



**CITY OF STURGEON BAY
PERSONNEL COMMITTEE
THURSDAY, OCTOBER 27, 2016
Second Floor Conference Room - 421 Michigan Street
12:00 P.M. NOON**

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Personnel Handbook updates.
4. Consideration of: Human Resources Policy updates.
5. Consideration of: Fair Labor Standards Act Law Changes
6. Convene in closed session in accordance with the following exemption:

Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. 19.85(1)(f)

Consideration of: Leave of Absence.

Move to reconvene in open session to take formal action upon preceding subject of closed session, if appropriate; or to conduct discussion or give further consideration where the subject is not appropriate for closed session consideration. The Committee may adjourn in closed session.

7. Adjourn.

Personnel Committee Members:
Ron Vandertie, Chr.
Stewart Fett, Vice Chr.
Jerry Stults

Posted

Date: 10/24/2016
Time: 1:30pm
By: SR

EXECUTIVE SUMMARY

TITLE: Personnel Handbook updates.

BACKGROUND: The Personnel Handbook currently requires that DPW employees be reimbursed up to a maximum of \$100 per calendar year for protective work boots or safety prescription glasses.

The attached proposed changes would maintain the maximum reimbursement of up to \$100 per calendar year but would expand the program to include supervisor approved Personal Protective Equipment (PPE.) These items could include, but wouldn't be limited to, regular safety glasses, gloves, reflective HI-VIS vests/clothing, etc. Supervisor approval would be required for reimbursement.

FISCAL IMPACT: No financial impact.

OPTIONS:

- 1) Recommend to the Common Council the changes/updates to the Personnel Handbook.
- 2) Do not accept changes to the Personnel Handbook.

PREPARED BY: Stephanie L. Reinhardt
Stephanie L. Reinhardt, City Clerk

REVIWED BY: Bob Bordeaux
Bob Bordeaux, Municipal Services Director

Josh VanLieshout
Josh VanLieshout, City Administrator

DATE: 10/19/16

The City of Sturgeon Bay does not assume any responsibility for loss, theft or damages to personal property. The City of Sturgeon Bay is not liable for vandalism, theft or any damage to cars parked on City of Sturgeon Bay property.

SAFETY TOOLS AND EQUIPMENT

All City of Sturgeon Bay equipment is required to be safe, mechanically sound and properly maintained to conform to all City, State and Federal regulations. ALL accidents must be reported. No charge will be made against an employee for damage to equipment unless as a result of willful, wanton or malicious conduct.

Protective clothing and footwear must be worn as required for select personnel. Full-time members of the Municipal Services Department shall be eligible for reimbursement up to a maximum of \$100.00 per calendar year to cover the **cost of supervisor approved Personal Protective Equipment (PPE.)** ~~of protective work boots (which meet ANSI standards as defined in the City of Sturgeon Bay Personal Protective Equipment Policy)/safety prescription glasses.~~ Regular part-time employees of Municipal Services Department shall be eligible for reimbursement up to a maximum of \$75.00 per calendar year to cover the cost **of supervisor approved Personal Protective Equipment (PPE.)** ~~protective work boots (which meet ANSI standards as defined in the City of Sturgeon Bay Personal Protective Equipment Policy)/safety prescription glasses.~~ Seasonal employees of the Municipal Services Department shall be eligible for reimbursement up to a maximum of \$25.00 per calendar year to cover the cost **of supervisor approved Personal Protective Equipment (PPE.)** ~~protective work boots (which meet ANSI standards as defined in the City of Sturgeon Bay Personal Protective Equipment Policy)/safety prescription glasses.~~ Employees must provide receipts for reimbursement.

TECHNOLOGY USE

The City of Sturgeon Bay's computers, networks, programs, communication devices and tools, other technology, and internet (collectively "technology") are intended as tools for the city to serve the public and the City of Sturgeon Bay, and are provided so employees may better perform his/her job-related responsibilities. Inappropriate use can adversely affect the City of Sturgeon Bay, interfere with the work of its employees, increase its costs, and even expose the City of Sturgeon Bay to damage, liability and security risks.

The City of Sturgeon Bay reserves its right to monitor all use by employees of technology. No employee should expect privacy or secrecy in the use of technology. Employee use implies acceptance of the City of Sturgeon Bay's monitoring and disclosure of the employee's use. Use of the City of Sturgeon Bay's property can be limited by the city at any time for any reason. the City of Sturgeon Bay may consent to the disclosure of information from use of technology or any other property, and the City of Sturgeon Bay may consent or authorize a law enforcement agency to search or review the City of Sturgeon Bay's technology, and the employer may use such information for its intentions and purposes.

EXECUTIVE SUMMARY

TITLE: Human Resources Policy.

BACKGROUND: The Human Resources Policy currently requires that all employment advertising be placed in the local newspaper for two weeks as a 2 column wide, 3 inch long sized display (box) ad. The proposed change (on Page 2 of the Policy) changes the wording to "may be placed in the local newspaper, if deemed appropriate."

Over the course of the past few years, the City website, Facebook page, and local PEG channels have become a productive way to communicate with the public about employment opportunities with the City of Sturgeon Bay. Additionally, many departments have trade publications that reach direct audiences and can run ads for free or at a discounted rate.

The costs for Employment Ads in the local newspaper for 2013-2016 (to date) are as follows:

- 2013 - \$2,560.48
- 2014 - \$1,451.20
- 2015 - \$4,246.08
- 2016 - \$2,387.50 (to date)

The proposed changes would still allow for the advertisement in the paper but wouldn't require the publication, the duration, and size of the ad.

The other changes noted in the Policy update the position/point of contact from Assistant City Administrator to City Clerk/Human Resources Director.

FISCAL IMPACT: On average, based on the past four years of data, approximately \$2600.00 annually.

- OPTIONS:**
- 1) Recommend to the Common Council the changes/updates to the Human Resources Policy.
 - 2) Do not accept changes to the Human Resources Policy.

PREPARED BY: Stephanie L. Reinhardt
Stephanie L. Reinhardt, City Clerk

REVIWED BY: Josh VanLieshout
Josh VanLieshout, City Administrator

DATE: 10/19/16

HUMAN RESOURCES FUNCTIONS -STANDARDIZATION POLICY

The following policy standardizes City of Sturgeon Bay human resources functions, identifies responsibility for those functions, and clarifies interaction between departments. Wherever there is reference to another policy or benefit in this policy, please contact the **City Clerk/Human Resources Director** Assistant City Administrator for complete policy or benefit information.

As the City's human resources officer, the City Administrator, and **the City Clerk/Human Resources Director** Assistant City Administrator as his designee, have responsibility except where noted, for human resource functions for all City departments. Reference in this policy to human resources shall mean the City Administrator/**City Clerk/Human Resources Director** Assistant City Administrator. The **City Clerk/Human Resources Director** Assistant City Administrator as the City Administrator's designee is responsible for day to day implementation and coordination of those human resource functions.

ADMINISTRATION AND INTERPRETATION OF BENEFITS

City of Sturgeon Bay employment benefits are administered by human resources. Except for questions that can be answered by a supervisor, interpretation of employee benefits, union contracts, and **Personnel Policies & Employee Handbook** Administrative Employee Handbook language shall be directed to human resources exclusively. ~~Questions regarding health, dental, and life insurance coverage shall be directed to the City Clerk who coordinates all the City's insurance.~~

PERSONNEL/MEDICAL RECORDS

In order to maintain legal standards established by state and federal law governing the location, separation, and maintenance of personnel records, the City's official personnel files and medical records (with the exception of random drug test results) are kept and maintained in the human resources department. This includes, but is not limited to original applications, resumes, medical information including pre-employment drug testing, physicals, and psychological testing, employee evaluations for both administrative and union employees, insurance information, cafeteria plan information, disciplinary action, requests for leave, address changes, step increases, verification of employment requests, employee recognition, and employee resignation or retirement notification. Each Department is responsible for forwarding appropriate information or change in information for its employees to human resources.

The City's official personnel files and medical records are confidential to the degree allowed by law, and accessible only by authorized personnel. Upon advance request an employee, employee's supervisor, or department head may review file contents in the **City Clerk/Human Resources Director's** Assistant City Administrator office. As the law is specific as to personnel records access and information, any request for employee information should be directed to this office for processing.

EMPLOYEE RECRUITMENT/HIRING AUTHORITY/HIRING PROCESS

Positions shall be deemed authorized by the Common Council if budgeted and the Council has not enacted a hiring freeze. Upon notification of retirement or resignation, the **City Clerk/Human Resources Director** ~~Assistant City Administrator~~ shall notify Council members in writing of the pending vacancy noting that advertising and recruitment efforts will continue to proceed unless the Personnel Committee Chairperson notifies human resources to delay the process for further consideration of staffing levels. Generally, positions shall be filled as soon as possible to avoid vacancies and to allow the least amount of time for a position to be vacant. Human resources will notify the Personnel Committee if for some reason staff advises delaying recruitment for a position.

HIRING AUTHORITY:

Except for those positions hired under the authority of the Fire and Police Commission, hiring of all full-time and part time employees below department head level shall be approved by the City Administrator and the Personnel Committee Chairperson. Department head level positions and above shall be approved by both the Personnel Committee and Common Council. Hiring of seasonal employees shall be approved by the appropriate department head.

RECRUITMENT PROCESS:

Immediately upon employee notification of retirement or resignation, department heads shall notify the **City Clerk/Human Resources Director** ~~Assistant City Administrator~~. Except for those positions hired under the authority of the Fire and Policy Commission, department heads shall meet with the **City Clerk/Human Resources Director** ~~Assistant City Administrator~~ to discuss position opening process, whether to update position description, and to obtain approval from the City Administrator to proceed with hiring. Recruitment for all positions including those hired under the authority of the Fire & Police Commission shall not commence until it is determined that proper authorization exists to fill the position.

Advertising: Advertising for all positions, except for those positions hired under the authority of the Fire and Police Commission, shall be reviewed and placed or authorized through the **City Clerk/Human Resources Director**. As soon as possible after notification of employee retirement/resignation, ads for all open positions including those positions hired under the authority of the Fire and Police Commission, shall be placed for two weeks on the City's web site and cable TV; **and may be placed in the local newspaper, if deemed appropriate.** ~~also in the local newspaper for two weeks as a 2-column-wide, 3-inch-long-sized display (box) ad.~~ For those positions hired under the authority of the Fire & Police Commission being hired from an eligibility list, it shall only be necessary to meet the advertising, web site, and cable TV requirements when filling eligibility lists. When appropriate, ads shall be placed in regional, state, or trade publications. In the event a position opening occurs within 60 days or less after a position with similar qualifications was advertised, advertising requirements may be waived by the City Administrator as long as the first advertisement resulted in more than one qualified candidate.

Posting for Union Positions: For those position openings required by collective bargaining agreements to be posted, posting shall be done in accordance with the collective bargaining agreement. Department heads shall begin posting as soon as possible after employee notification of retirement/resignation for those positions authorized to be filled.

RECRUITMENT PROCESS Continued:

Applications: Applicants for all positions are required to complete the standard City application form (or a version approved by human resources) even though they may provide a resume. Except for those positions hired under the authority of the Fire and Police Commission and seasonal employees, solicited applications shall be addressed and directed to the **City Clerk/Human Resources Director** Assistant City Administrator. Unsolicited applications may be kept by individual departments for future reference or forwarded to the **City Clerk/Human Resources Director** Assistant City Administrator. As required by law, all applications, whether solicited or not, shall be kept on file for at least one year (or in the event of litigation, until the matter is resolved).

Interviews: Except for those positions hired under the authority of the Fire and Police Commission and seasonal employees, interviews shall be authorized and scheduled by human resources. For general employees interviews shall be conducted by an interview team consisting of appropriate department representatives and the **City Clerk/Human Resources Director** Assistant City Administrator and shall follow an interview format drafted by or approved by human resources. Interviews for department heads shall be conducted by the City Administrator, **City Clerk/Human Resources Director** Assistant City Administrator, and appropriate department representatives.

Authorization and Release Form: In addition to the general release contained on the application form, during the interview process final candidates shall complete a separate Authorization and Release form before background checks are conducted.

Employee Notification: After approval by the City Administrator for those positions below department level or Common Council for department head level and above to hire, final candidates shall be notified by the **City Clerk/Human Resources Director** Assistant City Administrator of conditional offer of employment subject to passing pre-employment physical, drug testing, and background check.

Background Check: Background checks shall be conducted for all final candidates for full-time, part-time, and seasonal employment. Background checks, except for those positions hired under the authority of the Fire and Police Commission, shall be coordinated by the **City Clerk/Human Resources Director** Assistant City Administrator and shall consist of, but may not be limited to, a background check by the police department which includes where appropriate, interview with former employers and references.

Pre-Employment Physical & Drug Testing: All candidates for full and part-time employment shall be subject to a pre-employment physical and drug screen through the City's occupational health services provider. In addition to a physical, CDL employees will be required to have a DOT medical examination. Additional testing may be required and authorized by the Fire and Police Commission for protective services employees. Seasonal employee candidates shall be subject to a drug screen. Former employees who are candidates for full-time and part-time employment returning to employment after being off 30 or more days shall be subject to a pre-employment physical and drug screen through the City's occupational health services provider. Former employees who are candidates for seasonal employment returning to employment after being off 30 or more days shall be subject to a drug screen through the City's occupational health services provider. Prospective employees shall be provided with written authorization for physical and drug screen using City's occupational health services provider form for scheduling their appointments. The City's occupational health services provider shall be used to test all candidates unless otherwise authorized by human resources.

RECRUITMENT PROCESS Continued:

Pre-Employment Benefit Review/Paperwork: After notification of favorable background check, physical, and drug screen and notification to employee of starting date, before a new employee begins work, the supervisor shall arrange for the new employee to meet with the **City Clerk/Human Resources Director Assistant City Administrator** to review benefits and complete paperwork. Under no circumstances shall a person begin work until this step is completed. Before that meeting the supervisor shall forward to the **City Clerk/Human Resources Director Assistant City Administrator** the employee's original records including but not limited to application, resume, original pre-employment physical, drug testing and medical information, along with an Employee Wage/Status Change Authorization Form with the following information: Name of new hire, position, wage rate, starting date, and other pertinent information.

Hiring Notification: The **City Clerk/Human Resources Director Assistant City Administrator** shall notify Council members of the name and position of each part or full-time employee hired.

EMPLOYEE RETIREMENT/RESIGNATION/TERMINATION

In the event of retirement, resignation, or termination, the supervisor shall as soon as possible forward employee correspondence, and an Employee Wage/Status Change Authorization Form advising effective date to the **City Clerk/Human Resources Director Assistant City Administrator**, and request the employee to contact the **City Clerk/Human Resources Director Assistant City Administrator** for an exit interview and exit processing. The **City Clerk/Human Resources Director Assistant City Administrator** will then forward pertinent information to Deputy Clerk/Treasurer the Office Accounting Assistant I (Payroll), Office Accounting Assistant II (Accounts Payable) for exit pay and benefit processing. The **City Clerk/Human Resources Director Assistant City Administrator** shall to the extent possible, conduct an exit interview and processing, **including health, dental, and life insurance processing**, and refer employee to the City Clerk for health, dental, and life insurance processing. The **City Clerk/Human Resources Director Assistant City Administrator** shall forward a report of exit interview results at least quarterly to the City Administrator and Personnel Committee.

TERMINATION AUTHORITY/AUTHORIZATION:

Except for those positions under the authority of the Fire and Police Commission, termination of full-time employees shall be authorized by the Personnel Committee. Except for those positions hired under the authority of the Fire and Police Commission, termination of probationary, part-time and seasonal employees below department head level shall be authorized by the City Administrator and Personnel Committee Chairperson.

EMPLOYEE COMPENSATION

Any time an employee wage is discussed at Committee or Council level, it will be presented as a total compensation package with both direct wages and benefits included.

POSITION DESCRIPTIONS

Position descriptions shall be reviewed periodically by individual department heads and revised as necessary through human resources. Position descriptions and revisions for department head level positions and above, and for new positions shall be approved by both the Personnel Committee and Common Council. Position descriptions and revisions for all other positions shall be approved by the City Administrator.

WAGE OR POSITION CHANGE

In the event of a change in position or step in the wage schedule, an Employee Wage/Status Change Authorization form shall be forwarded to the **City Clerk/Human Resources Director Assistant City Administrator** with pertinent information, with a copy to the **Deputy Clerk/Treasurer Office Accounting Assistant I (Payroll)**. The Employee Wage/Status Change Authorization form can be forwarded either by email or hard copy.

EMPLOYEE PERFORMANCE REVIEW

Employee evaluations using the City's adopted format shall be completed annually for the previous year each January for all full and part-time employees. In addition to annual evaluations, probation and step evaluations shall be completed on appropriate individual employee dates. All evaluations, except for the Police and Fire Departments shall be approved by the City Administrator prior to supervisor meeting with employee. After review of evaluation with employee, all departments shall forward original signed evaluation form to the **City Clerk/Human Resources Director Assistant City Administrator** for placement in the employee's file.

LABOR RELATIONS/COLLECTIVE BARGAINING

Human resources shall be responsible for all aspects of labor relations and collective bargaining for all departments. This includes but is not limited to review of disciplinary action, grievances, and collective bargaining. Paperwork regarding labor relations, collective bargaining, or grievances shall only be delivered to and receipted (except for Step One of the grievance process) by the City Administrator or **City Clerk/Human Resources Director** Assistant City Administrator.

UNION EMPLOYEE VACATION DEFERMENT

Department Heads shall notify the **City Clerk/Human Resources Director** Assistant City Administrator in writing with a copy to the **Deputy Clerk/Treasurer** office Assistant I (Payroll and Office Accounting Assistant II (Accounts Payable)) if a union employee is required to defer all or part of vacation to following vacation year in accordance with the collective bargaining agreement. Note: This section does not apply to administrative employees who are only allowed to accrue and carry over up to a maximum of one and one-half times annualized accrual rate.

FAMILY/MEDICAL LEAVE REQUESTS

Family/medical leave requests are reviewed and granted exclusively by human resources and all employees requesting leave shall notify the **City Clerk/Human Resources Director** Assistant City Administrator, and complete required paperwork and provide medical certification in a timely manner in accordance with FMLA regulations and FMLA policy before FMLA entitlement can be determined. In the event of an emergency, notification and contact needs to be made as soon as possible. The **City Clerk/Human Resources Director** Assistant City Administrator shall notify employee, employee's supervisor, City Administrator, and **Deputy Clerk/Treasurer** Office Accounting Assistant I (Payroll), Office Accounting Assistant II (Accounts Payable), and the City Clerk of FMLA approval. Employee time cards shall indicate the times taken for FMLA whether paid or unpaid.

WORKERS COMPENSATION

Workers Compensation is coordinated by the **City Clerk/Human Resources Director** City Clerk. Employees shall notify supervisor and supervisor shall notify **City Clerk/Human Resources Director** immediately following work related injury/illness and provide initial and follow up documentation including reports and physician statements. The **City Clerk/Human Resources Director** shall notify City Administrator and Assistant City Administrator of any work related illnesses/injuries.

TEMPORARY ASSIGNMENT OF ALTERNATIVE PRODUCTIVE WORK POLICY

Human resources coordinates and authorizes temporary assignment of alternative productive work (light duty) in accordance with the policy. Supervisor shall notify human resources immediately of potential light duty situations. Return to work authorization must be obtained from human resources by supervisor before employees with work restrictions (including Workers Compensation) may return to work after injury or illness. Employee must provide a release from physician to human resources before return to work is authorized.

HEALTH, DENTAL, AND LIFE INSURANCE

Health, dental, and life insurance are coordinated by the City Clerk/Human Resources Director. All questions regarding insurance shall be directed to the City Clerk/Human Resources Director. Employees are responsible for notifying the City Clerk/Human Resources Director immediately upon change in employee or dependent status.

CAFETERIA PLAN

The cafeteria plan is coordinated by the City Clerk/Human Resources Director Assistant City Administrator in accordance with plan documents. Questions regarding cafeteria plan benefits including employee enrollment, changes, and pre-tax deductions for health insurance premium contribution, healthcare flexible spending reimbursement accounts, day care/dependent care spending accounts, HRA accounts, annual HSA salary reduction enrollments, and change in eligibility for an HSA or HRA should be directed to the City Clerk/Human Resources Director Assistant City Administrator. Any other questions regarding HSAs should be directed to the City Clerk.

EMPLOYEE FAMILY ASSISTANCE PLAN

The Employee Family Assistance Plan is coordinated by human resources. Questions regarding the program should be directed to the City Clerk/Human Resources Director Assistant City Administrator.

DEFERRED COMPENSATION

The deferred compensation program is coordinated by human resources. Questions regarding the program should be directed to the **City Clerk/Human Resources Director** Assistant City Administrator.

WISCONSIN RETIREMENT SYSTEM

The Wisconsin Retirement System program shall be coordinated by human resources. Questions regarding the program should be directed to the **City Clerk/Human Resources Director** Assistant City Administrator.

Adopted 4/05/05

Revised 10/23/07, 4/15/08, 12/02/08, 12/15/09, 9/2016

EXECUTIVE SUMMARY

TITLE: Fair Labor Standards Act Law Changes.

BACKGROUND: The Fair Labor Standards Act (FLSA) has recently enacted law changes that go into effect on December 1, 2016. The salary portion of the law that determines if an employee is exempt status has changed. The change in the FLSA law requires that exempt employees must be paid a guaranteed weekly salary of \$913/week, which is an increase from the previous weekly guaranteed salary of \$455/week. This equates to the annual salary increasing from \$23,660 to \$47,476. According to the new law the salary basis will be adjusted for inflation every three years.

This change in FLSA affects the current Planner/Zoning Administrator position whose salary is \$42,840 annually.

Converting the Planner/Zoning Administrator position to an hourly position is required in order to meet the FLSA changes. The hourly wage would calculate to \$20.52. This will require managing the hours worked to minimize overtime and tracking all time worked.

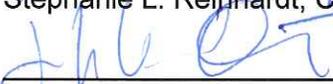
FISCAL IMPACT: May require some overtime to be paid but managing hours worked can help keep overtime to a minimum. No increase in annual pay.

OPTIONS: Recommend to the Common Council to change the Planner/Zoning Administrator position to hourly, in order to comply with FLSA changes, effective December 1, 2016.

PREPARED BY:


Stephanie L. Reinhardt, City Clerk

REVIWED BY:


Josh VanLieshout, City Administrator


Marty Olenjiczak, Community Development Director

DATE: 10/19/16