



**CITY OF STURGEON BAY
PERSONNEL COMMITTEE
Wednesday, September 2, 2020
Council Chambers - 421 Michigan Street, Sturgeon Bay
3:00 p.m.**

1. Roll call.
2. Adoption of agenda.
3. Consideration of: Employee Handbook Change – Hours of Work.
4. Consideration of: School Resource Officer (SRO) Agreement.
5. Update re: Wage & Compensation Study Status.
6. Convene in closed session in accordance with the following exemption:

Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
19.85 (1)(c)

Consideration of: City Administrator Performance Evaluation.

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:
Dan Williams, Chr.
Helen Bacon, Vice Chr.
J. Spencer Gustafson

Posted:

Date: 8/31/2020
Time: 12:00 pm
By: SLR

Executive Summary

Date: 28 August 2020

Title: Personnel Policies & Employee Handbook Update

Background: Currently, the “Hours of Work” portion of the Personnel Policies & Employee Handbook is confusing and needs cleaned up. It is arguable that if someone works any hours on a Sunday, those same hours cannot be used towards the cumulative hours for the week. These hours should be used towards the cumulative hours for the week. It also needs updated due to change of our pay periods covering two weeks now.

Current policy states: Work schedules for employees vary throughout the organization and are at management’s discretion. The normal work week shall be forty (40) hours. The pay period begins on Sunday and ends on Saturday. Sunday work hours will be paid at time and one-half for regular full-time employees. Overtime must be authorized by the Department Head.

Recently an employee worked 4.25 hours on a Sunday (this equates to 4.25 hours of time and one half pay or 6.375 hours of normal pay). He then worked Monday – Friday for a total of 36 hours. He had planned on using his hours from Sunday to cover his deficit of 4hrs and be paid out for 2.375 hours. This was not allowed due to the vagueness of the policy.

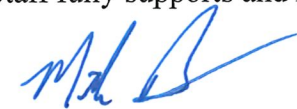
Proposed Change:

Work schedules for employees vary throughout the organization and are at management’s discretion. The normal work week shall be forty (40) hours. The pay period begins on Sunday and ~~ends on Saturday~~ is a fourteen (14) day pay period. Hours worked on Sunday may be used as cumulative hours for the week. Sunday work hours will be paid at time and one-half for regular full-time employees. Overtime must be authorized by the Department Head.

Fiscal Impacts: None

Recommendation: Staff fully supports and recommends the changes to Hours of Work

Prepared By:



Mike Barker
Municipal Services Director

Date: 28 AUG 2020

Reviewed By:



Stephanie Reinhardt
Human Resources Director

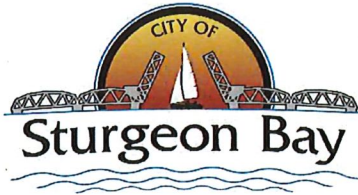
Date: 8/31/2020

Reviewed By:



Josh VanLieshout
City Administrator

Date: 8/31/20



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Memorandum

To: Tom Schrank, Agent WPPA
Kyle Engbose, Vice President WPPA/LEER Division Local 449
Chad Mielke, President Local WPPA/LEER Division 449

cc: Chief Arleigh Porter
Capt. Dan Brinkman
Lt. Clint Henry
Stephanie Reinhardt, Clerk/Human Resources

From: Josh Van Lieshout

Date: July 15, 2020

Re: School Resource Officer

The City of Sturgeon Bay and Sturgeon Bay School District have entered into an agreement for the provision of a School Resource Officer (SRO) to be present in Sturgeon Bay schools during the academic calendar year. The agreement between the City and School District is attached for reference.

Sturgeon Bay Police Department Command Staff, consisting of Chief Porter, Capt. Brinkman, and Lt. Henry have reviewed internal policies, met with representative of Local 449 to discuss the assignment to the SRO duties, how selection for the assignment will occur, wages and other compensation during the assignment, duration of assignment, working day hours, holidays, vacation and other paid leave, and special school events that require the SRO.

Appointment (Assignment) Process

The Chief of Police or his/her designee shall select the SRO.

The SRO is an assignment, subject to the discretion of the Chief, and will be evaluated at the end of each school year. However, it is the intent of the SRO assignment to be a minimum of 4 years. The Chief may re-assign the SRO to his/her previous position at any time to assist with emergencies, and major investigations as described in the assigned agreement between the city and school district.

The SRO may elect to return to his/her previous position, but must provide a 30-day notice and may, at the discretion of the Chief, be required to finish the current academic semester.

Wages and Compensation

The annual salary and fringe benefit package follows the same wage schedule as a police officer assigned to patrol duty.

Under the terms of the agreement between the City and School District, the SRO assignment regular work hours and days are to be consistent with normal school hours; generally Monday through Friday, 7:45am to 3:45pm.

During the summer school break, the Chief will assign the SRO eight-hour shifts to meet the needs of the department and provide a minimum of 1,946.6666 work hours.

Work Day Hours

During the school year, the normal workday will be eight (8) hours, Monday through Friday, between the hours of 7:45am and 3:45 p.m. or as otherwise mutually agreed upon.

The SRO may be required to work special events if required by the school. Special events includes: school programs such as concerts, athletic events, ceremonies, school board meetings or other activity that occurs outside of the regular school day. In order to accommodate for coverage for special events, the hours of the SRO may be shifted on Fridays a maximum of ten (10) times, and other weekdays ten (10) times during the school year.

Outside the school year, during the summer months, the officer assigned to the SRO position shall work a schedule mutually agreed upon between the City and Union. If the City and Union are unable to agree, then the non-school hours will be 7:00 p.m. to 3:00 a.m.

Holidays

When school is not in session, on days other than a paid city holiday, per the Police Union contract, the Chief of Police or their designee may assign the SRO to work at the school or work a patrol shift.

Vacation & Comp Time

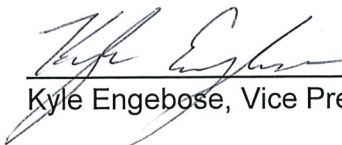
While school is in session, the SRO can take up to 3 consecutive days off of paid time off, with the Chief's or his/her designee's approval. The SRO may request additional days off, which shall be subject to the approval of the Chief of Police or his/her designee. When school is not in session there is no limit on vacation due to holidays, breaks, summer vacation, etc. Requests for vacation other paid time off shall be submitted in accordance with regular department policy.

Supervision

This assignment will be supervised by the Police Lieutenant or other command staff as may be assigned.

This memorandum represents the complete understanding of the the parties on this issue. Amendments and modifications to this memorandum will be made in writing. This memorandum is effective the last date of signature below..

For Sturgeon Bay Professional Police Officer's Union WPPA/LEER Division Local 449:



Kyle Engebo, Vice President

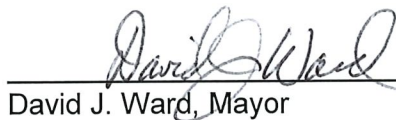
07/18/2020
Date



Tom Schrank, Agent

07/16/2020
Date

For the City of Sturgeon Bay:



David J. Ward, Mayor

7/28/20
Date



Stephanie Reinhardt

7/28/20
Date