



CITY OF GREEN BAY PERSONNEL POLICY

Policy Title Organization and Administration	Policy Reference Chapter 2
Policy Source Human Resources Department	Legal Review Date
Personnel Committee Approval	City Council Approval

- 2.1 **PURPOSE.** In order to establish and maintain a personnel program for the City of Green Bay, this policy 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.
- 2.2 **RESPONSIBILITY AND AUTHORITY.**
- 2.2.1 **Common Council.** The Common Council has the responsibility for approving or rejecting any action taken by the Personnel Committee.
- 2.2.2 **Mayor.** The Mayor is the Chief Executive of the City and shall:
- a. Appoint and supervise department heads.
 - b. Oversee the day-to-day operations of the Human Resources Department.
 - c. Participate in recruitment procedures as necessary.
 - d. Advise the Personnel Committee and/or employees on personnel matters of City-wide importance.
 - e. Delegate the above responsibilities to a subordinate when warranted.
- 2.2.3 **Personnel Committee.** The Personnel Committee shall:
- a. 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.
 - b. 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.
 - c. Authorize all labor negotiations and related matters.
 - d. 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 and commissions.

- e. Conduct third step grievance procedures where prescribed by contract.
- f. Approve or deny special wage adjustments.
- g. Approve or deny reclassification requests.
- h. 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.
- i. Establish City fringe benefit programs in compliance with approved labor agreements and personnel policies.
- j. Approve or deny leave of absence requests.
- k. Recommend and, at times, participate in recruitment procedures.
- l. Approve all other actions or contracts involving City employees.

2.2.4 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:

- a. Negotiate all labor agreements.
- b. Advise the Mayor, Personnel Committee, Common Council, Department Heads, and employees on personnel matters as required.
- c. Cultivate sources of applicants. Recruit and advertise for all personnel.
- d. Conduct position analysis and evaluation of vacant positions or positions considered for reclassification.
- e. Administer the City's Affirmative Action Plan.
- f. When appropriate, maintain lists of persons eligible for hiring and promotion to positions within the City.
- g. Participate in third step grievance procedures as required by contracts.
- h. Represent the City in arbitration hearings or assist the City's legal counsel in such hearings.
- i. Make recommendations on the application of discipline and processing of employee grievances.
- j. Submit reports when requested by the Mayor, Personnel Committee and/or Common Council.
- k. Interpret and administer labor agreements and these policies.
- l. Perform all other related duties as directed by the Mayor or Personnel Committee.
- m. Delegate some of the above responsibilities to staff as warranted.

2.2.5 Department Heads. Department heads shall:

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

- b. 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.
- c. Keep employees informed of current personnel policies and future revisions.
- d. Conduct second step grievance procedures and participate in third step grievances as required by contract.
- e. Promptly notify the Human Resources Director of any proposed change in staff organization.
- f. Administer discipline and delegate such authority to supervisory staff as necessary.
- g. Oversee the enforcement of and compliance with labor agreements in their department.
- h. Ensure job postings and notices are displayed in a designated area within their department.
- i. Have the authority to employ, supervise, and discharge employees in approved and authorized positions in accordance with procedures established in these personnel policies.
- j. Develop and maintain position descriptions for all employees within their department.
- k. Notify the Human Resources Department of an employee's termination prior to the employee's last working day.
- l. Evaluate staff performance and submit written performance evaluations to the Human Resources Department.
- m. Collaborate with the Human Resources Director in developing employee orientation and in-service training programs and other personnel management activities.

2.2.6 Supervisory Personnel. To the extent that department heads delegate authority to them, supervisors may:

- a. Implement the personnel policies, rules, and regulations in their unit.
- b. Direct and evaluate the performance of subordinate employees.
- c. Participate in the selection of new employees.
- d. Develop position descriptions for subordinate employees.
- e. Administer discipline to employees.
- f. Conduct first step grievance procedures.