

City of Green Bay  
Parks, Recreation & Forestry Department

Forestry Department  
Program & Job Descriptions



SEASONAL  
MAINTENANCE  
EMPLOYEES  
2016



## **WELCOME**

The Forestry Department would like to welcome you to our maintenance staff. You are an important part of our organization. Our major goal is to provide the citizens of Green Bay and its visitors with the many benefits trees can give to a community. Much of the responsibility for achieving success is dependent upon the quality of work produced by our employees and their effectiveness in managing their assignments, hazard avoidance, equipment operation, public relations and administrative tasks. We're counting on you to help our program do this.

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## **COMPENSATION & BENEFITS**

### **Required Employee Records**

1. Completed and signed job application.
2. W-4 form.
3. I-9 Employment Eligibility Verification form including providing documents meeting listed requirements.
4. FICA Alternative Program Form.
5. Direct Deposit Authorization Form.
6. Completed work permit if required (under 18 years of age).

### **SITES TO OBTAIN WORK PERMITS:**

**City of Green Bay Parks, Recreation, & Forestry Office**, 448-3365, 8 a.m. – 4:30 p.m., Monday – Friday, 100 N. Jefferson St., Rm. 510, Green Bay

**Brown County Clerk's Office**, 448-4016, 8:00 a.m. – 4:00 p.m., Monday – Friday, 305 E. Walnut St., Room 120, Green Bay

**East High School – Student Services**, 448-2090, 7:15 a.m. – 3:15 p.m., Monday – Friday any school day, 1415 E. Walnut St., Green Bay

**Southwest High School – Career Center**, 492-2650, 7:15 a.m. – 3:00 p.m., Monday – Friday any school day, 1331 Packerland Dr., Green Bay

**West High School – Career Center**, 492-2600, 7:15 – 11:30 a.m. and 12:30 – 3:15 p.m., Monday – Friday any school day, 966 Shawano Ave., Green Bay

**Bay Port High School**, 662-7000, 8:00 a.m. – 2:00 p.m., Monday – Friday, 2710 Lineville Road, Howard (for Howard-Suamico School District residents only)

The following information must be furnished:

- A. Proof of age (birth record, baptismal certificate)
  - B. Social Security card
  - C. Letter from employer stating intention to employ minor
  - D. Letter of consent from parent or guardian. Employer's letter may be co-signed by parent or guardian.
  - E. Fee of \$10 paid.
7. Any changes in name, address and/or phone number, must be given to supervisor or manager as soon as change is made.

## **COMPENSATION & BENEFITS**

### **PAYROLL**

### **DIRECT DEPOSIT**

All City employees are subject to mandatory direct deposit of their entire paycheck. You may

have turned in direct deposit information in the past. If you have not been paid from the City of Green Bay in the past 60 days, your direct deposit information is deleted from the payroll software. You will need to turn in direct deposit information before we can schedule you to work. Forms are available through your supervisor or the Payroll Department. Forms are also available on the City's website under Quick Links/Forms/Employment/Direct Deposit Authorization Form. If you are depositing into a checking account, a voided check must accompany your direct deposit form.

### **PAYROLL CALENDAR**

Your first paycheck is delayed by two weeks.

Pay dates: See payroll calendar in appendix.

### **W-2 MAILINGS**

W-2s (tax information) will be mailed to your home address no later than January 31.

### **HOURS OF WORK**

Work schedules will vary by division and position. Refer to your division's section for more specific information.

### **OVERTIME EXEMPTION**

The Fair Labor Standard Act provides overtime exemption for amusement and recreational employees. Exemption applies for any adult employee who is employed by an establishment, which is an amusement or recreational establishment, organized camp, or religious or non-profit educational conference center, if it does not operate for more than seven months in any calendar year. Adult employees are defined as anyone who is 18 years old or a high school graduate.

## **COMPENSATION & BENEFITS**

### **CHILD LABOR LAWS - EFFECTIVE 6/97 (FAIR LABOR STANDARD ACT)**

16 & 17 year olds	No hour restrictions	
14 & 15 year olds	School days	3 hours
	School week	18 hours
	Non-school day	8 hours
	Non-school week	40 hours
	Time of day	7 a.m. - 7 p.m. (Labor Day to May 31)
	Time of day	7 a.m. - 9 p.m. (June 1 to Labor Day)

### **CLASSIFICATION PLAN**

The City of Green Bay Parks, Recreation, & Forestry Department and the Department of Public Works have a payroll classification plan which is reviewed annually. All seasonal positions are classified by A, B, C, D, E, F, or G. Within each classification, there is a step plan, 1-4 with step 1 being the lowest. For each progressive year of employment, the employee moves up one step in the pay plan.

### **FICA ALTERNATIVE RETIREMENT PLAN**

Employee Benefits:

- As an employee, you will contribute 7.5% pre-tax dollars into the group annuity underwritten by the Life Insurance Company of the Southwest (rated "A" Excellent by A.M. Best) versus a 6.2% after-tax dollar contribution to FICA (the 1.45% contribution to Medicare will not change).
- Each employee is 100% vested in their own pre-tax account and earns a market rate of return.
- Once per calendar year, you will receive a statement indicating all deposits and interest earned.
- When you terminate or separate from employment, the account balance will be available for distribution.
- There are two options for distribution:
  - (1) Direct payment to participant or beneficiary
  - (2) Direct rollover to IRA account or other qualified plan. Distributions are subject to mandatory federal and state income tax withholding if applicable.

If you have specific questions regarding program features, please contact Jim Hintz or Bruce Nelson of Precision Retirement Group (PRG) at 1-800-238-9101 or access their website at [www.prginfo.com](http://www.prginfo.com). You may also contact the plan administrator, Pelion Benefits, Inc. at 1-888-532-7526. If you have general questions, please call the Human Resources office at 448-3147.

### **WISCONSIN RETIREMENT SYSTEM**

Permanent employees working in excess of twelve hundred (1,200) hours per year qualify for participation in the Wisconsin Retirement System. Seasonal employees will not be scheduled for more than 1,200 hours in a calendar year.

## **COMPENSATION & BENEFITS**

### **EMPLOYEE BENEFITS**

As a part-time employee, you are not eligible for benefits. You do not accumulate vacation time or sick leave. **DAYS OFF WITHOUT PAY ARE LIMITED AND MUST BE APPROVED BY YOUR IMMEDIATE SUPERVISOR.**

### **EMPLOYMENT STATUS**

Employment with the City of Green Bay is an “at will” relationship, which means that either party can terminate the employment relationship at any time. Policies and procedures outlining terms and conditions of employment are merely guidelines which are subject to change at the sole option of the City of Green Bay and do not constitute and should not be relied upon by employees as contracts of employment.

# **EMPLOYEE GUIDELINES**

## **UNIFORM POLICY**

### **Purpose**

To ensure all employees create a clean, crisp, professional, personal appearance to each other and our customers by maintaining uniformity, consistency, and professionalism in our dress and grooming standards. These are considered minimum standards but are not all-inclusive. Additional standards may be designed based on departmental needs. **PLEASE REFER TO YOUR DIVISION GUIDELINES FOR SPECIFIC REQUIREMENTS.**

### **General Rules of Wear**

1. Uniforms will be selected and distributed by management staff of the Department who has the responsibility for ensuring that proper grooming and dress standards are adhered to and has the authority to determine what is appropriate.
2. Uniforms are to be purchased at the Green Bay Parks, Recreation & Forestry Office or through your immediate supervisor. Employees will receive 1 free staff shirt when they purchase their first staff shirt (first 2 shirts only = total of 1 free shirt). Staff sweatshirts are excluded. Money received from purchase of staff shirts is credited to clothing line item in each respected budget (WLS, Bay Beach, Pools and Recreation). Pool employees will purchase swimsuits. Check with your supervisor for swimsuit guidelines.
  - Staff uniforms should not be worn in public during non-working hours to avoid confusion to the public on whether or not you are on duty. At no time should staff uniforms be worn in taverns or at other non-working activities.
  - Uniforms are not to be altered in any way (slashing, cropping, dying, rolling up the sleeves, etc.).
3. Shorts and pants need to be in good public taste. Faded or ragged cutoffs, chopped shorts, or pants with holes are not acceptable. Please refer to the rule of wear requirements for your specific division.
4. Hats are permitted as long as they are clean, brim forward, and in good public taste. No hats are permitted that display alcohol, cigarettes, distasteful language or symbols, drugs, or any profane comments as determined by management staff. Please refer to rules of wear for your specific division.
5. On cold days staff is permitted to wear a staff sweatshirt or a jacket in good public taste.
6. Garments worn under staff uniforms should not be visible. Staff needs to maintain a professional appearance at all times as determined by Administrative staff.
7. Any department staff wearing a staff shirt at Bay Beach Amusement Park must have it tucked in to comply with facility rules.
8. Uniform colors must match that of the current stock. If uniforms are faded, ripped, altered, or discolored, you will be required to purchase new uniforms.
9. Two earrings per ear are acceptable. More than two per ear is not acceptable. Earrings should be conservative in style and color to complement employee's appearance. Oversized earrings are not acceptable.

## **EMPLOYEE GUIDELINES**

10. Body/nose and other visible piercings other than earrings may not be worn by any employee while working.
11. Jewelry and accessories should be moderate and businesslike and not interfere with work.
12. Hair must be clean and neatly trimmed and be styled in a natural manner. Hair color must be a natural shade.
13. Excessive or offensive tattoos must be covered while working.
14. Employees failing to report to work in the proper uniform may be subject to disciplinary action. Employees may be sent home without pay to get their uniforms.
15. Rings, other than plain bands, are not allowed in food prep and service areas (health department regulations).
16. Acrylic/fake fingernails are not allowed in food preparation and service areas (health department regulations).

# **EMPLOYEE GUIDELINES**

## **SICK LEAVE/TIME OFF**

- 1) Requests for time off will be made through your Supervisor or the Recreation Supervisor.
- 2) Scheduled time off requests should be given in writing at least two weeks in advance to the day of leave and must be approved.
- 3) Excused absences include illness and funeral leave; however supervisors must be notified. All other business will need approval through your Supervisor.
- 4) Staff members are responsible for notifying management of their absence themselves. Notification via another staff member is not acceptable.
- 5) Refer to your division's section regarding specifics for calling in sick.

## **DRUG AND ALCOHOL 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.

### **Prescription and Over the Counter Drugs**

City employees are to notify their supervisor when taking any medications, which may interfere with the safe and effective performance of their duties or operation of City equipment.

## **CONFLICT OF INTEREST**

Employees shall not use their position or City facilities for personal financial gain during their scheduled work shift or on their own personal time.

## **SEXUAL HARASSMENT**

### **What is sexual harassment?**

Law defines as sexual harassment:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct by an individual is made explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for an employment decision; or such conduct has the purpose or effect to interfere with an individual's work performance, or creates a hostile, intimidating, or offensive working environment."

## **EMPLOYEE GUIDELINES**

### **What is the City of Green Bay's position on sexual harassment?**

**The City of Green Bay does not tolerate sexual harassment in any form within the workplace.**

- 1) Sexual harassment is impermissible and unprofessional conduct, which impairs the ability of a City employee to perform his/her job. Such conduct will be subject to disciplinary action in accordance with applicable due process requirements up to and including discharge. The following are examples which constitute sexual harassment in the workplace (it is not an all-inclusive list):
  - a) Any attempt to engage a non-consenting person in sexual activities or physical contact of sexual nature; or any unsolicited physical contact of a sexual nature; or
  - b) Unsolicited and/or repeated sexually derogatory epithets, sexually derogatory statements or gestures concerning an individual's body, or sexual derogatory statements or gestures concerning the anatomical parts specific to one's gender; or
  - c) Jokes, pictures, or comments of a sexual nature, sexual remarks, or other sexual conduct that interferes with job performance or creates a hostile, intimidating or offensive environment; or
  - d) Use of voicemail, email, the internet or other such sources as a means to express or obtain sexual material, comments, etc; or
  - e) Any unwanted, unwelcome or unsolicited sexual conduct imposed on a person who regards it as offensive or undesirable; or
  - f) Any attempt to penalize or punish a person for either rejecting or objecting to the actions described above.
  
- 2) Any acts committed by employees or agents acting on behalf of the City which may constitute sexual harassment should be reported to one of the following:
  - a) Your Supervisor;
  - b) Superintendent of Recreation, Superintendent of Parks, City Forester, Special Facilities Manager, WLS Director;
  - c) Director of Parks, Recreation and Forestry; or
  - d) City Human Resource Analyst or management member

### **WHAT YOU NEED TO KNOW...**

#### **How to prevent harassment:**

- Conduct yourself in a business-like manner.
- Dress appropriately for the job.
- Be familiar with your right to work in an environment free from sexual discrimination.
- Be prepared to assert these rights.
- Become acquainted with the City's procedures for reporting sexual harassment.

#### **What to do if you are sexually harassed:**

- Be direct and candid with the person right away. Let the person know you find the conduct unwelcome and offensive.
- When reporting the harassment, be prepared to give the specific facts surrounding the incident. Give the who, what, when, where, and how.

# **EMPLOYEE GUIDELINES**

## **PERSONAL CONDUCT**

The nature of our work places us in the public eye daily. Reputation and image of the Parks, Recreation, and Forestry Department depends on the quality of work we accomplish and our actions in public.

You are expected to carry out your duties courteously and efficiently, always being aware that what you say and do in public reflects on yourself and the Department.

In addition, the following behavior may subject you to immediate dismissal:

- Threatening, attempting to do, or doing bodily harm to another person.
- Intimidating, interfering with, or using abusive language toward others.
- Making false or malicious statements concerning the department or others.

This policy also applies to other forms of harassment, which will be thoroughly investigated and handled accordingly.

## **INCLEMENT WEATHER**

- 1) When storm conditions develop, all staff should be alert for thunder and/or lightning. Staff should take proper precautions with patrons by instructing them to return to their home or enter a building. Direct patrons to a safe area until severe weather has passed (20 minutes from last thunder and/or lightning).
- 2) In most cases, our facilities will not be closed due to inclement weather. Employees will assist in updating inventories, cleaning, and general maintenance routines.
- 3) During severe weather conditions, staff should listen to their radio for instructions and/or communications.
- 4) In case of inclement weather, you may be sent home early.

\*\*Park Shop & Forestry employees: If it is raining hard at 6:30 a.m., you can call the Park Shop at 448-3389 or 448-3390 to see if you should report for work.

\*\*All other employees shall report for assigned shift unless notified by supervisors or managers.

## **BREAKS**

All employees are allowed breaks during their shifts - a supervisor will assign all break periods. Refer to your division section regarding specific guidelines.

## **EMPLOYEE THEFT**

Taking **ANYTHING** (food and drink, clothing, tickets, money) that you haven't paid for or that doesn't belong to you or helping someone to do this is stealing. Any employee caught stealing will be terminated immediately and may be prosecuted by the City Attorney's Office as well. Stealing is illegal and violates the trust and confidence that is placed in you as an employee of the City of Green Bay. If you are aware of any violations, please report them to your supervisor immediately.

## **EMPLOYEE GUIDELINES**

### **CASH HANDLING ACCOUNTABILITY**

All employees responsible for cash handling (from the concessionaire selling tickets and candy to the supervisor responsible for the daily bank deposit) will be held accountable for all funds collected. Discipline up to and including dismissal and prosecution may result from dishonesty and/or theft.

### **TRAINING**

Each division will conduct training for its specific employees. One resource for this training is this Employee Manual. Employees are responsible for reading their manual, signing and completing the form inside indicating they have done so, then returning that form to their supervisor.

### **STAFF LIABILITY**

Know your job responsibilities. Don't overstep authority levels. If you deviate from the written policies and procedures, be prepared to accept the consequences of that action.

### **ADA**

The Green Bay City pools, parks, and facilities are in compliance with the Americans with Disabilities Act. Please make every effort to accommodate individuals with special needs in the use of our facilities. Safety is our utmost concern. Should you have any questions, concerns, or situations you are unsure of, please contact your supervisor. Also, refer to your division's section for any specific ADA guidelines.

### **GENERAL GUIDELINES**

Absences or tardiness from work or staff meetings without permission from your immediate supervisor will result in disciplinary action up to and including dismissal.

Do not allow friends to distract you at work. They are not to visit, text, or call you during work hours.

Know your duties at all times. Keep informed of your work schedule. Employees are expected to attend all scheduled staff meetings.

The use of tobacco products is not allowed while you are on duty.

Drinking of alcoholic beverages and/or use or possession of illegal drugs on the premises is not allowed. Disregard for this rule may lead to immediate dismissal.

Always present a favorable public image.

Do not congregate during slack periods. These periods of time will be utilized for maintenance and clean-up tasks or other duties as assigned.

## **EMPLOYEE GUIDELINES**

Radio – phone usage is meant for emergency use and staff communication only and not for personal conversation. If applicable, carry a radio/phone with you when you are performing security duties.

**Staff will not hold patron personal belongings or valuables** under any circumstances. Doing so could make the individual personally responsible for any alleged losses.

Personal belongings such as eyeglasses, watches, clothes, etc., if damaged, are termed occupational hazards. The City is not liable for damages and will not reimburse the employee.

## **LANGUAGE BARRIERS**

There may be occasions when patrons do not speak English and require assistance in order to participate in or register for a program. Staff is requested to make every effort to accommodate these individuals. If no one is available on site, please contact your supervisor.

## **DIVERSE POPULATIONS**

The City of Green Bay's population is continually becoming more diversified. As a Parks, Recreation, and Forestry Department employee, it is your responsibility to be accommodating and sensitive to all populations. The department will not tolerate use of racial slurs, favoritism, or bigotry based on race, creed, or color. Should any employee have questions, concerns, or situations in working with barriers between populations, you should contact your supervisor immediately.

## **EVALUATIONS**

Performance evaluations will be conducted for most summer seasonal employees and ski hill employees. Evaluations will be reviewed with the employee near the end of the season or prior to the employee's last day. These evaluations are to aid in communication between the staff and supervisors and will determine return status for employment. Both the employee and supervisor will sign this form. Evaluations will also become a part of the part-time employee's permanent record. See sample form in appendix.

# **EMPLOYEE GUIDELINES**

## **SOCIAL MEDIA/NETWORKING WEBSITES**

Be cautious when using Social Media/Networking Websites (i.e. Facebook, MySpace, etc.). You represent the City of Green Bay. Do not denigrate the City, our facilities, or your own character.

It is generally recommended that employees use social media/networking sites responsibly. Misuse of social media and/or networking sites can be grounds for discipline up to and including termination. Social media/networking sites may include but are not limited to: MySpace, Facebook, Twitter, personal blogs, LinkedIn, etc.

Misuse of social media/networking sites may include but is not limited to the following:

- Taking and posting pictures of participants on social media sites without parent and supervisor permission.
- Any disclosure of private confidential information of the City, department, and/or its programs/services.
- Posting or use of City logos, staff uniforms, etc.
- Posting of false or disparaging information about the City, employer(s), fellow employees, program participants, etc.
- Information that is openly viewable to the public that represents or reflects poorly upon the City, department, or its programs/services.

For further details, see City of Green Bay Policies and Procedures Manual.

## SAFETY & SECURITY

### EMPLOYEES

Each City employee is responsible for performing their job with every possible regard for their own safety and the safety of others. All employees shall be expected to abide by all federal, state, and City safety standards that apply to the performance of their job. This shall include but not be limited to: reading and following City safety rules, wearing required personnel protective equipment, immediately reporting all accidents and injuries and watching out for and reporting all unsafe conditions they observe.

### BLOODBORNE PATHOGENS

As an employee, you may be presented with situations that require you to deal with Bloodborne Pathogens (blood and other body fluids). For your protection and safety, it is **MANDATORY** that you adhere to the following information and procedures.

When dealing with an “at risk” situation:

- Wear latex gloves. If you are allergic to latex, please ask for non-latex gloves.
- After removing gloves, wash hands thoroughly, including any other skin surfaces or clothing that unexpectedly came in contact with bodily fluids. Changes in clothing should occur as soon as possible.
- Should you in any circumstance have a blood-to-blood contact (ex. a drop of blood from an injured participant drops on an open wound of yours), you are to notify your supervisor **immediately**.
- Cleanup of an area where an “At Risk” situation occurred should involve disinfecting of that area and disposal of contaminated materials into the biohazard disposal container. Any sharps must be disposed of in sharps container, not just contaminated items. These containers are found in all work areas. Notify your supervisor immediately when the biohazard or sharps container is in need of being emptied, or in what area disinfecting needs to take place.
- Annual training is mandatory for most divisions.

### POST-EXPOSURE EVALUATION AND FOLLOW-UP PROCEDURE AFTER EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS

- Any employee exposed to blood or other potentially infectious materials will report the incident to their supervisor immediately or as soon as possible. **Prompt reporting is essential because in some cases post-exposure treatment may be recommended, and it should be started as soon as possible.**
- Administer First Aid immediately or as soon as possible, post exposure.
  - If exposure is on non-intact skin, wash the area thoroughly with soap and water.
  - If the exposure is a splash to the eyes or mouth, flush with copious amounts of water.
- If the exposure occurs between the hours of 7:00 a.m.-3:00 p.m., Monday-Friday, contact the City Occupational Nurse at 448-3127, and she will determine if it is a Significant Exposure and initiate the proper medical evaluation.
- During “off” hours, proceed to the nearest ER. They will determine if it is a Significant Exposure and initiate the Significant Exposure protocols.
- **If possible, document who the source person is and how to contact them. Depending on the risk of the exposure, they may be contacted to have the necessary labs drawn. If possible, this person should be directed to the same ER you have chosen for your initial follow-up.**

## **SAFETY & SECURITY**

- Contact the City Occupational Nurse at 448-3127 to inform her of the exposure by leaving a message on her confidential voicemail. This will ensure timely post-exposure follow-up labs and counseling if needed.
- You must complete an Occupational Injury Form along with an Occupational Exposure form.
- **All follow-up is confidential including lab results and counseling that is needed. This will be kept in the City Occupational Nurse Medical files.**

## **OCCUPATIONAL EXPOSURE EVALUATION AND FOLLOW-UP PROCEDURE**

- Any employee having a Chemical Exposure via skin/eye contact or inhalation must seek First Aid immediately.
  1. Skin/eye contact
    - a. Wash exposed area immediately with copious amounts of water for at least 10 minutes.
    - b. Flush eyes using eye wash solution or eye wash station for 15 minutes.
    - c. Refer to MSDS sheet for further medical treatment.
    - d. Seek medical treatment immediately for continued pain, skin blistering, eye irritation or visual problems.
  2. Inhalation exposure
    - a. Leave the area immediately.
    - b. Refer to MSDS sheet for further medical treatment.
    - c. Seek medical attention immediately if any respiratory symptoms develop.
- Report incident to Supervisor.
- Complete Report of Occupational Injury Form AND the Report of Occupational Exposure Form.

## **EMPLOYEE INJURY**

- 1) **Immediately report all injuries to your supervisor.** All City employees are covered by the City's insurance while on duty. For any emergencies requiring immediate treatment, call 911. Emergency room staff must be informed this is a Workman's Compensation case. For any non-emergency injuries, the injured person will be referred to Prevea Health Services. Your supervisor will call ahead and inform the receptionist that you are a City employee and the type of injury that occurred. It is the responsibility of your supervisor to fill out the employee injury report within a 24-hour period. This report is not the same as an incident report for patron injuries.
- 2) Employee responsibilities include:
  - a) Employee must call 448-3125 or stop in at the Risk Management Department, Room 500, City Hall, as soon as possible after treatment.
  - b) Submit any bills you may receive to Risk Management.

## **PATRON INJURY REPORT**

### Incident Reports

- 1) An incident report must be completed any time you give first aid or a serious situation has presented itself. No matter how serious or slight the incident may seem, we need to have a record of it for insurance purposes.
- 2) Staff must refrain from stating personal comments, opinions, or judgments when completing the reports.

# **SAFETY & SECURITY**

## **EMERGENCY PROCEDURES**

- 1) Life threatening or serious situations, employees should:
  - a) Call Green Bay Police Department immediately on the radio. (Use Channel 2 if your radio has it.)
    1. Your first statement on the radio should be **your location, calling Green Bay Police.**
    2. After you get a response, state your name and which park or facility you are at again and be able to give them an address.
    3. State the situation and any type of injuries involved.
    4. Follow all directions given by the police dispatcher.
    5. Keep the radio with you until the situation is resolved.
  - b) Notify parents if an injured participant is less than 18 years of age.
  - c) Fill out incident report thoroughly.
  - d) Call your immediate Supervisor.

**\*In a serious situation, it will be very important for you to keep calm and think rationally.** You may be dealing with some very nervous and frantic people.
- 2) Non-life threatening situations:
  - a) Analyze the situation.
    1. You should use your best judgment in determining a life threatening injury versus a non-life threatening injury. If in doubt, err on the safe side.
  - b) If incident is a serious yet not a life threatening situation, do not call the Green Bay Police without first attempting to get a parent's okay, if the parents are on site. Parents may prefer to transport a child to the hospital themselves. If parents are not on site, contact a supervisor immediately for instructions.
  - c) Fill out incident report.
- 3) **DO NOT** transport an injured participant to a hospital yourself. An emergency vehicle, parent, spouse, or other relative should do this.
- 4) The City of Green Bay does **not** provide accident or hospital insurance for people participating in Department-sponsored activities. *Please do not tell a participant that the Parks, Recreation, and Forestry Department will pay the bill for their injury or emergency transport.* Never imply fault in an incident.
- 5) Please refer all questions to the Risk Management or City Attorney's Office.
- 6) Do not discuss the incident to media, parents, kids, park patrons, or attorneys. Refer these individuals to your Supervisor.

## **RIGHT TO KNOW**

Wisconsin's Right to Know Law requires all employers to inform workers about toxic substances, infectious agents, and pesticides in the workplace. Specific chemical questions should be directed to the Parks Superintendent.

## **KEYS**

Your department keys should be kept with you at all times. **NEVER** give or loan your keys to a child, park patron, or any other individual for any reason.

# **SAFETY & SECURITY**

## **SAFETY AND HEALTH REGULATIONS**

- 1) Are there safety and health regulations that cover the public entity employees?
  - ❖ The Wisconsin Department of Commerce oversees Safety and Health Regulations pertaining to public employees.
  - ❖ Chapter Comm 32 spells out the Safety and Health Regulations.
  - ❖ To find out more about the Department of Commerce, visit their website at:  
  
<http://commerce.wi.gov/SB/SB-HomePage.html>
  
- 2) Are public entity employees covered by the Federal Occupational Safety and Health Administration's (OSHA) regulations?
  - ❖ In Wisconsin public entities/employers are not covered by OSHA, nor are they subject to inspection by OSHA.
  
  - ❖ The Department of Commerce has adopted the July 1, 2003 version of OSHA's regulations and enforces these for public sector employees.

### **Where else can I get help?**

- 1) Employees are always encouraged to seek the assistance of their direct supervisor first, but in the event that you need additional help concerning Occupational Safety and Health issues, you can contact:

#### **City of Green Bay-Risk Management Department**

- ❖ Coleen Hinz, Safety Manager, 448-3091
- ❖ Jan Johnson, City Nurse, 448-3127

#### **City of Green Bay Safety Manual**

The Safety & Security section of the employee manual is designed to provide you with guidelines to make you safer and more effective in your position. A more in-depth City of Green Bay Safety Manual is available. Please contact your supervisor or the Parks, Recreation, & Forestry Department Executive Secretary to obtain a copy.

# **SAFETY & SECURITY**

## **CITY OF GREEN BAY MOTOR VEHICLE POLICY**

All City of Green Bay employees who drive City-owned vehicles should familiarize themselves with the following rules governing the use of City motor vehicles.

1. All employees who use City vehicles must have a current and valid driver's license and an acceptable driving record as determined by the Parks, Recreation, & Forestry Department. It is the employee's responsibility to notify your Supervisor if the employee's driving record and/or license validity has changed. Failure to notify your Supervisor could result in disciplinary action up to and/or including termination from City employment.
2. Only City of Green Bay employees may drive motor vehicles owned by the City of Green Bay.
3. No passengers other than on-duty City of Green Bay employees, interns, and volunteers with completed application may ride in or on any motor vehicle unless the person(s) are authorized to do so by the Department Head to which the vehicle is assigned.
4. All employees who drive City of Green Bay motor vehicles shall do so in a safe and courteous manner as suggested by the approved City of Green Bay Safety Manual.
5. Since City vehicles are easily recognized by citizens and therefore become, with the drivers, a public relations factor, personal use of City vehicles is prohibited.
6. Any change of status regarding an employee's motor vehicle operator's license, permanent suspension, revocation, or restriction code must be reported to an employee's Department Head immediately.
7. Prior to driving any City of Green Bay motor vehicle and every 6 months thereafter, employees shall show their immediate Supervisor their operator's license. The Supervisor shall maintain a written record of each employee's operator license number.
8. Use of City vehicles for travel outside the City limits - it's important to give advance notice of **one week** whenever possible to the Director.
9. **Any accident** involving a City vehicle requires that police come and complete a report (including when out of the City). All accidents must be reported to the Director of Parks, Recreation, & Forestry. See City-owned "Vehicular Accident" form.
10. Check with your Supervisor to see if the truck you may be asked to use requires a commercial driver's license (CDL). Only employees with a valid CDL will be allowed to drive such vehicles.
11. DRIVER will maintain a custom to preserve the inside/outside vehicle appearance after each day's use – sweep and bag loose dirt and garbage from cab.
12. Free windows and mirrors of dirt for clear visibility.
13. Keep loose objects secured to vehicle bed.
14. Driver must turn off engine and keep key in switch at the end of the workday (Park Shop).

## **VEHICLE MAINTENANCE SCHEDULES**

Vehicles will be checked once per week by a Park Maintenance Specialist to ensure no problems are developing: oil, water level, gas, tires, battery level, and overall general condition.

## **GENERAL RULES OF VEHICLE USE**

### **CITY OF GREEN BAY – SEATBELT LAW POLICY**

For all employees driving City vehicles

1. If vehicle has belts installed, you are to wear them.
2. If you are stopped by police and not wearing them and fined – you pay the fine.
3. City vehicles without belts or vehicles with belts on front seat only will not be fitted with restraints as this has been "grandfathered" in.

## **SAFETY & SECURITY**

### **SUSPICIOUS PACKAGES/BOMB THREATS**

Be alert for suspicious packages at your location – something that is out of place. Don't move or open it. Instead, call 911 and then your Supervisor.

### **TAKE ALL THREATS SERIOUSLY!**

Always call the police for bomb threats.

Person receiving call should attempt the following:

- keep them on the line as long as possible
- Ask them where the bomb is located, when it will go off, etc.
- identify if caller is male or female
- Any distinguishing characteristics of caller: accent, age, etc.
- listen for background noises

### **NO TOLERANCE FOR VIOLENCE IN THE WORKPLACE**

Employees threatened by co-workers, patrons, or park participants are to report the incident immediately to a supervisor - this includes suspicion of being stalked. In an emergency situation, when an individual is in the position of being harmed, the employee must use their radio to call the police. Keep the radio in your possession until the situation is resolved.

All threats are taken seriously and referred to the Police Department for further evaluation.

### **FROM THE CITY ATTORNEY**

In reviewing claim files, it has come to our attention that some accident reports are not listing the correct name of the City's insurance administrators. The City's insurance administrators are as follows:

- **All City Vehicles, Except Transit Vehicles – Cities & Villages Mutual Insurance Company**

I would also ask that any City employees not admit to any fault on their part in any accident or state that the City will pay for any damages.

### **ACCIDENT/INJURY PROPERTY DAMAGE NOTICE**

If someone approaches you (as a City Employee) and asks that "the City" pay for their injury/property damage, you must tell them the following:

Please be advised that although you were injured/had property damage while recreating at a City of Green Bay park site, the City of Green Bay may be immune from liability for your damages by virtue of the Recreational Immunity Statute (sec.895.52, Wis. Stats.). If the Recreational Immunity Statute applies, the City of Green Bay will not pay for your damages.

If you still wish to file a claim with the City, a claim form can be obtained through the City Attorney's Office by calling (920) 448-3080.

## **DISCIPLINE**

The Site Supervisor will complete an Employee Disciplinary Notice whenever it is felt that discipline action is necessary. This notice is a suggestion to the Administrative Supervisor that discipline action is recommended. Both the employee and Site Supervisor will sign this document. An employee signature does not mean that the employee agrees with the notice; it simply indicates they have read and received a copy of it. This notice will then be forwarded to the Administrative Supervisor for review. The Administrative Supervisor will confirm that the recommended disciplinary action is appropriate: oral, written, or other. The Administrative Supervisor has the right to upgrade or downgrade the original recommended action based on the seriousness of the problem and/or previous employee history. The employee will be advised of the final disciplinary action by written and/or verbal notification. The completed forms will become part of the employee's personnel file.

**CITY OF GREEN BAY  
PARKS AND RECREATION DEPARTMENT**

**EMPLOYEE DISCIPLINARY NOTICE**

Employee Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_ Time of Occurrence: \_\_\_\_\_

Disciplinary action has been initiated against you for the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Tardiness                      | <input type="checkbox"/> Use of profanity                             |
| <input type="checkbox"/> Unexcused absenteeism          | <input type="checkbox"/> Failure to perform assigned responsibilities |
| <input type="checkbox"/> Failure to follow instructions | <input type="checkbox"/> Poor performance                             |
| <input type="checkbox"/> Other - State Reason _____     |   |

Give a statement of the facts causing this action. Statement should include dates, times, a description of the misconduct, and names of persons involved or witnesses.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Employee signature required. Employee signature merely indicates that they have read and received a copy of the notice, not that they necessarily agree with it. Employees can appeal to the Parks, Recreation, & Forestry Department Director or his/her designee. If employee indicates he/she will not sign this form, the supervisor should inform the employee that failure to do so will result in further disciplinary action up to and including discharge. Employees may be terminated for a single occurrence. Any questions should be referred to your Administrative Supervisor.

**FOR ADMINISTRATIVE OFFICE USE ONLY**

The above discipline is considered a:

<input type="checkbox"/> Oral Reprimand
<input type="checkbox"/> Written Reprimand
<input type="checkbox"/> Other (e.g. Suspension/Termination)

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Administrative Supervisor \_\_\_\_\_ Date \_\_\_\_\_

## **RECRUITMENT & SELECTION**

### **EEO STATEMENT**

The City of Green Bay is committed to the equality of opportunity for all people. It is the policy of the City of Green Bay to provide equal employment opportunities for all individuals on the basis of their skills, abilities, and qualifications without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States, State or Military Forces, use or non-use of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

### **PROMOTIONS**

Not every division has promotional opportunities; however, there is room for advancement. Some examples include Pool Directors and Bay Beach Supervisors. Generally these positions are filled by experienced employees who possess the skills and abilities to lead others.

### **WINTER EMPLOYMENT**

The Parks, Recreation, & Forestry Department has numerous opportunities for winter employment. Some positions are for a limited length of time or weather-dependent such as: Triangle Hill Facility Attendant or Hockey Rink Supervisor. Other programs run throughout the fall and winter season such as: Lifeguard, Water Aerobics Instructor, Dance Attendant or Instructor, Basketball and Football Officials, Scorer/Timers, Open Gym Supervisors, and so on. Please contact the Administrative Office at 448-3365 for more information regarding winter employment opportunities.

### **SUMMER EMPLOYMENT**

The Parks, Recreation, & Forestry Department also has numerous opportunities for spring/summer employment. These positions include Bay Beach Ride Operators and Cashiers, Pool Lifeguards, Swim Instructors and Attendants, Seasonal Maintenance Employees, Playground Leaders, Wading Pool Attendants, and Softball Supervisors. Please contact the Administrative Office at 448-3365 for more information regarding summer employment opportunities.

### **RETURNING NEXT SEASON**

Most summer seasonal employees and ski hill employees will receive end of season evaluations. In those evaluations, a recommendation is made as to whether the employee will be asked back for the next year. All employees eligible for rehire will receive offer letters and information from the department in March the following year. We do not notify employees who are ineligible for rehire. Fall/winter employees will receive offer letters in July or September, depending on when their program starts. If you have any questions regarding this process, feel free to contact the office at 448-3365.

## **FORESTRY DIVISION BACKGROUND**

The Forestry Division of the Green Bay Parks, Recreation, & Forestry Department was one of the first in the state to adopt an ordinance regulating the planting, care, and protection of all trees on public property in 1932. Today, there are between 35,000 and 45,000 park and street trees and 1,880 acres of landscaped and wooded parks.

A staff of two professional Foresters directs 11 full-time and up to 12 summer employees. They do their best to take care of Green Bay's trees. They plant, mulch, stake, prune, cut roots, fertilize, and remove trees as necessary.

During the 1970s, the City lost over 16,000 elm trees. Most of them have been replaced with maples, oaks, ash, lindens, crabapples, honey locust, Kentucky coffee trees, and ginkgos. Promoting a good diversity of species should prevent another outbreak such as Dutch elm disease in Green Bay. Many of the replacements are purchased as one-year-old whips from large wholesale nurseries on the West Coast and then grown for about three years in a City nursery. There are many advantages for the City to grow some of its own trees, including lower costs to the taxpayer and better transplanting success.

All of the byproducts from the department tree work are recycled. Firewood is taken to the woodlot and given to City residents. Logs are sold to a sawmill. Wood chips and stump grindings are used for mulching trees. Those not used by the City are offered free to the public at Bay Port yard waste site and at the Wildlife Sanctuary yard waste site. Leaves are hauled to compost sites at Bay Port woodlot and the Wildlife Sanctuary. The piles are periodically turned by Street Department loaders to promote decomposition. In about three to four years, the leaves are decayed and are put through a shredder machine that pulverizes them into fine black compost. This is used on the City's community gardens and flowerbeds, and some is available to City residents to improve their own gardens.

Arbor Day is a day to promote the planting of trees by young people. Each year in April, we distribute about 1,500 young trees to school children. An instruction sheet describes the tree and how to plant it. Children are very enthusiastic about getting their very own tree to plant in their yard. The good results of this program can be seen in yards all around the City.

Due to the efforts of the Forestry Division, Green Bay is proud to have been named a Tree City USA every year since 1982. This is an excellent indicator that tree care responsibilities are being taken seriously.

Emerald Ash Borer and Oak Wilt Disease, a cousin to Dutch elm disease, are being given increasing attention by our two Foresters. Currently, they have instituted a ban on pruning oaks seven months of the year – from March 15 to October 15. They are available for consultation and advice on all tree matters, ranging from proper plant selection to disease prevention.

A community vegetable garden program was started in 1976. Each spring, 30 plots at Chappell School are assigned to serious gardeners who place their name on a

waiting list and pay a small rental fee. Water is available, and department employees plow and rototill the soil and furnish mulching materials.

## **JOB DESCRIPTIONS**

As an S.M.E. for the Forestry Department, your jobs will be assigned. All the different jobs can be broken down into four categories: planting, maintenance, removal, and miscellaneous.

### **PLANTING**

**Planting:** The planting of a new tree starts the whole urban forestry program in motion. However, there is more to planting than putting the tree in the ground and just watering it. First of all, there is the type of tree. There are approximately 30 different varieties of trees that we presently choose from. There are also such factors as soil type, soil pH, species hardiness, shade tolerance, etc. While planting, you have to fertilize, water, and mulch. However, since most trees are planted in early spring and late fall, S.M.E.s do not do much planting.

The hole should be at least a foot larger in diameter than the ball or root spread of the tree. When handling any tree, always be careful so as not to disrupt the soil and roots. Set the tree in the hole and cut away any burlap, twine, or anything else that may girdle the tree. We add slow release fertilizer and fill the hole with soil. Next we water the tree, stake if necessary, and mulch with woodchips.

### **MAINTENANCE**

**Small Tree Maintenance:** There are a number of different jobs related to small tree maintenance. Staking, watering, mulching, pruning suckers, and fertilizing are all separate jobs on which you can be sent. These are pretty self-explanatory.

**Staking:** Trees are staked to keep them from being windblown and help them to grow as straight as possible. Pound the stake into the ground so the knobs of the stake face away from the tree. We usually try to run the stakes parallel with the street. However, first priority is given if there is a lean to the tree. Trees are pulled straight and secured with nylon belting.

**Watering:** We water new plantings to provide roots with needed moisture and remove air pockets from the soil. Sometimes when we water, we add a water-soluble fertilizer. We also use time-release fertilizers on occasion. This involves inserting tablets or rods into the ground or spreading granular products on the ground.

**Mulching:** We mulch trees to help keep the soil around the trees from drying out, to help retain water and moisture, and to minimize weed invasion.

**Pruning:** Proper pruning requires knowledge and skill and is one of the first things you will learn. From the time of planting until late in the life of a tree, pruning pays high dividends in safety, resistance to storm damage, preventing blockage of signs, and shaping a beautiful useful tree.

You will be pruning for a number of things.

FOR vehicle clearance – Some of the vehicles that travel the streets are larger than elephants. There are garbage trucks, street sweepers, snowplows, delivery trucks, RVs, etc. that are 16 feet high. Low and drooping branches must be pruned to allow safe passage.

FOR pedestrians – We prune to prevent sidewalk users from having to avoid low limbs. While this side of the tree does not have to be trimmed as high as the street side, we think it is desirable to have a tree that looks balanced.

FOR traffic signs – This is covered under sign clearance.

FOR good street lighting – The City has installed lights to promote a safer neighborhood. We prune the trees to enhance the effects of these lights.

FOR good health of the tree:

1. General pruning helps revitalize a tree by allowing it to channel more energy to the remaining branches.
2. We remove rubbing, dead, dying, and diseased parts to reduce the possibility of penetration by insects, disease, or decay organisms.
3. We prune out the branches that have narrow crotch angles, which are weak and are more susceptible to break someday.
4. We encourage the development of a strong central leader to build a high crown.
5. We thin the tree by removing some of the superfluous branches so that winds may pass through the tree more easily to minimize storm damage.
6. Pruning also allows for the healthy development of strong scaffold limbs. Too thick branching will have fewer laterals, resulting in long, thin branches with little structural strength.
7. We prune a tree by respecting its natural boundaries. Stubs should not be left, but flush cuts are bad too because they remove the protective chemical boundary that the tree sets naturally. We practice target pruning by cutting just outside the branch collar.
8. We seldom use wound dressings because it has been proven that they do not serve a purpose.
9. We remove suckers and watersprouts because they develop at the expense of more desirable growth.

FOR safety – We remove all split, dead, and broken branches.

FOR a good lawn – Proper pruning allows more sunlight to reach the lawn.

TO discourage flocks of nuisance birds from roosting – Thick trees are very attractive to starlings and blackbirds. Unless judicious pruning is done, they can become bad enough to cause a health hazard.

FOR harmony with the rest of the landscape – Trees are the largest plants and without selective pruning, their heavy shade can cause big problems for lawns and shrubs.

**Root Cutting:** The major reason for cutting the roots of a tree is because of sidewalk and driveway upheaval. In order to stop a tree's roots from destroying sidewalks and driveways, we cut them. After cutting the roots, we remove the wood chips and replace them with some new topsoil and seed.

**Herbicide Application:** Over the past few years, we have developed an herbicide application program, in which we use pre- and post-emergence herbicides. The reasons for spraying are to kill unwanted weeds and to keep the Park Department's lawnmowers from hitting and spreading the chips from around trees. Spraying of weeds helps to minimize the spread of noxious weeds such as Canadian thistle and field bindweed. The termination of unwanted weeds stops them from exploiting the valuable water and nutrients of the soil, which is critical to new plantings. We spray pre- and post-emergence herbicides on chipped areas (a half-foot ring around the chips) in our nursery, the parks, rights-of-way, buffer zones, and some street trees. As with most of the other jobs, you have to be really careful. You should also wear the protective rubber gloves and boots. You have to watch for overspray. You really have to respect the herbicide and its ability; basically it kills EVERYTHING that is green.

## **REMOVAL**

**Takedown:** When street trees die due to insect, disease, storms, or old age, they have to be removed. First, the upper branches are removed for you to feed into the brush chipper. After the brush is chipped, the rest of the tree is dropped. Your assistance is needed to help winch the large logs onto the wood truck. When the wood truck is full, it is dumped at the Bay Port yard waste site. When the chipper truck is full, it is usually dumped in a park. When chipping brush, you shall always wear gloves, head, ear, and eye protection.

**Stumping:** After the takedown crew has removed a tree, the stump also has to be removed. After the cutting of the stump is done, all loose soil and wood chips need to be cleaned up and replaced with new topsoil. The terrace is then leveled to make it appear that there was never a tree there.

## **MISCELLANEOUS**

**Nursery:** The nursery is where we grow the street trees we plant each year. The main jobs at the nursery are pruning, watering, and mulching. Skid Steers (Bobcats) are used to rototill to loosen up the soil (to give it adequate air and water absorption) and to

overturn weeds. You will also prune the young trees in preparation for street planting. Some of the other odd jobs you may do are spreading perlite, spraying herbicides, pumping water, or pruning suckers.

**Sign Clearance:** State regulations call for signs to be nine feet high and visible from a reasonable distance. Because of the natural growth of trees, branches sometimes tend to extend out in front of street signs. This blocks their sight from vehicles on the street. So to help eliminate possible hazardous situations, you will have to prune back the blocking branches.

**Equipment Maintenance:** On days that it is raining and you are at the shop, you will probably be doing equipment maintenance. Equipment maintenance is basically cleaning, checking oil and other fluids, possibly washing, and anything else to maintain the upkeep of your equipment.

**Gypsy Moth Monitoring:** Up until 1999, they were not a real problem, but now we have serious outbreaks in several areas. In order to get an idea of their numbers, we monitor them each summer by setting up traps. With the trapping of the moths, we hope to be able to keep their populations in check. When setting up the trap, nail it to a preferred host tree about eye level high and on the north side of the tree. In areas of high moth populations, such as Baird Place, you may be installing burlap bands around the tree trunks. These bands will trap caterpillars that move up and down the tree trunk. On a daily basis, it is necessary to kill the caterpillars under the burlap.

**Storm Damage:** Due to the fact that not every tree is built rock solid, the slightest wind can cause limbs to break. After storms there are usually many limbs and even whole trees that have broken off and fallen over. These need to be cleaned up for obvious reasons. This means you will be operating a chipper and working with the winch and wood trucks.

**Equipment Operation:** On each of the various jobs you do, you will have to work with many kinds of tools and equipment. You will be operating all different types of vehicles including pick-ups, vans, flatbeds, dump trucks, watering trucks, and a few others. You will also be operating chippers, hydraulic water pumps, and rototillers. Some of the other equipment you will use are handsaws, pruners, loppers, pole saws, Solo back/pack sprayers, rakes, and shovels.

## **EMPLOYEES**

Each City employee is responsible for performing his/her job with every possible regard for his/her own safety and the safety of others. All employees shall be expected to abide by all federal, state, and City safety standards that apply to the performance of their job. This shall include but not be limited to reading and following City safety rules, wearing required personnel protective equipment, immediately reporting all accidents and injuries, and watching out for and reporting all unsafe conditions they observe.

## **PERSONAL CONDUCT**

The nature of our work places us in the public eye daily. Reputation and image of the Forestry Division depends on the quality of work we produce and our actions in public.

You are expected to carry out your duties courteously and efficiently, always being aware that what you say and do in public reflects on you and the department.

When approached or questioned, you should be helpful, courteous, and respectful. You should not use profane or abusive language while working, which could be overheard by members of the public. Above all, use common sense.

### **Cell Phones**

Use of cell phones, pagers, electronic communication devices, etc., is prohibited during work hours. You may make personal calls during your lunch break.

## **GENERAL WORK RULES & GUIDELINES**

**Working Hours:** Monday-Friday, 7 a.m.-3 p.m., except holidays (Memorial Day and July 4). Schedules are subject to change if necessary.

**Rain Days:** In case of inclement weather, you may be sent home early. If it is raining hard at 6:30 a.m., you can call the Park Shop at **448-3389** to see if you should report for work. There may be opportunity to make up lost time by working longer days or a Saturday.

**Sickness:** If you cannot report to work, call the Park Shop prior to 7 a.m. and leave a message.

**Vacations, Registrations, Weddings, etc.:** Please inform your supervisor as early as possible if you have to miss work. Record off day requests on the office desktop calendar.

**Daily Assignments:** After punching in, all Forestry S.M.E.s are to meet in the conference room for daily assignments. You are expected to be in the conference room by 7 a.m.

**Lunch Break:** Lunch break is usually taken on the job site or in a nearby park. Lunch is from 11:30 a.m. to 12 p.m. You are expected to respect break time. Bring your lunch to work. Don't expect to stop during the day to procure personal items.

**Quitting Time:** You will be paid until 3 p.m. We expect you to remain busy close to that time. Normal returning time should not be before 2:45 p.m. Vehicle and equipment should be serviced for the next day. You will still have time to clean up.

**Lockers:** Each employee will be assigned a locker. Keep personal items and

assigned items such as handsaws and pruners in your locker. We suggest locking your locker.

## **CLOTHING REQUIREMENTS**

**Shoes:** Hard-soled leather work boots should be worn at all times.

**Pants:** Long pants are required at all times. Pants should not have excessive tears. Shorts may be permitted for certain operations and in accordance with the Department of Public Works/Parks Department Shorts Policy. See your supervisor.

**Shirts:** Shirts should be worn at all times. T-shirts and flannel shirts are acceptable. No vulgarity on shirts allowed.

**Head Protection:** When employees are assigned work (chipping brush, pruning, removals, etc.), which could possibly be hazardous to the head, hard helmets shall be worn. Head protection is issued by your supervisor.

**Eye Protection:** When employees are assigned work, which could possibly be hazardous to the eyes, safety glasses shall be worn. Eye protection is issued by Stores Clerk (Parts Room).

**Ear Protection:** Ear protection is required when working with or near anything that generates loud noises. Ear protection is issued by Stores Clerk (Parts Room). Walkman type radios are not allowed.

**Rain Gear:** Is available and is issued by your supervisor.

**Work Gloves:** You are required to bring and wear leather work gloves on a daily basis.

**Belt:** Please wear a leather belt daily for attaching your saw and pruner scabbards.

**Safety Vests:** Employees who work on highways, roads, streets, or their easements shall wear safety vests or use clothing or equipment that provides equivalent protection.

## **EQUIPMENT & VEHICLE OPERATION & MAINTENANCE**

### **Operating Vehicles**

1. Never operate a vehicle without a supervisor's approval or without a valid driver's license. Certain vehicles require a CDL licensed operator.
2. CHECK THE FOLLOWING LEVELS DAILY BEFORE STARTING THE VEHICLE – oil, coolant, and fuel. Refill with recommended fluid and file a vehicle maintenance report. If unsure, see a mechanic.
3. Visually inspect the machine or truck. Check tires, lights, lawn mower blades, etc. (See the master vehicle checklist.)

4. Operate machines, equipment, or trucks at a safe speed as per operating manual and monitor gauges during operation. In case of unusual noises or a malfunction, shut the machine off immediately and notify your supervisor.
5. In the event that a vehicle is not able to go out due to mechanical or safety reasons, you are to notify a mechanic and/or supervisor immediately.
6. Vehicles in need of gasoline should be filled before leaving the shop area in the morning or upon returning at quitting time. Gas procedures are outlined at fueling stations. Procedures require an employee card and vehicle card. NEVER SMOKE WHILE REFUELING.
7. Employees driving to a work site must follow the assigned routes and drive on the designated streets.
8. Vehicles should at no time be used for personal reasons. The driver is always responsible for vehicle location. If circumstances require something out of the norm, advise your supervisor.
9. Vehicles should be parked in their designated area in the building except when loading or unloading. Do not park in the front of service doors or in the mechanic's area unless the vehicle waits servicing.
10. PASSENGERS SHOULD ALWAYS GET OUT AND DIRECT A DRIVER WHO IS BACKING A VEHICLE.
11. DRIVERS SHOULD AVOID DRIVING VEHICLES ON GRASS. It may sometimes be necessary, but never do so when it will mark turf. When driving on the grass, you should use the gates and take the shortest route. Besides leaving tire marks, vehicles do harm by compacting soil around tree and grass roots.
12. ACCIDENTS MUST BE REPORTED to your supervisor no matter how minor on the same day of the accident. Accident forms are located in the office. A first aid room is located in the Park Shop. First aid kits are also provided in each vehicle. Report any use of supplies so that they may be properly refilled.

### Vehicle Communication Systems

1. Most vehicles are equipped with a two-way radio. Portable radios are also available from the Park Shop office. These valuable tools are an important part of our operation.
2. Be sure your radio is turned on and in proper working order in the morning and turned off in the evening.
3. The following codes are commonly used:
  - 10-4 Message received, meaning clear, ok
  - 10-7 Out of service, left truck

10-8 In service, in truck  
10-20 Location

4. Horseplay or foul language will not be tolerated.
5. Although your supervisor will try to respect break period, it may be necessary to contact you by radio during break period. This is done because you may not always be within radio earshot. Please answer these calls.

### Tools

1. Hand tools (pruners, saws) are assigned to you at the appropriate time. You will be held responsible for these tools if they are lost or stolen.
2. Shovels, rakes, brooms, and other miscellaneous items can be obtained from a supervisor.
3. RETURN ALL TOOLS CLEAN TO THEIR PROPER PLACE.
4. No tools should be left unattended or receive mistreatment. Breakage may occur, but will occur less if the proper tool is used for the proper job. Be sure to report lost or broken tools so they can be repaired or replaced.

### Chemicals

Care should be taken when spraying chemicals or spreading fertilizer. Make sure you check with your supervisor about the amount and the type of chemical to be used.

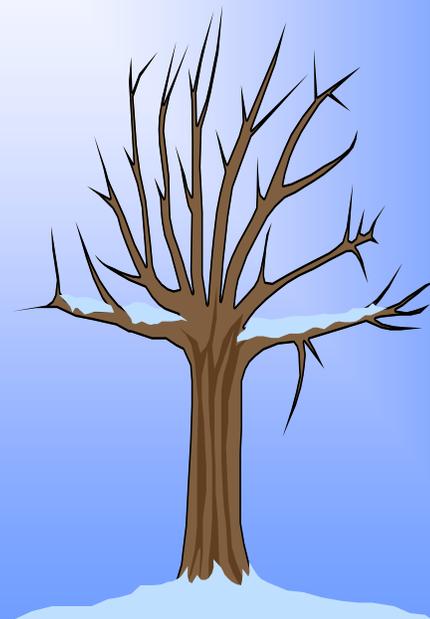
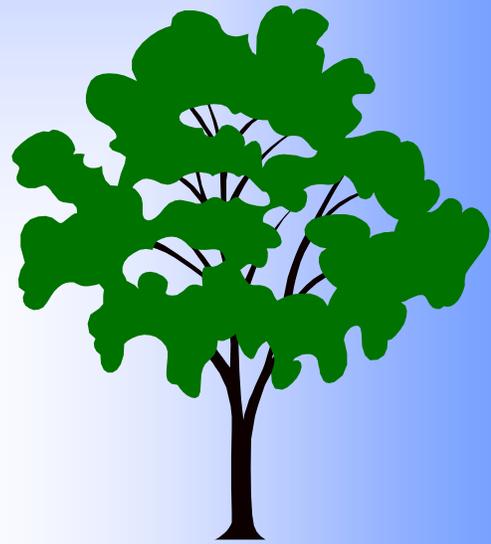
Written reports are required for any chemical application. Include your name, the date, all amounts used, and at what location and types of fertilizers or chemicals used. Be specific. The forms are in the Park Shop. Ask your supervisor for assistance.

Before handling any chemicals, be sure that you know the precautions to take and the safety equipment to use.

Common sense should prevail when spraying near people, animals, or any vegetation.

Your supervisor will be glad to explain the type of chemicals used, how they work, and what our intention is with each application.

# *Appendix*



## CITY OF GREEN BAY

### TEMPORARY/SEASONAL JOB DESCRIPTION

#### I. IDENTIFICATION

Position Title: Seasonal Maintenance Employee - Forestry

Department/Division: Parks, Recreation & Forestry/Forestry Division

Reports to: City Forester/Asst. City Forester

Pay Grade: B

#### II. JOB SUMMARY

The Seasonal Maintenance Employee works in operations of the City Forestry program. Duties include but not limited to the planting, maintenance and removal of trees.

#### III. PRINCIPAL DUTIES AND RESPONSIBILITIES

Operates trucks and equipment to assist in spring tree planting. Includes staking, mulching and watering.

Operates trucks and equipment to assist in removal and pruning. Includes chipping brush, hauling wood, stump removal and site restoration.

Performs tree maintenance as assigned. Duties include herbicide application, nursery work, gypsy moth control, etc.

#### IV. EDUCATION AND EXPERIENCE

High school diploma or equivalent.

Valid Wisconsin driver's license and good driving record.

Ability to tolerate working in varying weather conditions.

Physical ability to do bending, stooping, reaching, pulling, climbing and repetitive lifting as required by the job.

Experience in tree and forestry maintenance desirable.

## CITY OF GREEN BAY

### TEMPORARY/SEASONAL JOB DESCRIPTION

#### I. **IDENTIFICATION**

Position Title: Forestry Seasonal Maintenance Employee – Climber

Department/Division: Parks, Recreation & Forestry/Forestry

Reports to: City Forester/Asst. City Forester

Pay Grade: E

#### II. **JOB SUMMARY**

The Seasonal Maintenance Employee – Climber works in operations of the City Forestry program. Primary duties include but are not limited to work as part of a crew pruning small street trees using rope and saddle techniques.

#### III. **PRINCIPAL DUTIES AND RESPONSIBILITIES**

Operates trucks and equipment to conduct small tree pruning of street trees using rope and saddle climbing techniques and brush chipping from pruning operations. Operates trucks and equipment to assist in removal and stump grinding, which includes chipping brush, hauling wood, stump removal, and site restoration. Performs other tree maintenance duties as assigned. Duties include herbicide applications, nursery work, and plant health care applications.

#### IV. **EDUCATION AND EXPERIENCE**

High school diploma or equivalent.

Currently enrolled in a Forestry/Horticulture secondary education program.

Valid Wisconsin driver's license and good driving record.

Ability to tolerate working in varying weather conditions.

Physical ability to do bending, stooping, reaching, pulling, climbing, and repetitive lifting as required by the job.

Experience in tree and forestry maintenance with rope and saddle desirable.

WIDATCP-certified pesticide applicator accreditation desirable.

Ability to identify tree species common to the urban setting.

## CITY OF GREEN BAY

### TEMPORARY/SEASONAL JOB DESCRIPTION

#### I. **IDENTIFICATION**

Position Title: Forestry Seasonal Maintenance Employee – Emerald Ash Borer Specialist

Department/Division: Parks, Recreation & Forestry/Forestry

Reports to: City Forester/Asst. City Forester

Pay Grade: D

#### II. **JOB SUMMARY**

The Seasonal Maintenance Employee – Emerald Ash Borer Specialist works in operations of the City Forestry program. Primary duties include but are not limited to the treatment of street and park ash trees using soil- and trunk-injected insecticides for treatment of Emerald Ash Borer.

#### III. **PRINCIPAL DUTIES AND RESPONSIBILITIES**

Operates trucks and equipment to conduct soil- and trunk-injected insecticides for the treatment of Emerald Ash Borer for street and park trees.

Operates trucks and equipment to assist in spring tree planting. Includes staking, mulching, and watering.

Operates trucks and equipment to assist in removal and pruning. Includes chipping brush, hauling wood, stump removal, and site restoration.

Performs tree maintenance as assigned. Duties include herbicide applications, nursery work, gypsy moth control, etc.

#### IV. **EDUCATION AND EXPERIENCE**

High school diploma or equivalent.

Valid Wisconsin driver's license and good driving record.

Ability to tolerate working in varying weather conditions.

Physical ability to do bending, stooping, reaching, pulling, climbing, and repetitive lifting as required by the job.

Experience in tree and forestry maintenance desirable.



## DEPARTMENT OF PUBLIC WORKS/PARKS DEPARTMENT

### SHORTS POLICY

The City of Green Bay, at the discretion of management, agrees to permit the bargaining unit employees of the Public Works and Parks Department to wear shorts while performing their job duties under the following policy.

1. Public Works and Parks Department employees are public servants who are part of a professional organization delivering services to the citizens of Green Bay. In the event that a supervisor of the Public Works and Parks Department does not believe the shorts worn by an employee have a neat, tidy, and clean appearance, the supervisor may prohibit that employee from wearing them. At a minimum, the shorts shall be subject to the following specifications:
  - a. Length. Shorts shall not be worn more than four (4) inches above the knee. All shorts shall be hemmed, and cutoffs shall be prohibited.
  - b. Material and Color. Shorts must be dark in color (i.e. black, blue, or brown) or neutral in color, a solid pattern, and of cotton or similar material. Dark blue jean shorts will be allowed.
  - c. Neatness. The shorts permitted to be worn under this policy shall not be dirty, worn through, or faded to the point of an untidy appearance, have holes in them, or be cut off or frayed.
  - d. Back-up long pants. All employees will be responsible to have a spare pair of long pants on the job each day.

It is understood that the City may make additional requirements at its discretion.

2. Shorts not permitted for certain operations. The City is concerned with employee safety and keeping with the City's concern would like to take every effort to avoid injury, which may result as a consequence of permitting the wearing of shorts. The Public Works Director, Supervisors, or designees may designate certain activities in which shorts will not be permitted. In making this determination, the following shall be considered:
  - a. The likelihood of injury;
  - b. The likelihood of contact to unprotected legs due to the nature of the activity;
  - c. Presence of potentially-harmful chemicals or other potentially harmful items.
3. The City maintains the right, under its managerial discretion, to revoke this policy. If the City exercises its authority under this paragraph, it agrees to meet with the union upon their request to discuss the possibility of re-instituting the policy.
4. Failure to Comply. Failure to comply with this policy or directive from management with regard to this policy shall be grounds for corrective action, up to and including discharge.

**GREEN BAY PARKS, RECREATION, & FORESTRY DEPARTMENT  
2016 PAYROLL DATES**

<b>PAYROLL NUMBER</b>	<b>PAY PERIOD</b>	<b>DATE DUE</b>	<b>CHECK DATE</b>
#1	December 13 – December 26, 2015	December 28	January 7, 2016
#2	December 27 - January 9, 2016	January 11	January 21
#3	January 10 – January 23	January 25	February 4
#4	January 24 - February 6	February 8	February 18
#5	February 7– February 20	February 22	March 3
#6	February 21 – March 5	March 7	March 17
#7	March 6 – March 19	March 21	March 31
#8	March 20 - April 2	April 4	April 14
#9	April 3 – April 16	April 18	April 28
#10	April 17 – April 30	May 2	May 12
#11	May 1 – May 14	May 16	May 26
#12	May 15 – May 28	May 30	June 9
#13	May 29 - June 11	June 13	June 23
#14	June 12 – June 25	June 27	July 7
#15	June 26 - July 9	July 11	July 21
#16	July 10 – July 23	July 25	August 4
#17	July 24 - August 6	August 8	August 18
#18	August 7 – August 20	August 22	September 1
#19	August 21 - September 3	September 5	September 15
#20	September 4 – September 17	September 19	September 29
#21	September 18 - October 1	October 3	October 13
#22	October 2 – October 15	October 17	October 27
#23	October 16 – October 29	October 31	November 10
#24	October 30 – November 12	November 14	November 24
#25	November 13 – November 26	November 28	December 8
#26	November 27– December 10	December 12	December 22
#1 (2017)	December 11 – December 24	December 26	January 5, 2017

The Parks, Recreation, & Forestry Department is in the B1 cycle.

I, \_\_\_\_\_, have read this manual and agree to  
PRINT NAME

follow the rules and procedures contained within it. I also understand that I must follow all City of Green Bay Parks, Recreation, and Forestry Department rules and regulations while I'm on duty.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Please complete this form and return it to your Supervisor.