necessary conditions are met on the vehicle before he/she operates it. Any unsafe conditions should be reported to the supervisor immediately. A vehicle safety check should include but is not limited to:

*head and tail lights	*directionals	*brake lights
*windshield wipers	*defrosters	*clean windshield
*tires	*brakes	*back-up alarm
*fire extinguisher	*horn	*rear-view mirrors
*steering mechanism	*hydraulic systems	

Drivers operating vehicles requiring commercial driver's license should also check to see that the following is available:

*safety flares and triangles
*spare fuses

17.4.2 Parking:

a) Municipal vehicles are not to park in "NO PARKING' zones except in emergency situations or when the performance of official duties would necessitate. At those times a vehicle is parked in a "NO PARKING" zone emergency blinkers will be turned on.
b) No municipal vehicle is to be left unattended with ignition key left in the ignition. Emergency vehicles may be exempt from this requirement for justifiable circumstances.
c) When not in use, all municipal vehicles should be either locked or parked in a secured area.

17.4.3 Special Equipment.

a) Special equipment such as tractors, high rangers, graders, plows, cranes or any unit which has special devices added for specific types of work will require formal instruction prior to use by a driver. This special training will include the following:

i. Explanation and demonstration of all control devices.
ii. Explanation and demonstration of all safety equipment.
iii. Knowledge of maintenance items such as fuel, water, oil or other minimum operating needs of the unit.
iv. Demonstration of operation.
v. New driver operation under supervision with testing.
vi. Instruction in driving to and from, or on and off a trailer, parking procedures and methods for securing.

Documentation of this training is to be submitted to the employee's respected Department for each trainee.

b) Passengers will ride only in seats so designed for passengers on special equipment.
c) Construction-type equipment will travel at an appropriate speed for the equipment. This equipment will use the right lane except when a left turn is required. Right-of-way will be given to all other motor vehicles. Triangular, orange-colored slow moving vehicle signs will be displayed on the rear of the vehicle.
d) Use of special equipment without training on record and department authorization will result in disciplinary action.
e) Only City of Green Bay employees, unless otherwise authorized by the department head, are allowed to ride in City vehicles.

17.4.4 General.

a) Backing up vehicles without a clear view of the area back of the rear end will be done only with the assistance of a guide. If a second person is in the vehicle, he will get out and guide the vehicle back using appropriate hand and voice signals. If the driver is alone, he will get out of the vehicle and inspect the area behind before backing.
b) Riding on the sides, running boards, tool boxes, tailgates or roof of any truck is prohibited. Further, standing in the back of any truck (except Sanitation Laborer) is not permitted. Riders will be seated only in the intended area. Drivers will carry their State driver's license at all times when operating motor vehicles. Each employee who operates a vehicle regularly or occasionally is required to report any suspension or revocation of his license to his supervisor. Failure of an employee to report a change in license status will result in disciplinary action.
d) During periods of limited visibility or any time windshield wipers are in use, vehicle headlights will be turned on.
e) Trailers are to be fastened securely to hitches. Safety pins in pintel locks will be used. Safety chains will be crossed under the hitch and securely fastened before moving the vehicle.
f) All items to be transported either in a vehicle or trailer, which may move around during transport, will be secured.
g) No more than 3 persons will ride in the front seat of any vehicle. Where only 2 single seats exist, there is to be only one rider per seat.
h) These rules may be updated periodically and may be amended as necessary.

17.4.5 Safety Committees. At the discretion of the Safety Manager, Safety Committees will be assembled to address the following

a) To discuss policies concerning safety and health problems and make recommendations for necessary policy changes for presentation to the Mayor and City Council as appropriate.
b) To review loss experience by department, cost-analysis figures (loss runs), and accident reports.
c) To evaluate the progress of the City's Safety Program and recommend changes to the program to ensure that current needs are being met.
d) To discuss departmental problems, seek solutions and share general information concerning safety for all City employees both on and off the job.

17.5 Weapons. Employees may not carry a weapon at any time in the course of employment unless otherwise allowed by City policy. Weapons include, but are not limited to guns, knives or swords, electric weapons, billy clubs, destructive devices and any chemical whose purpose is to cause harm to another person.

17.5.1 Exceptions.

a) Employees who hold a license to conceal and carry weapons under sec. 175.60, Wis. Stats., may carry or store a handgun, knife, electric weapon, or billy club, in their own motor vehicles. Employees may not remove any weapon from their own motor vehicle and may not possess a weapon in any city-owned vehicle.

b) An employee may carry a weapon or ammunition in the course of employment if the employee is a peace officer.

c) An employee may carry a knife having a blade of less than 3 inches in the course of employment, if approved by the employee's supervisor. Supervisors will only grant such approval if necessary for the employee to perform work-related duties.

CHAPTER 18

DESIGNATED SMOKING AREAS

Smoking shall be prohibited in all enclosed indoor areas of City Hall and all other City-operated facilities.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Electronic Communication & Information Systems Usage Policy	**Policy Reference:** Chapter 19
Policy Source: Human Resources Department	**Legal Review Date:** April 6, 2015
Personnel Committee Review: April 29, 2015	**City Council Approval:** May 5, 2015

19.1 Purpose. The purpose of this policy is to provide guidance on the proper use of the various electronic systems available to employees. Electronic systems include computers, e-mail, telephones, cellular telephones, pagers, voice mail, facsimiles, external electronic bulletin boards, wire services, on-line services, cameras, laptops, PDA's, and the Internet. This policy cannot provide rules to cover every possible situation. The purpose of this policy is to express the City's philosophy and set forth general guidelines governing the use of electronic systems and services. Employees who abuse this policy risk having the privilege removed for them and possibly other employees, are subject to discipline, up to and including discharge and may be subject to civil liability and criminal prosecution.

19.2 Organizations Affected. This policy applies to all of the City of Green Bay government, including its Departments, Offices, Boards, Commissions, Committees, employees and contracted/consulting resources.

19.3 Access and Authority.

19.3.1 Each Department Head shall determine which employees in their department shall have access to the various systems and services, based on business practices and necessity and which shall have authority to communicate on behalf of the City.

19.3.2 The provisions of this Policy shall apply to the use of City-owned/provided equipment and/or services from home or other locations off City premises. City-owned equipment (e.g. laptops) may be removed from City premises solely for City work related purposes.

19.4 Privacy. Electronic information created and/or communicated by an employee using e-mail, utility programs, voice mail, City telephones, City cell phones, internet and bulletin board systems, desktop faxes, all computer documents, and similar electronic media may be accessed and monitored by the City. The City reserves and intends to exercise the right, at its discretion, to review, monitor, intercept, access and disclose all messages created, received or sent over the electronic communication systems as required.

19.5 Prohibited System Usage.

19.5.1 Electronic systems and services cannot be used for knowingly transmitting, retrieving or storing any communication that include but are not limited to:

a. Personal business on City time (e.g. sports pools, games, shopping, correspondence or other non-business-related items/documents), except as otherwise allowed under 19.6,
b. Discriminatory or harassing,
c. Derogatory to any individual or group,
d. Obscene as defined in Wis. Stats. § 944.21,
e. Defamatory, threatening, fraudulent, or malicious,
f. Illegal or contrary to the City's policy or business interests,
g. Engaging in the unlawful use of the e-mail system as set forth in Wis. Stats. § 947.0125 (unlawful use of computerized communication systems),
h. Materials which are considered offensive include, but are not limited to: any materials which contain sexual implications, nude images, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, race, creed, color, sex, ancestry, religious or political beliefs, marital status, national origin or disability,
i. Using another individual's account or identity without explicit authorization,
j. An attempt to test, circumvent, or defeat security or auditing systems, without prior authorization,
k. An attempt to access, retrieve or read any e-mail message sent to other individuals, unless authorized,
l. Sending city-wide group emails on non-work related issues or for events not sponsored by the city,
m. Permitting any unauthorized individual to access the City's e-mail system.

19.5.2 For the protection, integrity and security of the City's network, electronic systems shall not be used to download or transfer software, unless authorized by the IT Division. Do not copy software for use on another City PC, for personal use, or for distribution to others unless a legal license is procured.

19.5.3 Printers, copiers, and facsimiles are provided strictly for City business purposes. The City must be reimbursed for personal use of these machines at a rate of $.25 per page payable to the City Clerk's Office.

19.5.4 Employee owned devices, such as personal data assistants (PDA's), digital cameras, printers, network access points, digital media readers, audio speakers, portable digital storage devices, voice answering machines, laptops, keyboards, and mice should not be connected to City computers or networks unless authorization is received by the IT Division.

19.5.5 Freeware and shareware is not permitted on City computers unless provided or endorsed by the IT Division. Unauthorized use or independent installation of non-standard software or data may cause computers and networks to function erratically, improperly, or cause data loss. Personal licensed software is not permitted due to the liability the City is placed in if the licensing requirements are violated.

19.6 Authorized Personal Use. Except as otherwise provided, electronic systems and services provided by the City are for employees' business use during City time. Limited, occasional, or incidental use of electronic systems (sending or receiving) for personal non-business purposes is permitted as set forth below unless restricted elsewhere:

19.6.1 Personal use is allowed during breaks, lunch or immediately before/after work.

19.6.2 Personal use must not interfere with the productivity of the employee or co-workers.

19.6.3 Personal use does not involve any prohibited activity.

19.6.4 Personal use does not consume system resources or storage capacity on an ongoing basis.

19.6.5 Personal use does not involve large file transfers or otherwise deplete system resources available for business purposes.

19.6.6 Any cost associated with personal use of City resources must be reimbursed to the City.

19.7 Telephone And Cell Phone Usage

19.7.1 City telephones and cellular phones are to be used for City business. However, brief, limited personal use (5 minutes or less per day) is permitted during the workday. Personal long distance calls are only permitted with the use of a personal 1-800 calling card.

19.7.2 The use of personal cell phones for personal calls should be limited to 5 minutes or less per day.

19.7.3 The use of cell phones, except for hands-free activations, is prohibited while driving a City vehicle, with the exception of emergency vehicles, under emergency conditions.

19.8 Security. Employees must respect the confidentiality of other individuals' electronic

communications. Employees are prohibited from engaging in, or attempting to engage in:

a. Monitoring or intercepting the files or electronic communications of other employees or third parties.
b. Hacking or obtaining access to systems or accounts they are not authorized to use.
c. Disabling, modifying, uninstalling, or otherwise inactivating virus scanning software.
d. Using other people's logins or passwords unless authorized.
e. Breaching, testing, or monitoring computer or network security measures.

19.8.1 No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

19.8.2 Anyone obtaining electronic access to other organizations, businesses, companies, municipalities or individuals materials must respect all copyrights and cannot copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner.

19.8.3 Anyone receiving an electronic communication in error shall notify the sender immediately. The communication may be privileged, confidential and/or exempt from disclosure under applicable law. Such privilege and confidentiality shall be respected.

19.8.4 Passwords are intended to keep unauthorized individuals from accessing messages stored on the system. Passwords also establish the identity of the person sending an e-mail message.

a. Passwords should never be given out over the phone, included in e-mail messages, posted, or kept within public view.
b. Users should logout or lock their computer with the password protected screen saver if their computer is in a non-secure area. Users should logout of their computer at the end of their workday.
c. Employees are prohibited from disclosing their password to anyone who is not an employee of the City. Employees also should not disclose their password to other employees, except when authorized.

19.9 <u>E-Mail Special Emphasis</u>. The purpose of this section is to emphasize that certain types of e-mail as defined in Wis. Stats. §19.32(2) are public records. The same rules, which apply to record retention and disclosure for other City of Green Bay documents, apply to such records.

19.9.1 <u>Nature of E-Mail Records</u>. As a general rule, e-mail is a public record whenever a paper message with the same content would be a public record. See Wis. Stats.

§19.32(2) for definition of a record.

19.9.2 Components of an E-Mail Record. The e-mail record is defined to include the message, the identities of the sender and all recipients, the date, and any non-archived attachments to the e-mail message. Any return receipt indicating the sender received the message is also considered to be part of the record.

19.9.3 Public Access to E-Mail Records. If a Department receives a request for release of an e-mail the Law Department should be contacted to determine if it is appropriate for public release. The Law Department and/or HR will review the email(s) and determine whether to release them to the public.

CHAPTER 20

WEATHER EMERGENCY EMPLOYEE ABSENCE POLICY

Section 1 POLICY. It is the policy of the City of Green Bay that the City Operations and Buildings do not close because of snow and normal weather emergencies. One of the principal functions of local government and its employees is to promote the general welfare and to provide for the common good of our customers/citizens during such periods through service of both an emergency and non-emergency nature. Therefore, all employees' regular work goes on and they are expected to be at their duty stations except as provided for herein.

Failure to comply with the policy will lead to disciplinary action up to and including discharge.

Section 2 WEATHER EMERGENCY. A snow emergency is a formal designation made in practice by the City's Public Work's Director, through formal public announcement which triggers no parking in the snow routes. This generally means that the snowfall has or is anticipated to exceed certain minimums requiring special action to facilitate traffic movements and clearance of these routes. However, transportation over the roadways is still fairly feasible.

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

Section 3 EMPLOYEES LEAVING WORK STATIONS. Once a weather emergency or other emergency has been formally declared, each employee in non-protective service who is deemed to not be essential to emergency response, while expected to work if practical, may evaluate their individual circumstances. Through this process, the employee shall make a decision to stay at work or use leave time to go home early or stay, following proper notification to their supervisor.

Any employee who leaves work as outlined above because they feel that their personal safety or that of a family member requires it, must use a personal day, vacation or unpaid leave for any time missed by going home. Sick leave will not be permitted to be used for this purpose.

Any employee who was already scheduled to be on vacation or had called in sick, must use the vacation or sick day and will not be permitted to convert any hours to paid because they were not scheduled to work.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Work Related Injury	**Policy Reference:** Chapter 21
Policy Source: Human Resources Department	**Legal Review Date:** April 28, 2011
Personnel Committee Approval: May 24, 2011	**City Council Approval:** June 7, 2011

21.1 PURPOSE

The health and welfare of all City employees especially in the instance of any employee who may be injured on the job, is a principal concern of the City of Green Bay. This policy will help to insure compliance with the Worker Compensation Act and will also enable the employer to provide maximum protection and consideration to any employee injured on the job and/or in the line of duty as provided for in the Act.

21.2 POLICY

It will be the policy of the City of Green Bay that any employee who suffers injury of any nature whatsoever on the job, whether the employee feels it is significant enough to require treatment, time off, or not, should report the injury and/or incident within 24 hours of its occurrence or when a weekend is involved, the first shift of work after the occurrence. Specifically the 24-hour period begins as soon as the employee knows or should have known that they suffered an injury. An Employee Report of Injury form should be completed and filed with the supervisor within this time period. All accident reports will be routed to Risk Management located in the Human Resources Department. Failure to comply may subject an employee to disciplinary action. This time requirement may be waived only under certain exceptional or mitigating circumstances.

This policy requires the reporting of the incident, not the filing of a worker's compensation claim. It is intended as a management tool or procedure that will better enable the City to comply with the act as well as to monitor procedures to reduce risk and exposure to potential injury.

21.3 WORKER'S COMPENSATION

The following procedure for filing a Worker's Compensation claim has been adopted and will be followed by all City employees.

21.4 EMPLOYEE INJURIES

REPORT ALL INJURIES, NO MATTER HOW MINOR OR SERIOUS, TO YOUR SUPERVISOR IMMEDIATELY.

Any employee that suffers an injury on the job, whether he/she feels it is significant enough to require treatment is required to report the injury immediately to their supervisor. The employee will fill out the Report of Occupational Injury or Illness form and file the report with their supervisor. The Employee Report of Injury will be routed to Risk Management located in the Human Resource Department. Injuries not reported on a timely basis may not be compensable under Worker's Compensation. Failure to report injuries in a timely manner may subject an employee to disciplinary actions.

21.4.1 Emergency Medical Treatment. For severe on-the-job injuries such as hemorrhaging, unconsciousness, severe burns, or other injuries requiring immediate emergency medical treatment, call 911. Medical reports by ER physicians relative to the injury will be accepted by the City.

21.4.2 Non-Emergency Medical Treatment. For non-emergency injuries requiring medical treatment suggest that the employee seek treatment at Prevea WorkMed at the address below. The supervisor or other authorized employee should call ahead and notify Prevea that an injured employee is on their way in. No City forms need accompany the employee to Prevea. Injury status forms or Return to Work forms will be completed by the Prevea physician and will be provided to the employee who will forward it to their supervisor following the exam.

Prevea Work Med
3021 Voyager Drive, Green Bay
(920) 405-1420
Hours of Operation: Monday – Friday, 6:30 am to 5:30 pm

21.4.3 Personal Physician. If the employee so chooses they may see their own physician. However, the employee will see the doctor the same day as immediate treatment of the injury is for the protection of the employee as well as that of the City. After the employee has scheduled an appointment, the supervisor or designee will provide the injured employee with the "City of Green Bay – Return to Work Recommendations Record" form to accompany the employee to this and all subsequent medical appointments. This form is to be completed by the attending physician and returned by the employee to their supervisor.

21.4.4 Outside of Normal Business Hours. For injuries occurring outside of normal business hours that require non-emergency medical attention such as sprains, minor burns or minor broken bones, the employee may be referred to Prevea Urgent Care where no appointment is needed. If the non-emergency medical need

is greater than what is listed for Prevea Urgent Care, then the employee should be referred to any of the hospitals' emergency room for immediate care.

Prevea Ashwaubenon Health Center – Urgent Care
760 Pilgrim Way, Green Bay
(920) 496-4700 No appointment needed.
Hours of Operation:
Monday – Friday, 8:00 am to 8:00 pm
Weekends, 8:00 am to 4:00 pm

Prevea East De Pere Health Center – Urgent Care
3860 Monroe Rd. (County Road GV) De Pere
(920) 496-4700 No appointment needed.
Hours of Operation:
Monday – Friday, 8:00 am to 8:00 pm
Weekends, 8:00 am to 4:00 pm

Prevea Howard Health Center – Urgent Care
2793 Lineville Road Green Bay
(920) 496-4700 No appointment needed.
Hours of Operation:
Monday – Friday, 8:00 am to 8:00 pm
Weekends, 8:00 am to 4:00 pm

21.4.5 Injured Employee Transport for Non-Emergency Medical Treatment. Upon notification of an injured employee at the worksite in need of non-emergency medical treatment, the supervisor of designee will transport the injured employee for medical attention.

For all follow-up medical examinations the employee will be responsible for their own transportation for these appointments.

21.4.6 Report Filing. The "Report of Occupational Injury or Illness Form" is required to be filed for all injuries no matter how slight. It is the supervisor's responsibility to ensure that this report is completed within one business day following the injury. In no instance will a verbal report of injury be accepted in lieu of a written report. If medical treatment is received relative to a work-related incident the employee will call 448-3125 or stop in at Human Resources Room 500, City Hall, within twenty-four (24) hours after receiving medical treatment. If the injury occurs over a weekend or holiday, the employee will contact Human Resources the following business day. A copy of all return to work forms for work-related injuries will be forwarded to Human Resources by the supervisor as soon as possible.

21.4.7 Lost Time Injuries. If through receipt of a completed "Physician Record" form the

supervisor learns that the employee will lose time from work the supervisor will contact the department head and Human Resources as soon as possible. If an employee is off of work for any length of time due to the injury, the employee must report regularly to their supervisor or designee. The employee will keep the supervisor fully informed as to the progress of the healing period, pending exams, etc. If an employee experiences loss of time from work due to the work-related injury, the employee will notify their supervisor of their options to make themselves whole. Refer to applicable labor contracts to review details of this varied option.

21.5 ALTERNATIVE DUTY

The following will outline the requirements for assignment to alternative duty when an employee is capable to return to work with temporary physical limitation following a work-related or off-duty injury of illness. Work-related injuries or illness will have priority in placement for Alternative Duty. Alternative Duty applies to all City of Green Bay regular full-time and regular part-time employees. For purposes of this program, light duty will be defined as any assignment in which the employee is not required to meet all physical demands of his/her job or perform all functions which are normally a part of his/her job as outlined in a City position description. Participation in the light duty program will not cause the employee to sacrifice wages and/or sick time that would not have been sacrificed otherwise. Employees temporarily placed on alternative duty will receive regular full-rate compensation.

21.5.1 Qualification. An employee will qualify for light duty when a physician indicates on a "Return to Work Recommendations Record" that the employee is not capable for performing at full capacity. The City reserves the right to schedule an exam with a medical practitioner of its choice.

21.5.2 Responsibilities.

a) Employee. Employees are expected to comply with requirements of the Safety and Human Resources Offices with respect to reporting requirements and physician visits. It is also expected that the employee will comply with physician's restrictions, advice and orders.

b) Department/Division Involved. Department Heads will work in cooperation with the Human Resources Department in placing temporarily disabled employees on jobs in keeping with their restrictions. Supervisory personnel will ensure that employees are working within their assigned restrictions and will ensure that the period of alternative duty does not exceed that required by the physician. Supervisory personnel will also encourage employees to return to work as soon as possible following a disability. Supervisory

personnel will also ensure that employees furnish written doctor's return to work forms indicating return to work dates and work restrictions if any.

c) Human Resources Department. The Human Resources Department and involved Department Head will be responsible for placing temporarily disabled employees on jobs in keeping with the restrictions imposed by the physician and are also responsible for any discussion that may be necessary. Additionally Human Resources may:

i. Contact the employee's physician as necessary to explain the City's willingness to place employees on alternative work duty and to clarify the physical restrictions of the employee including specification of restriction period or establishment of a review date on which restrictions will be considered necessary.
ii. Perform necessary follow-up on all employees with work restrictions to determine if restrictions are to continue or to determine when the employer will be able to return to an unrestricted activity.
iii. Work in cooperation with the Department head to place the employee on a temporary position in keeping with their restriction imposed by the physician.

d) Human Resource Director. The Human Resource Director may redesign the job description to accommodate work parameters and may negotiate these parameters if necessary under union contracts. Subject to the appropriate agreement, employees will be placed on alternative duty in the following order of consideration.

i. Placing the employee on their regular job.
ii. Transfer to a different job in the same section.
iii. A position within the employee's collective bargaining unit, if applicable.
iv. A position throughout the City.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Dress Code Policy	**Policy Reference:** Chapter 22
Policy Source: Human Resources Department	**Legal Review Date:** August, 2010
Personnel Committee Review: October 26, 2010	**City Council Approval:** December 7, 2010

22.1 Purpose. City employees present the first impression of the City of Green Bay to members of the public, and therefore, must present a professional image at all times. Professional attire complements an environment that reflects an efficient, orderly, professionally-operated organization.

The purpose of this policy is to provide guidelines for employees and management as to what does and does not constitute appropriate professional attire. This policy is not an all-inclusive list of what is and is not acceptable and employees must exert judgment in their choice of clothing that is worn to work.

This policy is primarily intended for office workers at City Hall and other City office settings. The policy does not apply to employees listed in 22.4.

This policy shall apply when on City business or otherwise representing the City.

22.2 Policy.

22.2.1 Acceptable Business Casual Attire. A business casual dress code is appropriate for City of Green Bay employees Monday through Thursday.

a. Clothing that projects a professional image. All clothing shall be clean and without rips, holes, etc.
b. Slacks, dress pants or pants similar in style to Dockers or other makers of cotton, synthetic, wool or flannel pants. This includes dressy pants that are at least mid-calf in length.
c. Casual dresses, skirts and skorts that are no shorter than two (2) inches above the top of the knee. Skirts that are split at or below the knee.
d. Casual shirts, dress shirts, sleeveless sweaters and shirts, golf-type shirts and turtlenecks. Suit jackets and sport jackets.
e. Walking shoes, tennis shoes, loafers, clogs, boots, flats and dress heels. Open toe shoes (including sandals) will be acceptable for women only.
f. T-shirts are not acceptable on non-casual days.
g. An employee may wear non-blue denim jeans, if approved by the Department Head.

22.2.2 Acceptable Casual Attire. A casual dress code is appropriate for City of Green Bay employees on Fridays. Employees are expected to present a neat appearance and shall not wear items classified as "Unacceptable Attire", as described in 22.2.4.

a. Jeans must be in good condition (i.e. not ripped or tattered).
b. T-shirts and sweatshirts must be in good condition.
c. Any of the above "Acceptable Business Casual Attire" is also appropriate on casual Fridays.

22.2.3 Acceptable Packer Attire. Green Bay Packer attire will be allowed on the day of, or the Friday prior to Packer games. Employees are still expected to present a neat appearance and shall not wear items classified as "Unacceptable Attire", as described in 22.2.4.

a. Jeans must be in good condition (i.e. not ripped or tattered).
b. Green Bay Packers apparel (i.e. casual shirts, sweaters, golf-type shirts, jerseys, t-shirts, sweatshirts and turtlenecks).

22.2.4 Unacceptable Attire. The following is not acceptable attire.

a. Clothing that is tight, clothing that is revealing such that either midriff or cleavage is exposed, or clothing that is sheer.
b. Clothing that contains offensive words, cartoons or images, etc.
c. Clothing that contains political statements, slogans or campaign related information.
d. If an employee may influence the determination of a contract with a vendor, the employee shall not wear any type of clothing, footwear, headgear, etc. that contains the name of a company or corporation that the City contracts with or uses as a vendor.
e. Blue denim jeans (with the exception of Fridays and Packer game days), shorts, bib overalls, sweatpants, exercise pants, cargo pants, warm-up suits and any spandex-like material pants that can be used for exercise.
f. Shorts, tight skirts, and mini-skirts. Strapless dresses and spaghetti-strap dresses.
g. Midriff tops, halter tops and tube tops.
h. Shower footwear, beach flip-flops, or slippers.
i. Employees with visible body piercings other than ear will be required to remove the jewelry while at work.
j. Using a reasonable person standard, other attire which may not be considered appropriate for the workplace.

22.3 Compliance Requirements.

22.3.1 Employees. City of Green Bay employees are responsible for complying with the above expectations and guidelines (except those noted in "Section 22.4" of this policy). Please contact your supervisor or Human Resources if you have a question as to whether or not a certain item is considered acceptable attire.

22.3.2 Management. Department Heads and Supervisors are responsible for monitoring compliance to this policy within their department.

22.3.3 Employee Request for Review. An employee who believes they have been treated unfairly or inappropriately under this policy may ask that the matter be reviewed by Human Resources. Human Resources will work with the employee and the Department to review the matter in a timely manner.

22.4 Exceptions.

22.4.1 Employees working in the field, performing manual duties or at a worksite calling for other attire, jeans or similar attire which is appropriate to the type of work being performed by the employee. This exception must be approved in advance by the Department Head.

22.4.2 This policy shall not apply to employees who wear uniforms or in situations where the employees' clothing is addressed through a collective bargaining agreement.

22.4.3 This policy shall not apply to employees working in DPW, Bridgetenders, or Park Maintenance operations. Appropriate attire for these operations shall be as determined by the Department Head.

22.4.4 Exceptions to this policy may be made on a case-by-case basis for religious reasons, medical conditions and other applicable circumstances. Requests of this nature must be submitted for review by the Department Head and the Human Resources Department.

22.5 Distribution. All employees will be provided with a copy of this policy.

22.6 Review and Revision. The City reserves the right to rescind and/or amend this, and all City policies, at any time.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Family and Medical Leave	**Policy Reference:** Chapter 23
Policy Source: Human Resources Department	**Legal Review Date:** December, 2009
Personnel Committee Approval: August 13, 2013	**City Council Approval:** August 20, 2013

23.1 Purpose. The purpose of this policy is to provide an overview of the Federal Family and Medical Leave Act and the Wisconsin Family and Medical Leave Act which requires covered employers to grant eligible employees with job-protected, unpaid leave due to medical, caretaking or family/parental reasons.

23.2 Policy. The City of Green Bay provides family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA) and the Wisconsin Family and Medical Leave Act. The Military Family Leave Amendment extends the FMLA to provide military exigency leave and caregiver leave.

For the most part, the federal and state family and medical leave laws overlap. When an employee's absence qualifies as FMLA leave under state and federal laws, the employee will use up his/her entitlement under each law at the same time. Where one law provides a greater benefit than the other, the employee will receive the greater benefit. Entitlements are calculated on a calendar year, January 1 to December 31 for both state and federal purposes.

23.3 Eligibility. An employee is eligible for FMLA under state law if they have been employed by the City for more than 52 consecutive weeks and have been paid for at least 1,000 hours during the preceding 52 week period. Service has to be consecutive to be considered. Under federal law, eligibility requires at least twelve months of service and at least 1,250 hours worked during the twelve-month period preceding the leave.

23.4 Leave Available. State law allows 2 weeks of medical leave due to an employee's serious health condition; 2 weeks of family leave to provide care to an immediate family member (child, spouse, domestic partner or parent) with a serious health condition; and 6 weeks of family leave for the birth of an employee's natural child or adoption. Federal law allows 12 total weeks of medical and/or family leave due to an employee's serious health condition, the birth of an employee's natural child or adoption, or to provide care for the serious health condition of an employee's child, spouse or parent.

Military Family Leave. Eligible employees may take up to 12 weeks of family leave due to a qualifying exigency when the employee's spouse, son, daughter or parent is on covered active duty, or has been called to covered active duty status and deployed to a

foreign country. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

The military FMLA also allows up to 26 weeks of leave for a spouse, son, daughter, parent or next of kin to care for a covered service member during a single 12-month period. A covered service member is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy for a serious injury or illness or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

If an employee is not eligible for FMLA, or has exhausted their FMLA entitlement, or wishes to take leave for a purpose that does not qualify for statutory leave, please consult the other leave policies of the City to determine if other leave might be available.

Please note: The eligibility requirements for the City's sick leave benefits and worker's compensation will normally meet the requirements for the Federal Medical Leave Act and allow the City to count the amount of time used for these leaves against employees' FMLA entitlement. Therefore, FMLA forms are required for all leaves in excess of 3 consecutive scheduled workdays and may be required for less than 3 days given the circumstances.

23.5 Procedures For Requesting Leave. Leave request forms are available from the Human Resources Department. Failure to comply with the following rules may result in the delay of leave or denial of leave.

23.5.1 Foreseeable Leave. Where leave is foreseeable, employees must make a written request for leave at least 30 days in advance.

23.5.2 Unforeseeable Leave. Where advance written notice of the need for leave is not possible (such as where there is an emergency need for medical consultation or treatment) advance oral notice (in person or by telephone) is required. Where neither advance written nor oral notice is possible, then oral notice must be provided as soon as reasonably practicable with written documentation to follow.

In order for an absence to be covered by FMLA leave, the employee must give the City sufficient information no later than 2 days after returning to work following the absence. Employees will not be allowed to have such a designation

made later.

23.6 Scheduling Leave. Leave must be scheduled in such a fashion that it does not unduly disrupt the City's operations.

23.7 Substitution of Benefits. Under Federal leave, the City has the ability to require employees to substitute all vacation, personal leave, safety day, or sick leave, during the leave period. Under State leave, employees have the option of substituting benefits for their State leave period. When paid leave is substituted for unpaid leave, the paid leave will not be available to the employee later, nor will the employee be entitled to additional family and/or medical leave as a result of the substitution of paid leave. In addition, because the eligibility requirements for worker's compensation benefits require a medical condition that meets the eligibility requirements for family medical leave, the time an employee is off due to an on-the-job injury will automatically be counted against his/her Federal FMLA entitlement.

23.8 Medical Certification & Examinations. Where leave involves a serious health condition, the City requires employees to provide a medical certification form from the health care provider within 15 days of the Employer's request for certification. The City reserves the right to require a second opinion or even third opinion, or may require recertification of a serious health condition when appropriate.

23.9 Reporting While on Leave. While an employee is on leave, the City may require the employee to report periodically on his/her status and intent to return to work.

23.10 Fitness for Duty Report. If an employee has taken medical leave of more than 3 consecutive days as a result of his/her own serious health condition, then the employee must provide a fitness for duty certificate before returning to work. The City may waive this requirement at its discretion.

23.11 Insurance and Benefits. To maintain insurance coverage employees must continue to pay their portion of the premium on a bi-weekly basis while on leave. Coverage will cease if payment is not received by the Human Resources Department within 30 days of the premium due date. While on unpaid leave, employees may not accrue benefits (ex. vacation, personal or sick leave) and benefits will be prorated by the City accordingly. If the employee is currently participating in the City Flexible Benefits Plan and takes an unpaid leave of absence exceeding a full pay period, contact the Human Resources Department to modify the payment schedule for the remainder of the year.

23.12 Failure to Return to Work. If an employee fails to return to work for reasons other than a continuation of a serious health condition, the employee will be required to reimburse the City for any insurance premiums paid by the City on his/her behalf while on leave. Further, any leave used in excess of earned leave will subject the employee to a payback provision as outlined in the Policy and Procedures Manual.

23.13 Designation of Leave. If an employee specifically applies for FMLA leave, Human Resources will notify him/her as soon as possible whether the leave has been approved. If the leave does qualify as FMLA leave, the employee will receive confirmation of the leave approval. Approval or denial of the leave will be made only through the Human Resources Department in writing. Until notification is received from the Human Resources Department in writing that the leave was approved, the employee must continue to call in to his/her supervisor notifying him/her of their absence. Any change in the originally approved leave must be submitted and approved using the same procedure as above.

There may be times when an employee is absent under circumstances that would qualify as FMLA leave, and the employee has not specifically applied for FMLA leave. The City has the right to designate such absences as FMLA leave, and may also waive the requirement of medical certification at its discretion. If an absence is designated as FMLA leave, the employee will receive written notice of the designation. If the employee does not receive notice from the City that an absence has been designated as FMLA leave, the employee should assume that the absence will not be treated as FMLA leave.

23.14 Employment Protection. Upon return from family or medical leave, the employee will be returned to the position s/he held immediately prior to the leave if the position is vacant. If the position is not vacant, the employee will be placed in an equivalent position.

"Key Employees"- a salaried employee, whose salary rate is in the top ten percent of the City of Green Bay employees, may be denied restoration to employment on the grounds that such restoration will cause substantial and grievous economic injury to the City.

This policy provides an introduction to the rights provision of the family and medical leave laws. Specific questions an employee may have about this law should be directed to the Human Resources Department.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Social Media Policy	**Policy Reference:** Chapter 24
Policy Source: Human Resources Department	**Legal Review Date:** April 4, 2011
Personnel Committee Review: September 27, 2011	**City Council Approval:** October 4, 2011

24.1 Purpose. The City of Green Bay recognizes the role of technology in the workplace is constantly expanding and now includes social media communication tools that facilitate interactive information sharing, interoperability and collaboration. It is also a useful outreach and communication resource for members of the public. However, City social media sites and personal social media sites must be kept separate at all times.

The purpose of this policy is to provide guidelines for employees with respect to the use of social media.

24.2 Definitions.

24.2.1 Blog: (Short for web-log) Personal online journal that can be updated by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video. Examples include, but are not limited to Blogger, LiveJournal, and Twitter.

24.2.2 Chat Room: Way of communicating through video and/or audio transmissions or by sending text messages to people in the same chat room in real-time. The term can mean any technology ranging from real-time online chat over instant messaging and online forums to fully immersive graphical social environments.

24.2.3 Online Forum: Online discussion group where users can post comments, information, links, graphic media and thoughts, either anonymously or as themselves, usually not in real-time.

24.2.4 Personal Website: Website created or configured by an individual for business, social, or entertainment purposes.

24.2.5 Social Media: Media used for social interaction using highly accessible and scalable publishing techniques. Examples include, but are not limited to blogs, chat rooms, online forums, social networking sites, websites, and wikis.

24.2.6 Social Networking Site: Website or online service that enables users to create public profiles within that website and form relationships with other users of the

same website who access their profile. Examples include, but are not limited to Facebook, LinkedIn, and MySpace.

24.2.6 Website: Any computerized document, file, or menu accessible on the Internet.

24.2.7 Wiki: Website that allows users to freely create and edit web pages using a web browser. Examples include, but are not limited to Wikipedia and Wikitravel.

24.3 Conduct on City Social Media Sites. Each City social media site is the sole proprietorship of the City of Green Bay. Employees may be authorized to create and post content on City social media sites, but do not own the accounts.

All City social media sites shall be operated in conformance with and be consistent with applicable state, federal, and local laws, regulations, and policies including all information technology security policies. This includes any applicable records retention time periods.

Employees shall not blur or combine their personal and professional lives when operating a City social media site.

24.3.2 Policy/Legal Compliance.

a. All City-related communication through social media must be conducted in accordance with the City's *Electronic Communication and Information Systems Usage Policy, Harassment and Discrimination in the Work Place Policy* and/or other applicable policies.

b. City social media sites shall adhere to applicable federal, state, and local laws. This includes any applicable open records requirements. Any content maintained in a social media format that is related to City business is public record. Content must be able to be managed, stored, and retrieved to comply with applicable laws.

24.3.3 Establishment of Sites. City social media sites must be approved by the Department Head and IT Administrator. Department Heads shall be responsible for determining who is authorized to use social media on behalf of the City and for designating appropriate access levels.

24.3.4 Terms of Service (TOS). Employees using social media to communicate on behalf of the City should be aware of the Terms of Service (TOS) of the particular form of media. Each form of social media has its own unique TOS that regulate how users interact using that particular form of social media. Employees should consult the most current TOS in order to avoid violations. If the TOS contradict any City policy, then Management and/or Human Resources will determine whether the use of that form of social media is appropriate.

24.3.5 Content of Posts and Comments. Employees using social media to communicate on behalf of the City should be mindful that individuals who view such communication may believe any statements made are on behalf of the City; therefore, employees should use discretion before posting and commenting. Once these posts or comments are made they can be seen by anyone and may not be able to be "taken back." Communication should include no form of profanity, obscenity, or copyright violations. Likewise, confidential or non-public information should not be shared.

Great care should be given to screening social media communication made on behalf of the City as improper posting and use of social media tools may result in disciplinary action.

Employees should not use City social media sites for political purposes, to conduct private transactions or engage in private business activities.

24.3.6 Privacy. Employees should have no expectation to privacy while using the Internet on any City system or facility on or off premises. The City reserves the right to actively monitor current content and review past content. The City also reserves the right to restrict and/or remove any content that is deemed in violation of any applicable policies and/or laws.

24.4 Conduct on Personal Social Media Sites. Personal social media sites must remain personal in nature and be used to share personal opinions. Employees must maintain a distinction between sharing personal and official City views.

24.4.1 Use of Disclaimers. When operating personal social media sites, employees should use a disclaimer to ensure that stated views and opinions are that of the employee and not of the City. A disclaimer is required when:

a. Referring to work done by the City;
b. Commenting on any City-related matters;
c. Reposting comments made by other on any City-related matter;
d. Providing a hyperlink to the City website; or
e. Creating or referencing forums on City-related topics. Examples include, but are not limited to Twitter hashtags or Facebook groups.

24.4.2 Personal Use of City Electronic Systems and Services. Employees should refer to the City's *Electronic Communication and Information Systems Usage Policy* for information regarding authorized personal use of City electronic systems and services.

Employees may not use their City email account or password in conjunction with personal social media sites.

24.5 Comments. Employees may be subject to discipline for comments that are threatening, slanderous, or detrimental to other employees, the City, or anyone associated with or doing business with the City.

24.6 Violations. Failure to comply may result in disciplinary action, up to and including termination. Unlawful use, based on the level of the offense, may result in referral for criminal prosecution.

24.7 Review and Revision. The City reserves the right to rescind and/or amend this, and all City policies, at any time.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Crossing Guard Benefits	**Policy Reference:** Chapter 25
Policy Source: Human Resources Department	**Legal Review Date:** December 13, 2011
Personnel Committee Approval: December 7, 2015	**City Council Approval:** December 15, 2015

25.1 Purpose. The purpose of this policy is to establish benefits for crossing guards. Crossing guards will not be eligible for benefits under Personnel Policy Chapter 9 unless specifically referenced in this Chapter 25.

25.2 Definitions.

25.2.1 Regular Crossing Guard. An employee hired as a regular crossing guard will be eligible for benefits described in this policy.

25.2.2 Relief Crossing Guard. An employee hired to cover a regular crossing guard's vacancy on an on-call as needed basis is not eligible for benefits described in this policy. Relief crossing guards will receive first consideration for regular guard positions.

25.2.3 Probationary Period. All new regular crossing guards will serve a 30 calendar day probationary period beginning on the employee's first day of work as a regular crossing guard.

25.2.4 Eligibility for Benefits. Eligibility for benefits will commence on the employee's date of hire as a regular crossing guard. If a relief crossing guard is hired as a regular crossing guard the date for determining vacation eligibility will be the date of hire as a relief crossing guard.

25.3 Bid Selection.

25.3.1 Once a year, during the summer months, the regular crossing guards will bid for all corners in order of date of hire. Crossing guards starting on the same day will have their starting times varied (as determined by the flip of a coin) so that there will be no ties in the order of selection.

25.3.2 Vacant positions and corners which arise during the school year will be offered based on date of hire as a regular crossing guard in accordance with the following:

a. Employee must sign an annual posting at the bid meeting, designating specific corners they want to be offered.
b. If a vacancy occurs on or after March 15, the corner will be filled with a relief crossing guard.
c. Employees can only change a corner one time per school year.
d. Employees attending the annual bid meeting will receive two hours pay for the meeting.

25.3.3 The crossing guard corner at Ashland and Clinton will be paid an additional $0.50 an hour (including holiday and PTO pay, etc.) The additional pay will be effective only as long as the current conditions remain.

25.4 Paid Time Off (PTO).

25.4.1 Each regular Crossing Guard will earn paid time off according to the following schedule:

- 0 to 5 years 8 days
- After 6 years 13 days
- After 15 years 17 days

25.4.2 PTO pay will be based on the employee's regular hourly rate of pay times the hours normally worked.

25.4.3 At the option of the employee, up to a maximum accumulation of 20 PTO days may be carried over each year, or PTO earned but not used during the school year may be paid out at the end of the school year.

25.4.4 On days when schools are closed, employees may use PTO days.

25.4.5 Employees wishing to take one week or more of PTO will give as much notice as possible but at least 5 days advance notice. Said notice can be reduced by mutual agreement of the employer and employee. PTO used as sick day(s), funeral days, jury duty, etc. will not require advanced notification.

25.4.6 If a crossing guard requests leave for any reason other than illness, they must use eligible accrued time before using a no-pay day for time off.

25.5 Thanksgiving Day. Regular crossing guards will receive Thanksgiving Day as a paid holiday based on the number of regularly scheduled hours.

25.6 Unplanned School Cancellations/Inclement Weather. In the event there are unplanned school cancellations for inclement weather or other reasons and the schools are closed for a full day by school authorities, regular crossing guards will be paid for all hours regularly assigned for that day. Employees on any type of paid or unpaid leave would

not qualify for this payment. Payment will be limited to two days per school year, subject to alterations based on the school contract.

25.7 Leaves.

25.7.1 Employees will be entitled to benefits allowed by State or Federal law pertaining to leaves of absence. Leave without pay will be granted in accordance with the crossing guard Policy and Procedures with the approval of the Human Resources Director or designee.

25.7.2 Jury Duty. An employee will be given time off with pay when subpoenaed to perform jury duty before a court, public body or commission. Any payment received for jury duty will be retained by the employee and an equivalent amount will be deducted from the employee's gross pay for that period. The employee must submit a copy of the jury duty payment received to the Payroll Department. Reimbursement for expenses incurred (i.e. mileage, meals, parking) will not be deducted from the employee's gross pay.

25.8 Notification of Supervisor.

In the event a regular crossing guard cannot report for work, it will be the employee's responsibility to contact the crossing guard administrator on the crossing guard phone line at least one hour prior to the start of the shift. The crossing guard administrator is then responsible for contacting a relief guard to fill that vacancy.

25.9 Closures and Meeting Attendance.

25.9.1 School Closure. If certain schools in the City dismiss students early while other schools remain open the full day, the guards affected by the closing will not suffer a reduction in hours on that day.

25.9.2 Employer Required Meetings. Employees will be compensated at their regular hourly rate for all employer required meetings and/or training.

25.10 Equipment and Uniforms. The City will furnish all equipment and uniforms required of the crossing guards including badge, vest, stop sign and whistle. Each January the City will pay each regular crossing guard a $50.00 annual clothing allowance.

25.11 Fitness for Duty. Each employee will be examined by the City's medical professional, at City cost, to determine fitness for duty each school year. The City reserves the right to have an employee provide certification, at the employee's expense, that they are released to return to work. Each employee participating in the fitness examination will receive a minimum of 2-hours pay for attending the examination. The City's right to have employees examined by the City's physician does not in any way limit the employee's rights to be treated by a physician of their choice.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Bridgetender Benefits	**Policy Reference:** Chapter 26
Policy Source: Human Resources Department	**Legal Review Date:** April
Personnel Committee Approval: April 24, 2012	**City Council Approval:** May 1, 2012

26.1 Purpose. The purpose of this policy is to establish work assignments and benefits for Bridgetenders. Bridgetenders will only be eligible for benefits under Chapter 9 of the City's Personnel Policies that are specifically referenced in this Bridgetenders Benefits Policy.

26.2 Navigation Season. The navigation season will generally be from April 1 to December 1 of each year, more or less, such exact period to be determined by the Public Works Director or designee depending on weather conditions and the ability of ships to arrive and/or depart. Bridgetenders will be on call for off-season work as scheduled by the Public Works Director or designee.

26.3 Probation Period. New Bridgetenders will serve a 12-month probation period.

26.4 Work Schedules. The work schedules and determination of the number of Bridgetenders necessary will be at the discretion of the Public Works Director or designee.

26.5 Holidays. Bridgetenders will be eligible to receive paid holiday time in accordance with the holiday provisions of Chapter 9, for those holidays that occur during the navigation season. If a holiday falls on a Bridgetender's regularly scheduled work day, they will receive regular pay for the holiday, plus holiday pay. Holiday pay will be appropriately prorated but will not exceed 8 hours.

26.6 Vacations. Bridgetenders will be eligible to earn vacation according to the following schedule:

- Start through end of 5th year — 53 hours
- 6th through end of 10th year — 80 hours
- 11th through end of 15th year — 91 hours
- 16th through end of 20th year — 107 hours
- 21st year plus — 133 hours

Bridgetenders earning more than 133 hours of annual vacation as of March 25, 2011 will be grandfathered and redlined at the appropriate prorated amount of their current vacation accumulation while employed by the City. The allowable amount of vacation

carryover is 160 hours.

26.6.1 Personal Leave. In addition to vacation, each Bridgetender will be granted 2 days of personal leave per navigation season. Personal leave must be used during the calendar year earned and may not accumulate from year to year.

26.7 Sick Leave. Bridgetenders will accrue sick leave at the rate of 8-hours per month of service during the navigation season to a maximum of 1152 hours. An employee may use absences necessitated by injury or illness of the employee or an immediate family member.

26.7.1 Immediate family will mean spouse, parent, stepparent, child, stepchild, foster child, guardian or sibling who lives at home.

26.7.2 Misuse of sick leave may subject the employee to disciplinary action per the City's Personnel Policies. Management may periodically review amounts of use as well as patterns of use and counsel employees on problem areas.

26.7.3 Escrow Account. Employees employed prior to March 25, 2011 who terminate employment by eligibility and acceptance to the State Retirement system will have accumulated sick leave, up to a maximum of 688 hours, placed in an escrow account and used to pay health insurance premiums. This provision will not apply to those employees employed after March 25, 2011. Employees retiring prior to December 31, 2013 will have sick leave hours placed in their escrow account either in accordance with the provision in effect on March 1, 2011 or in accordance with section 9.7.5.a above, whichever is more beneficial to the employee.

26.8 Funeral Leave. Funeral leave will be granted in accordance with the funeral leave provisions of Chapter 9 of the City's Personnel Policies.

26.9 Work Week. The regular work week will typically be 6 consecutive work days followed by 2 days off. There will typically be 3 shifts: 6:00 a.m. to 2:00 p.m.; 2:00 p.m. to 10:00 p.m.; and 10:00 p.m. to 6:00 a.m. These schedules may be modified at the discretion of the Public Works Director or designee.

26.10 Overtime. In accordance with the Fair Labor Standards Act (FLSA) 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. Overtime hours must be pre-approved by the Supervisor. Approved paid time off will not count as hours worked for the purposes of determining eligibility for 1½ times pay. Anytime overtime is available on a specific bridge, overtime will be offered by seniority to Bridgetenders on that bridge before going to master seniority.

26.11 Minimum Pay. An employee will be eligible for 2-hours minimum pay when called in and reporting to work.

26.12 Assignments. The Public Works Director or designee will make assignments to specific jobs within the work group. When a vacancy occurs on a bridge, the Employer will give consideration to seniority when making job assignments.

26.13 Seniority. Seniority for purposes of the Bridgetender group will commence upon an employee's most recent date of hire as a Bridgetender.

26.14 Discipline and Discharge. Discipline and discharge will be in accordance with the appropriate provisions of the City's Personnel Policies.

26.15 Grievance. Employees may file a grievance in accordance with Chapter 12 of the City's Personnel Policies.

26.16 Health, Dental and Life Insurance. Bridgetenders will be provided health, dental and life insurance in accordance with applicable provisions of Chapter 9 of the City's Personnel Policies.

26.16.1 In order to cover premiums during the off-season, the City will allow each Bridgetender to have withholdings for health, dental and life insurance premiums taken out of each paycheck during the bridge tending season to cover most, if not all, of the premiums during the off season.

26.16.2 The City will calculate the projected cost of the premiums during the off season and divide the deduction equally among the remaining pay periods in the calendar year and place the money into a premium withholding account. In December the City will use this account to pay off insurance premiums. If there is not enough money in the employee's account to pay all of the premiums, the City will make the appropriate deductions from the employee's last calendar year paycheck. If there is excess money in the account the City will reimburse this money to the employee following the last paycheck in the calendar year.

26.16.3 Typically, the City becomes aware of premium increases for the next calendar year in September or October. Should there be an increase in premiums, the City will recalculate the amount due during the off season and change the employee's deduction accordingly.

26.17 Wisconsin Retirement System (WRS). WRS contributions will be in accordance with applicable provisions of Chapter 9 of the City's Personnel Policies.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Rehire Policy	**Policy Reference:** Chapter 27
Policy Source: Human Resources Department	**Legal Review Date:** March, 2013
Personnel Committee Approval: May 14, 2013	**City Council Approval:** May 21, 2013

27.1 Rehire Criteria. A former regular employee with a minimum of 3-consecutive years of experience with the City in a regular position, who is rehired within 6-months of the date of separation from employment, will be eligible for service credit as outlined in this policy.

27.2 New Employee. If more than 6-months has elapsed between the former employee's separation and rehire dates, the former employee will be considered a new employee and will not be eligible for service credit.

27.3 Regular Employee. An employee in a position that is regularly scheduled for 52-weeks a year for 20-hours or more.

27.4 Service Credit. The employee's prior period of regular City employment is added to the current period, but the break in service is not counted as part of total service credit.

27.5 Service Credit Inclusions. Former employees rehired as described in 27.1 will be provided eligible service credit for purposes of the following.

a) Vacation accrual rate.
b) If a former employee is rehired into the same position held immediately prior to separation of employment from the City, service credit will be applied to the employee's salary placement.

27.6 Service Credit Exclusions. Rehired employees will be considered a new employee for all other purposes, or as may otherwise be defined under an applicable collective bargaining agreement, including but not limited to the following:

a) Probationary Period.
b) Sick Leave.
c) Benefit Plan waiting periods (i.e. health, dental, etc.).
d) Wisconsin Retirement System eligibility based solely on WRS plan provisions.
e) Seniority provisions, if applicable.

27.7 This policy is effective retroactive to June 1, 2012.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Solicitation and/or Distribution of Materials to Employees	**Policy Reference:** Chapter 28
Policy Source: Human Resources Department	**Legal Review Date:** October 15, 2013
Personnel Committee Approval: November 12, 2013	**City Council Approval:** November 19, 2013

28.1 Solicitation of employees or distribution of advertising materials, handbills, or printed advertisements or materials of any kind to employees through e-mail, or inter-office mail or by standing at a doorway and handing out information on the premises of the City of Green Bay is prohibited.

28.2 Solicitation by one employee of another employee for any purpose is not permitted while either employee is on work time. Distribution by City employees of advertising materials, handbills or printed or written literature of any kind to other employees during work time is prohibited.

28.3 The Department Head or Human Resources may authorize the advertisement of discounts for area businesses by leaving information in the employee break areas.

28.4 The Department Head or Human Resources may authorize fund drives by employees on behalf of charitable organizations or for employees' gifts and the use of e-mail if the use is considered de minimus.

28.5 City employees may continue to post solicitations for Girl Scout cookie drives, pizza sales for schools and other similar activities by leaving information in the employee break areas or through e-mail if the use is considered de minimus.

28.6 Generally the City's bulletin boards are intended to be used for business-related purposes. Absent prior authorization from the Department Head or Human Resources, the posting of other items not directly related to work is not allowed. However, the posting of personal items for sale or rent such as would appear in the classified section of a newspaper (e.g.; cottage rental, auto for sale) is permitted. With appropriate approval e-mail may be used if the use is considered de minimus.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: HIPAA Privacy Policy	**Policy Reference:** Chapter 29
Policy Source: Human Resources Department	**Legal Review Date:**
Personnel Committee Approval:	**City Council Approval:**

29.1 The City of Green Bay (City) is committed to compliance with the HIPAA Privacy Rules (Rules) set forth by the U.S. Department of Health and Human Services (HHS). These Rules dictate that all personally identifiable health information (health information) that is received by or generated through a covered entity must be afforded certain protections. Covered entities include health plans, health care providers and health care clearinghouses. The City maintains several health plans that are covered entities, and the City also has certain functions that qualify as health care providers. Accordingly, as an entity that has some covered functions and some non-covered functions, the City will consider itself a hybrid entity, for purposes of and as allowed by the Rules. This means that only the health care components, as set forth below and covered health plans will be subject to the Rules.

29.2 Health information must be kept within firewalled within the City's health plans and health care components. Any sharing or disclosure by the City health plan(s) or health care components of health information for reasons other than claim payment, treatment or health care operations would require direct authorization from the participant/patient. Accordingly, the City has developed specific procedures to ensure that each City health plan participant's or patient's health information is used and disclosed in conformance with the Rules.

29.3 Each City employee or recipient of City-covered health services should also be aware that not all personally identifiable health information is subject to the Rules. Only the City's health plans and health care components are subject to these requirements. The City's health care components are as follows:

29.4 All of the City representatives that work with and have access to participants' and patients' health information are trained to ensure confidentiality of such information. Furthermore, only those City representatives that need to have access to such information for purposes of payment, treatment or health care operations will be allowed to view the information without express authorization from the patient (or his/her parent if the patient is under 18), unless disclosure of such information is otherwise allowed under the Rules.

29.5 Finally, the City has/will be entering into a contract with each of its business associates, as defined under the Rules, which has access to plan participants' or patients' health information. Each contract provides that the business associate shall generally have access to the health information only for purposes of payment, treatment and health care operations. Furthermore, the business associate must keep the health information confidential under the same conditions that the health plan or health care component follows. That is, each business associate is contractually obligated to follow Rules to which the City's health plans and health care components are subject.

29.6 Please refer to the City's Notice of Privacy Practices form for a complete description of your rights and the City's obligations under the HHS privacy requirements. The City has designated the Human Resources Director as its Privacy Officer. City health plan participants and patients can contact the Human Resources Director at 100 N. Jefferson Street, Room 500, Green Bay, WI 54301; (920) 448-3071 with their questions about this Policy.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Americans With Disabilities Act (ADA) Policy	**Policy Reference:** Chapter 30
Policy Source: Human Resources Department	**Legal Review Date:** May 19, 2009
Personnel Committee Approval: June 9, 2009	**City Council Approval:** June 23, 2009

30.1 PURPOSE. The purpose of this policy is to outline the provisions of the Americans with Disabilities Act (ADA) and the rights and obligations of employees and the City under federal law.

30.2 DEFINITIONS.

30.2.1 ***Disability:*** A physical or mental impairment that substantially limits one or more major life activities (and includes times when the impairment is episodic or in remission), a record or history of such impairment, or being regarded as having such impairment. The definition should be interpreted broadly.

30.2.2 ***Major Life Activities:*** Activities that an average person can perform with little or no difficulty. Examples of major life activities include, but are not limited to: caring for oneself, performing manual tasks, working, walking, sitting, standing, bending, seeing, hearing, eating, breathing, speaking, sleeping, reproducing, learning, thinking, concentrating and interacting with others. Major life activities also cover major bodily functions, which include, but are not limited to: endocrine, functions of the immune system, neurological, digestive, respiratory, circulatory, and reproductive functions.

30.2.3 ***Essential Job Functions:*** Those activities of a job that are the core to performing the position that cannot be modified. A function is essential if: the job exists to accomplish the function, only a limited number of employees can perform the function, the function is highly specialized and an employee is hired for his/her expertise in the area. Other factors that may be considered in determining whether a function is essential are: the amount of time an employee spends performing the function, the consequences if the employee were not required to perform the function, the terms of applicable collective bargaining agreement, the work experience of previous employees who held the job, and the work experience of employees in similar jobs.

30.2.4 ***Reasonable Accommodation:*** Any modification or adjustment to a job or the work environment that will enable a qualified individual with a disability to enjoy equal employment opportunities and access to public facilities, services, and

meetings. Examples of reasonable accommodation include: making facilities readily accessible, job restructuring/reassignment when appropriate, modifying work schedules, or providing qualified readers or interpreters.

30.2.5 ***Qualified Individual with a Disability:*** An individual who meets legitimate skill, experience, education, or other requirements of the position and who can perform the essential functions of the position with or without reasonable accommodation.

30.2.6 ***Undue Hardship:*** An action that is excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the business. The determination of undue hardship is always made on a case-by-case basis.

30.2.7 ***Direct Threat:*** A significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated by reasonable accommodation.

30.3 POLICY. The City of Green Bay will not discriminate against qualified individuals with disabilities in all City employment practices, services, programs, or activities. The City of Green Bay will adhere to all applicable Federal and State laws, regulations, and guidelines with respect to providing reasonable accommodations to people with disabilities as required (where accommodations do not cause undue hardship on the City) to afford equal opportunity to all.

The ADA is divided into five (5) titles:

30.3.1 Title I of the ADA ensures that individuals with disabilities be judged solely on their ability to perform essential job functions with or without reasonable accommodation. Title I prohibits discrimination in all aspects of employment including: advertising, recruiting, job application process, hiring, training, advancement, compensation, leaves, fringe benefits, layoffs, firing, access to workplace facilities and any other terms, conditions, or privileges of employment.

30.3.2 Title II prohibits excluding qualified individuals with disabilities from participating in or being denied benefits of public service.

30.3.3 Title III prohibits disability discrimination against customers, clients, or visitors.

30.3.4 Title IV addresses adequate telecommunication services for disabled individuals.

30.3.5 Title V contains a number of miscellaneous provisions. It assures that the ADA does not limit or invalidate other Federal or State laws.

30.4 PROCEDURES.

30.4.1 ***Requests for Reasonable Accommodation.***

A. An individual may ask for an adjustment, change or other modification in the application process; a working condition, provision of service or for access to services necessary because of the individual's medical condition or disability.

B. A request does not have to use any special words, such as "reasonable accommodation" or "disability." An individual with a disability may request reasonable accommodation whenever s/he chooses, even if s/he has not previously disclosed the existence of a disability.

C. An existing employee with a disability may request an accommodation from his/her supervisor or the Human Resources Department.

D. Individuals from the general public may request an accommodation based on a qualifying disability from the City's Safety Manager.

30.4.2 ***Hiring/Promotions.***

A. Individuals seeking employment with the City or employees pursuing promotions will be asked whether he/she is able to perform job-related functions.

B. The City of Green Bay will make accommodations that are reasonable as determined on a case-by-case basis. The Human Resources Director will determine what constitutes a reasonable accommodation.

C. An applicant/employee who needs an accommodation in the employment/promotion selection process shall request the accommodation from the Human Resources Department.

D. All job descriptions shall have the essential functions of the job clearly listed.

E. For certain pre-determined positions, the City of Green Bay will conduct a medical examination after a job offer has been made. Information on any medical condition of an applicant/employee is maintained by the City of Green Bay's Occupational Health Care Provider and/or the Human Resources Department, and shall not be disclosed except as required by law.

30.4.3 ***Effective Communication.*** The City will generally, where reasonable and upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City's programs, services, and activities. This might include qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

30.4.4 ***Modifications to Policies and Procedures.*** The City will make all reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services, and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact the City Safety Manager, City of Green Bay, 100 N. Jefferson Street, Room 500, Green Bay, Wisconsin 54301, phone (920) 448-3125 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden or otherwise not be deemed a reasonable request under the law.

The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

30.4.5 ***Complaint Procedure.*** Anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City shall submit the complaint in writing. The complaint shall contain information regarding the alleged discrimination such as name, address, and phone number of the complainant and location, date, and description of the problem, and any names of witnesses. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant and/or designee as soon as possible, but no later than 60-calendar days after the alleged violation to:

Human Resources Director
City of Green Bay
100 N. Jefferson Street, Room 500
Green Bay, WI 54301
Phone: (920) 448-3071

Within 15-calendar days after the receipt of the complaint, the Human Resources Director or designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15-calendar days after the meeting, the Human Resources Director or designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print,

Braille, or audiotape. The response will explain the position of the City and offer options for substantive resolution of the complaint.

If the response by the Human Resources Director or designee does not satisfactorily resolve the issue, the complainant and/or designee may appeal the decision within 15-calendar days after the receipt of the response to the City Attorney or designee.

Within 15-calendar days after the receipt of the appeal, the City Attorney or designee will meet the complainant to discuss the complaint and possible resolutions. Within 15-calendar days after the meeting, the City Attorney or designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Human Resources Director or designee, appeals to the City Attorney or designee, and responses from these 2-offices will be retained by the City for at least 3-years.

30.5 RESPONSIBILITIES.

30.5.1 The Human Resources Department shall be responsible for:

A. Providing guidance, training, and assistance to department heads, supervisors, and employees on dealing with reasonable accommodations within their area(s) of responsibility.
B. Investigating, resolving, and making findings and recommendations on complaints of discrimination based upon a disability.
C. Determining reasonable accommodations of an individual upon the recommendation of the contracted Occupational Health Care Provider.
D. Determining the physical abilities required to perform the essential job functions.
E. Coordinating reasonable accommodations for test administration and interview processes.

30.5.2 The Department Heads and Supervisors within the City of Green Bay shall be responsible for:

A. Conducting job-related interviews with the assistance of a Human Resources representative.
B. Providing input to Human Resources regarding the essential functions of a job and how a reasonable accommodation may be implemented.
C. Educating staff members on the practices and procedures laid out in this policy.
D. Cooperating with and understanding the practices in this policy.

CITY OF GREEN BAY PERSONNEL POLICY	
Title: Employee Safety Recognition Program – Safety Spot Award	**Policy Reference:** Chapter 31
Policy Source: Human Resources Department	**Legal Review Date:** October, 2014
Personnel Committee Approval: February 23, 2015	**City Council Approval:** March 3, 2015

31.1 Purpose. The purpose of the Employee Safety Recognition – Safety Spot Award is to foster a safety culture by enabling employees to recognize field employees in Parks, Forestry, and DPW Operations who demonstrate exceptional dedication and leadership to improve the City of Green Bay's workplace safety.

31.2 Policy. To continuously improve the City of Green Bay's safety culture and foster a safe workplace which provides opportunities to recognize and reward exceptional safety actions.

31.3 Procedure.

31.3.1 Employees: Employees at all levels in the areas of Parks, Forestry and DPW Operations are encouraged to identify and recognize their peers, supervisors or subordinates for exceptional safety actions which go above normal expectations.

In order to recognize employees a Safety Spot Award Recognition form will need to be filled out and turned into the employee's supervisor or City Safety Manager. The City Safety Manager will then follow-up with the employee's supervisor to review and verify the action meets the award criteria and to coordinate the Safety Spot Award. Employees are responsible for ensuring Safety Spot Awards submitted are appropriate and are intended solely to recognize exceptional safety actions.

31.3.2 Supervisors: Supervisors who wish to recognize employees or crews who make an exceptional effort to improve workplace safety and/or demonstrate exceptional safety actions in the area of Parks, Forestry and DPW Operations will need to complete a Safety Spot Award recognition form and route it to the City Safety Manager. The City Safety Manager will verify the safety action was exceptional and coordinate the Safety Spot Award.

Supervisors will deliver the Safety Spot Award. The Safety Spot Award should be done as close to the observed behavior as possible and will include a discussion or why the employee(s) is being recognized.

31.3.2 Safety Manager: The City Safety Manager will verify all actions submitted for the Safety Spot Award are exceptional. If the actions does not meet the definition of exceptional, the Safety Manager will convey the reason why to the employee submitting the form. The City Safety Manager will track the Safety Spot Awards and will coordinate with the employee's supervisor to ensure the Safety Spot Award is available to present to the employee.

The City Safety Manager along with the City Safety Committee will monitor the effectiveness of the program and will distribute on a monthly basis an update to the appropriate Department Heads a list of their employees generating and receiving Safety Spot Awards along with the justification.

31.4 Safety Spot Award Recognition

Each Safety Spot Award will be a $25 gift certificate. The annual cost of the Safety Spot Awards cannot exceed $2,000 and will be financed through funds received by the City from the CVMIC Risk Assessment Improvement Award program and the HR marketing budget.

The specific activity which triggers recognition for the Safety Spot Award will vary by workgroup, but are generally characterized as contributing towards the City's Safety Mission Statement and fostering a safe, accident-free workplace through self-initiated actions which exceed expectations and are outside of typical job duties. Safety Spot Award recognitions are not intended to recognize actions expected as part of normal job responsibilities (for example, consistently wearing personal protective equipment, good housekeeping, etc.)

- All field employees in the areas of Parks, Forestry and DPW Operations are eligible for the Safety Spot Award.
- Safety Spot Awards should be presented in a timely manner.
- The Safety Spot Award shall thank the employee(s) for the accomplishment and shall provide a brief explanation as to why the award is being given.
- Safety Spot Awards shall be presented by Supervisors.

31.5 Form

Safety Spot Award Form

Date: ___/___/____

Employee being recognized: _____

Employee's Supervisor:_____

Safety Spot Awards are intended for actions that contribute to the City of Green Bay's Mission Statement…*The City of Green Bay is committed to the safety and welfare of all employees, residents and visitors. Every city employee has the responsibility to provide and support a culture of injury prevention and safety consciousness…* and fosters a safe, workplace through **self-initiated** actions which **exceed expectations** and are **outside typical job duties.**

Indicate Action(s) being recognized		**Description of what was done and how does it improve safety.**
	Increased employee(s) knowledge and awareness of safety.	
	Enhanced the safety of others.	
	Demonstrated safety leadership.	
	Prevent an accident or injury.	
	Other (Describe)	

Name of Individual submitting: _____