

**AGENDA
CITY OF HARTFORD
FINANCE & PERSONNEL COMMITTEE
CITY HALL COUNCIL CHAMBERS
TUESDAY, APRIL 13, 2021
6:30 P.M.**

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion and consideration issuing a Class B Liquor license to Hilldale Wine and Spirits, LLC. *1566 East Sumner Street*
5. Discussion and consideration of approving the revision to the employee handbook. (Executive Summary attached)
6. Adjournment.

NOTE: "PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE CITY CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING."

"MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE ABOVE MEETING, PURSUANT TO STATE EX REL. BADKE V. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 N.W. 2D 408 (1993). SUCH ATTENDANCE MAY BE CONSIDERED A MEETING OF THE COMMON COUNCIL. THIS NOTICE IS GIVEN SO THAT MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE MEETING WITHOUT VIOLATING THE OPEN MEETING LAW."

EXECUTIVE SUMMARY

APPROVING REVISION TO EMPLOYEE HANDBOOK

BACKGROUND:

In 2020, due to the Coronavirus, several office employees were originally invited to work from home in an attempt to separate individuals to stop the threat of the spread.

Our IT Director provided those employees with several technological options to be reasonably productive while working from home.

However, after a few short months, all staff were safely brought back into the office and lobby hours were restored to full resident expectations.

Since that time, some staff have asked if working from home would be the "new norm" for our service business. With that in mind, it was thought that a more clearly defined work from home policy should be drafted to explain the frequency and expectations of any future working from home.

ECONOMIC IMPACT:

There is no economic impact to the City of Hartford.

RECOMMENDATION:

Staff recommends the approval of the revised work from home policy.

REVIEWED BY: Steve Volkert DATE: 3-25-21

Steve Volkert, City Administrator

Lori Hetzel DATE: 03/25/21
Lori Hetzel, City Clerk

Committee Routing: Personnel & Finance
City Council

April 13th, 2021
April 13th, 2021



Steve Volkert, City Administrator

TO: Department Heads

DATE: March 23, 2021

SUBJECT: Revised Working from Home Policy

With the forced adoption of working from home due to the 2020 Corona virus, many office employees were exposed to the opportunity to work from home. Thanks to our IT Specialists, many of us were able to link into our office computers from home PC's and stay engaged with the written aspects of our jobs.

However, we work in a service industry. Residents expect that when they have the opportunity to come into City Hall or call our offices for service, we will be there, in person.

Likewise, our departments need to work collaboratively on many aspects of our job and doing so through Zoom and Teams meetings doesn't result in the same outcome.

Next, the expectation that city employees will always be in City buildings makes it difficult to allow one, but not all employees the luxury of not having to get dressed up, commute to work, and be away from family.

Finally, for Department Heads, the expectation is that this person is in a management roll to lead those from a seat within the building and being readily available to talk to, discuss issues and solve problems.

Because of all of these reasons, working from home is not something that I see as the "new norm." This option should only be used in extreme situations with very few employees.

Times in which a work from home situation would be allowed would be:

- 1) When an employee is physically not able to come into work due to prolonged injury or recovery from such and their work is extremely important to the department to be done that day and no one else can do it.
- 2) When the employee has an extremely unusual temporary situation and the work that they need to get done needs to be completed on-time or the entire department is pushed back.
- 3) During times of mandated separation of all employees due to the spread of a pandemic.

In any of these cases, no employee is given automatic work from home privileges and must get approval prior to working from home from their immediate supervisor.

With all of this in mind, our new work from home policy is:

As the City is an in-person service industry based on the needs of our residents, working from home is only granted upon the pre-approval by the department head (the Administrator in the case of a Department Head) under the strict guidelines of Administration and at most shall be granted twice per month. Any authorization over twice per month needs to be approved by Administration.

When an employee is working from home, they understand that they are reachable by phone or Zoom any moment between 7:30 AM – 4:30 PM, Monday – Friday to carry out city business. Likewise, anyone working from home must be prepared to provide proof that actual work was accomplished while given this privilege.

The use of a compensatory time plan or flexible time plan is at the discretion of individual department heads, subject to the pre-approval of any plan by the Administration Department. Compensatory/Flex time within the police department will be taken in accordance with existing labor agreements and protocols.

WORKING FROM HOME *(Updated 4/13/21)*

~~At the discretion of department heads (or the City Administrator in the case of department heads), employees may work from home no more than one day per work week.~~

As the City is an in-person service industry based on the needs of our residents, working from home is only granted upon the pre-approval by the department head (the Administrator in the case of a Department Head) under the strict guidelines of Administration and at most shall be granted twice per month. Any authorization over twice per month needs to be approved by Administration.

When an employee is working from home, they understand that they are reachable by phone or Zoom any moment between 7:30 AM – 4:30 PM, Monday – Friday to carry out city business. Likewise, anyone working from home must be prepared to provide proof that actual work was accomplished while given this privilege.

Formatted: Font: 10 pt, Italic

Formatted: Font: (Default) +Body (Calibri), 11 pt, Not Bold, Not Italic

Formatted: Font: (Default) +Body (Calibri), 11 pt, Not Bold, Not Italic

HARTFORD FIRE AND RESCUE VOLUNTEERS

Employees who also volunteer to serve the Hartford Fire and Rescue Department, shall not suffer any reduction in wages, benefits, or entitlements as a result of time spent attending emergency fire and rescue operations during work hours. Employees who also volunteer to serve the Hartford Fire and Rescue Department shall be entitled to receive the ordinary wages and stipends afforded to members of the Hartford Fire and Rescue Department for time spent attending emergency fire and rescue operations during work hours, in addition to the employee's regular wages, benefits, and entitlements.

EMPLOYEE PARKING

Parking of employee vehicles is not guaranteed by the City of Hartford as part of City employment. Parking at municipal facilities except City Hall is under the control of the department head(s) operating from those facilities. Department heads have the authority to ban the use of on-street parking of employee vehicles in proximity to their facilities.

First shift employees of the City of Hartford working from City Hall or the Hartford Police Department are prohibited from parking personal vehicles in any public parking lot or street parking space between and including North Main Street and North Johnson Street, from the Rubicon River to West Sumner Street unless duly authorized by the Chief of Police in accordance with municipal ordinance. --First shift employees may park in any other street parking or public parking areas in the downtown area.

Employees working from City Hall or the Hartford Police Department on all other shifts, and employees using personal vehicles for City business during a specific work day, may park in any public parking lot or street parking area except the municipal parking area immediately behind City Hall within lawful posted restrictions.

Employees parking in any regulated parking spaces are subject to the posted restrictions applying to those spaces.

LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT ("FMLA")

This policy outlines the provisions of the federal and Wisconsin Family and Medical Leave Acts and the rights and obligations of employees and employers under both laws. The Family and Medical Leave Acts provide eligible employees with up to 12 workweeks of unpaid protected leave each calendar year for specified family and medical reasons. The eligibility and entitlements are defined differently under federal and state law.