

**The Bay-Lake Regional Planning  
Commission  
Policies and Procedures Manual**

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# GENERAL POLICIES

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## **Equal Employment Opportunity Policy Statement**

It is the goal of the Commission to ensure adequate staff representation of minority group members and women in both the professional and nonprofessional categories. Several techniques will be used to achieve this representation:

1. An attempt shall be made to obtain an indication of all people interested in full-time planning positions. This effort shall include advertising on various popular job announcement websites within Wisconsin and nationally. In addition, the placement departments of nearby colleges and universities with appropriate academic curricula shall be notified. In all cases, Wisconsin Job Service shall be notified of job openings. The closing date of the application period shall be included in the advertisements.
2. All regular positions will be advertised on the appropriate websites (ex. APA), as well as the Commission's website, and any other publications, notifications, and media outlets to attract the greatest amount of interest for the type of position the Commission is attempting to fill.
3. The Commission will continue to utilize internship programs or work-study programs in conjunction with the University of Wisconsin-Green Bay and other institutions of higher learning with an equitable representation of low-income and minority students. It is the intent of such programs to provide exposure to the planning or GIS profession for such individuals. Student, work-study, and limited term employment positions may be filled without advertising as defined in 1 and 2 above.
4. The Commission will continue to follow all state and federal requirements that relate to equal opportunity in hiring practices, upgrading and promotion procedures in employment.
5. All advertising for positions shall indicate that the Commission is an "Equal Opportunity Employer." In addition, all job descriptions shall contain only job-related requirements and will not serve to exclude candidates in a discriminatory manner.
6. Existing staff personnel shall be notified of and considered for any available position for ten (10) working days prior to any advertising activity. To be considered for the available position, existing personnel must complete and submit an application for the position. Advancement of existing staff personnel into a vacant position shall preclude advertising the position in the manner defined in items 1 and 2 of this section.

## **Drug-Free Workplace Policy**

The Commission is committed to a drug-free work place, which protects the Commission's most valuable resource, its employees, as well as the health and safety of the public. The manufacture, use, sale, distribution, possession, or presence in the body of prohibited drugs or alcohol in the work place may result in termination. The legitimate use of controlled substances prescribed by a licensed physician is not prohibited.

As an employer, the Commission is concerned with the well-being of its employees, the maintenance of work force productivity, and the preservation of a safe and secure work place.

The use of illegal drugs or excessive alcohol use by Commission employees is inconsistent with these goals and will not be tolerated. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free, healthful, safe, and secure work environment.

The Commission requires that each employee be given a copy of this policy statement. The Commission will notify the employee that as a condition of employment, the employee will abide by this policy statement and notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five days after such conviction as mandated by the Drug-Free Work Place Act of 1988.

The Commission reserves the right to conduct drug screens during pre-employment, random, at time of an accident, and under circumstances where there is suspicion of drug use. The Commission will utilize an agency with the expertise to oversee the procedures to conduct drug screenings that are completed according to law, including authorization forms. The authorization form is provided as Appendix A.

Employees, who are users of illegal drugs, or use alcohol excessively, are encouraged to seek counseling and other appropriate assistance voluntarily, including that available through the Commission's Employee Assistance Program (EAP).

### **Drug Use Determination**

The determination that an employee has used illegal drugs may be made on the basis of direct observation, a criminal conviction, confirmed positive results of a drug testing program, the employee's own admission, or other appropriate administrative determinations.

### **Mandatory EAP Referral**

Upon reaching a finding that an employee uses illegal drugs or alcohol at the workplace, the Commission will refer the employee to an Employee Assistance Program and give the employee an opportunity to undertake rehabilitation. The ultimate responsibility to be drug-free rests with the individual employee.

### **Discretionary Disciplinary Actions**

Except for employees who voluntarily identify themselves as users of illegal drugs or other substance abusers, obtain appropriate counseling and rehabilitation, and thereafter refrain from illegal drug use, the Commission will initiate disciplinary action for employees who are found to be using illegal drugs. When the use of illegal drugs, alcohol or other substance abuse interferes with an employee's work performance, the Commission's disciplinary measures are as follows:

- 1) Verbal reprimand, along with a referral to an EAP.
- 2) Written reprimand.
- 3) Suspend the employee without pay until such time as he or she successfully completes counseling or rehabilitation or until the Commission determines that action other than suspension is more appropriate to the individual situation.
- 4) Termination of employment will occur when there is confirmed illicit use of an illegal drug; refusal to take a drug test; refusal to obtain or successfully complete counseling or rehabilitation; or once having completed counseling or rehabilitation, failing to refrain from illegal drug use.

## **Legal Implications of Alcohol and Other Drug Use**

A variety of implications surround the use of alcohol and other drugs. This summary is designed to alert you to some of the legal risks you assume when you use alcohol or other drugs. Penalties for illegal use will also be described. However, this summary is only a descriptive document. It should not be interpreted as legal advice or counsel. The regulations summarized here are those most likely to affect employees of the Commission.

### ***Possession and Use***

The Commission acts on a zero tolerance policy against drug and alcohol consumption while on the job. Any employee caught using drugs or consuming alcohol while on the job will be immediately terminated.

## **Public Access to Commission Records**

Records are defined as any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages of meeting agendas, minutes, and handouts, maps, documents, photographs, and general written or electronic correspondence.

"Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale or which are available for inspection at a public library.

### **Legal Custodian**

The Executive Director is designated as the legal custodian for the Commission.

### **Office Hours for Public Service**

The regular office hours of the Commission are 8:00 A.M. to 4:30 P.M. Monday through Thursday and Friday 8:00 A.M. to noon. These are the hours available for public access to the Commission records. Although the office is not open to the public on Friday afternoons, staff are still in the office working until 4:30 P.M.

### **Fees for Public Use**

Fees for public use and/or reproduction of Commission records shall include:

1. Duplication Cost - duplication of records including printed material, maps and photographs shall be in accordance with current and posted rates as set by the Executive Director from time to time and shall not exceed the cost of the Commission to provide such duplication.
2. Personnel Cost - a fee equal to the actual personnel cost incurred to locate records shall be imposed if such cost exceeds \$50.00 to the Commission to provide such service.
3. Mailing Cost - the actual cost of mailing or shipping any record material.
4. Waiver of Cost - any or all cost related to fees may be reduced or waived if, in the opinion of the Executive Director or his/her designee, such adjustment is deemed to benefit cooperating member public agencies.

## **Procurement Procedure**

Access and duplication of the Commission's records can be made in the following manner:

1. Oral Request - Oral requests may be honored by the Executive Director or his/her designee at their discretion. Denial of such requests shall be oral unless a written response is requested.
2. Written Request - Written request, may be made to the Executive Director and, in certain instances, may be required to simplify customer service. Denial of written requests shall be in writing, and shall include applicable references to the State Public Records law.

## **Limitations on Right to Access**

The Executive Director or his/her designee shall determine the specific records which are not available to the public. These shall include:

1. Personnel records of employees.
2. Communications between legal counsel and the Commission on current litigation which are referenced or privileged under Section 905.03 of the *Wisconsin State Statutes*.

## **Customer Relations**

The success of the Commission depends upon the quality of the relationships between the Commission, our employees, customers, suppliers and the general public. Our customers' impression of the Commission and their interest and willingness to work with us is greatly formed by the people who serve them. In a sense, regardless of your position, you are the Commission's ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, the Commission and the Commission's products and services.

Below are several things you can do to help give customers a good impression of the Commission. These are the building blocks for our continued success.

1. Act competently and deal with customers in a courteous and respectful manner.
2. Communicate pleasantly and respectfully with other employees at all times.
3. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
4. Take great pride in your work and enjoy doing your very best.

## **Smoking/Tobacco Use**

The Commission has adopted a No Smoking/Tobacco Use policy for all employees during work hours. Smoking, vaping, and any use of tobacco in Commission offices or vehicles is prohibited. Any employee disregarding this policy may be subject to immediate termination. No smoking is allowed in the office building; however, designated smoking areas are provided outside the building.

# EMPLOYMENT POLICIES

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## **New Employee Orientation**

On your first working day, you will be asked to complete employment paperwork. An orientation check-off list will be followed to ensure that all information for employment is completed and that your questions are answered to your satisfaction. New employees will sign and date the Orientation Checklist (Appendix B) and the original will be placed in the person's employment file. The Commission reserves the right to require that paid and unpaid internship positions follow the same orientation process required of regular Commission staff to ensure that all necessary paperwork and contact information is on file.

## **Paid and Unpaid Interns**

The Commission regularly utilizes paid and unpaid interns to assist with the completion of projects. Internships will be extended to students currently enrolled at a college or university. A paid internship will be paid at an hourly rate determined at the time of employment, along with all applicable benefits and reimbursements. Job responsibilities and work schedule will be established at the time of hire. Paid interns are not eligible to receive course credit at the same time. Students who have graduated from college while an intern at the Commission can continue their internship up until the day classes start for the following semester.

Any intern who will be utilizing Commission vehicles for completion of their work activities will be required to provide a valid driver's license and proof of automobile insurance as required by the State of Wisconsin. The *Guidelines for Interns* is provided as Appendix C.

## **Reference and Background Checks Policy**

As part of the process of weighing applicants' qualifications and determining their suitability for open positions, the Commission requires all applicants for employment to supply references from their former employers, as well as at least three personal references.

### **Purpose and Methods**

Information obtained from references is used only to: (1) verify the accuracy of employment or academic information provided by applicants; and (2) identify job-related accomplishments, skills, abilities, and characteristics that help establish the applicant's qualifications and suitability for the position in question. Reference checks normally are conducted by telephone, mail correspondence, or a combination of the two processes. For certain positions, such as those involving financial or security matters, the Commission might use personal interviews conducted by a company representative or a third-party agency (see "Use of Outside Reporting Agencies" below).

### **Employment References**

To be considered a qualified applicant, all candidates for positions with the Commission must provide the names, addresses and, where possible, the name of a supervisor or contact person for the last three places of employment or the past ten (10) years, whichever is less. Job candidates should be made aware that the Commission's evaluation of their qualifications and suitability for employment normally includes contacting these employment references to verify information provided in application forms, interviews, or resumes.

## **Background Checks**

The Commission will conduct background checks for any individual chosen to work in a paid capacity for the Commission. The Commission reserves the right to conduct background checks for individuals working for the Commission in an unpaid capacity. Individuals will need to sign a form enabling the Commission and its representative, to authorize the investigation into the person's personal history, educational background, military records, and criminal records (Appendix D). Failure to provide the Commission authorization to conduct a background check will immediately terminate the hiring process.

## **Academic and Personal References**

In evaluating each candidate's suitability for employment, the Commission may contact schools and educational institutions listed by the applicant, as well as personal and professional acquaintances identified as references. Applicants may be requested to sign a release of information to enable the Commission to verify any stated academic accomplishments and records required as part of the application materials.

## **Use of Outside Reporting Agencies**

For certain jobs, such as those involving security responsibilities or significant financial accountability, the Commission can request a consumer reporting agency to prepare an investigative consumer report on the applicant. These reports typically include information about an individual's character, reputation, and mode of living. This information is obtained through personal interviews with the applicant's neighbors, acquaintances, associates, and friends. In cases where an investigative report is requested, the Commission notifies the applicant within three days of requesting the report and honors requests from the applicant for additional information about the nature of the agency's investigation and report.

## **Signing of Release Forms**

All applicants are asked to sign various release forms authorizing the release of information by former employers, educational institutions, or other organizations contacted by the Commission as part of the reference and background checking process. A refusal to sign such a release form normally eliminates the applicant from further consideration for employment.

## **Penalties for Inaccurate or Fraudulent Information**

Any applicant who intentionally provides misleading, erroneous, or willfully deceptive information to the Commission on an employment form or resume or in a selection interview is immediately eliminated from further consideration for employment. Depending on the significance of the inaccurate information, the applicant might be offered an opportunity to explain or respond to the situation.

## **Performance and Compensation Reviews**

Performance evaluations are an ongoing management improvement process. These review sessions will serve as a regular opportunity for structured discussion and the preparation of formal comments. The annual review will include at minimum:

- Scope of work and related responsibilities expected of employee during subsequent twelve (12) month period including an assessment of work, challenges faced by the employee and goals to be accomplished over the next twelve months.

- Identification of tangible accomplishments, whenever possible, of this activity defined above.

### **Compensation Reviews**

The Commission's compensation reviews are usually given with performance reviews. Having your compensation reviewed does not necessarily mean that you will be given an increase due to individual and/or Commission performance.

In addition to individual job performance reviews, the Commission, with staff input, periodically conducts a review of all job descriptions to ensure that they are current with each position. Staff are made fully aware of any changes in the duties and responsibilities of each position, and that such changes are recognized and adequately compensated.

### **Furlough Policy**

Whenever furloughs take place, Commission employees will continue to be paid every two weeks. Exempt employees under the Fair Labor Standards Act (FLSA) will not be paid for furlough days and will receive a salary reduction in each pay period in which a furlough day occurs. Non-exempt employees under FLSA will not be paid for furlough days and will be paid for actual hours worked in each pay period.

- Furlough days will not affect the determination of an employee's anniversary/seniority date, health and dental eligibility/benefits, life insurance eligibility/benefits, long-term disability eligibility/benefits, retirement service credit, sick leave eligibility/benefits and vacation eligibility/benefits. Accordingly, for example, employees will continue to accumulate annual sick leave and vacation at their current rate.
- Paid leave may not be used on mandatory furlough days regardless of whether the employee is on sick leave or vacation the day before, day after, or on both sides of the mandatory furlough day.
- Employees may not volunteer to do what the Commission otherwise pays them to do on a scheduled mandatory furlough day.

The terms and conditions describing overtime and compensatory time as outlined in this Employment Manual will continue to apply. Mandatory furlough days will not count as hours worked toward the overtime threshold.

Furlough-based reductions in the pay of an employee who is otherwise exempt from the wage and hour requirements of the FLSA cause such employee to become a non-exempt employee for the work week in which the furlough occurs. This means that during the week of the furlough, such employee may not exceed 40 hours in combined furlough and work hours, and the employee is limited to working no more than 32 hours unless expressly authorized by the Executive Director and a record (timesheet) is maintained of hours worked. Timesheets will be completed by each individual staff member and submitted to the Executive Director. The timesheets will be maintained for a minimum of three (3) years.

### **Disciplinary Actions**

This Disciplinary Actions Policy applies to all regular employees who have completed the Orientation Period.

This policy pertains to matters of conduct as well as the employee's competence. However, an employee who does not display satisfactory performance and accomplishment on the job may be dismissed, in certain cases, without resorting to the steps set forth in this policy.

Under normal circumstances, managers are expected to follow the procedure outlined below. However, there may be particular situations in which the seriousness of the offense justifies the omission of one or more of the steps in the procedure. Likewise, there may be times when the Commission may decide to repeat a disciplinary step.

### ***Discipline Procedure***

Unacceptable behavior which does not lead to immediate dismissal may be dealt with in the following manner:

1. Oral Reminder
2. Written Warning
3. Decision-Making Paid Leave/Counseling Session
4. Termination

To insure that Commission business is conducted properly and efficiently, you must conform to certain standards of attendance, conduct, work performance and other work rules and regulations. When a problem in these areas does arise, your supervisor will coach and counsel you in mutually developing an effective solution. However, if you fail to respond to coaching or counseling, or an incident occurs that requires formal discipline, the following procedures occur.

#### ***Step One: Oral Reminder***

The Executive Director will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem or violation and the expected remedy. The purpose of this conversation is to remind you of exactly what the rule or performance expectation is and also to remind you that it is your responsibility to meet the Commission's expectations.

You will be informed that the Oral Reminder is the first step of the discipline procedure. The Executive Director will fully document the Oral Reminder, which will remain in effect for three (3) months. Documentation of the incident will remain in the confidential department file and will not be placed in your personnel record, unless another disciplinary event occurs.

#### ***Step Two: Written Warning***

If your performance does not improve within the three (3) month period, or if you are again in violation of Commission practices, rules or standards of conduct, the Executive Director will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. The Executive Director will advise you that you are now at the second formal level of disciplinary action. After the meeting, the Executive Director will write a memo to you summarizing the discussion and your agreement to change with a copy of the memo to be sent to your personnel file.

The Written Warning will remain in effect for three (3) months.

### *Step Three: Decision-Making Leave/Counseling Session*

After meeting with the Commission's Personnel Committee, or if you are again in violation of Commission practices, rules or standards of conduct, you will be placed on Decision-Making Leave. The Decision-Making Leave is the third and final step of the Commission's disciplinary process.

Decision-Making Leave is a paid, one-day disciplinary suspension. Employees on Decision Making Leave will spend the following day away from work deciding whether to commit to correcting the immediate problem and to conform to all of the Commission's practices, rules and standards of conduct, or to quit and terminate their employment with the Commission.

If your decision following the Decision-Making Leave is to return to work and abide by the Commission practices, rules and standards of conduct, the Executive Director will write a letter to you explaining your commitment and the consequences of failing to meet this commitment. You will be required to sign the letter to acknowledge receipt. A copy will be placed in your personnel file.

You will be allowed to return to work with the understanding that if a positive change in behavior does not occur, or if another disciplinary problem occurs within the next six (6) months, you will be terminated.

If you are unwilling to make such a commitment, you may either resign or be terminated.

### *Step Four: Termination*

After returning from Decision-Making Leave, if you are again in violation of Commission practices, rules or standards of conduct, or if a positive change in behavior does not occur, or if another disciplinary problem occurs within the next six (6) months, your employment with the Commission will be terminated. The Executive Director will write a letter to you explaining the reasons for termination. One copy will be forwarded to you and another will be placed in your personnel file.

## **Conflict Resolution/Problem-Solving**

It is the Bay-Lake Regional Planning Commission's philosophy to communicate openly and candidly with you and encourage feedback from you about your job and the Commission.

However, as an employee, you may have additional questions or concerns regarding your job, your performance, or other employment matters. In most instances, these concerns or questions should be handled through a simple inquiry to a supervisor or the Executive Director. If they do not know the answer, either a supervisor or Executive Director will find the answer and respond to you promptly. If you are not comfortable addressing the matter with your supervisor (or Executive Director), you may contact the Commission's Chairperson or any other Commissioner with whom you feel comfortable talking. If you believe the situation requires a more formal response, or if you are not satisfied with the answer that you receive, you may utilize the following problem-solving procedure:

1. Put your inquiry or concern in writing to the Executive Director or Commission Chairperson. An appointment will be scheduled for you to discuss the problem with the appropriate person (supervisor, Executive Director, or Commission Chairperson). They will give you a prompt response in writing.

2. If you are not satisfied with the response provided, you can submit a request to the Commission Chairperson to schedule a meeting with the Commission's Finance and Personnel Committee. A time will be set up for you to present your concern(s), which may involve having other individuals present to describe the facts to the committee. After this meeting, you will receive a prompt response in writing.
3. If the problem or concern remains unresolved, the matter may, at the request of the employee, be reviewed by the Commission's Executive Committee. The decision of the Executive Committee will be final.

## **Harassment Policy**

The Commission intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. The Commission's Harassment Policy can be found in *Appendix A* of the *Bay-Lake Regional Planning Commission Employee Handbook*.

### **What Is Harassment?**

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity, including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

### **Responsibility**

All Commission employees, and particularly managers, have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the Commission to do so.

### **Reporting**

While the Commission encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify the Executive Director immediately, even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to a supervisor or other management representative. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. The Commission will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be tolerated.

No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

The Commission accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. The Commission may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

### **Policy Statement on Sexual Harassment**

All employees of the Commission are to be familiar with, and comply with, the policy of the Commission prohibiting sexual (or other forms of unlawful) harassment in the workplace. This policy is more thoroughly explained below.

This policy prohibits any Commission employee, male or female, from sexually harassing another employee. Prohibited sexual harassment includes the following:

- Unwelcome sexual advances or requests for sexual favors;
- Unwelcome verbal or physical conduct of a sexual nature;
- Making submission to (or rejection of) such conduct a factor in employment decisions affecting the employee;
- Permitting such conduct to interfere with an employee's work performance or to create a hostile, intimidating, or offensive work environment.

An employee who believes he or she has been the subject of sexual harassment should report the matter as soon as possible to his or her immediate supervisor. If the employee believes that a supervisor is involved in sexual harassment, the matter should be brought to the immediate attention of the supervisor, or, if more appropriate, to the attention of the Executive Director. An investigation will be undertaken to determine the facts.

After appropriate investigation, any supervisor or other employee found to have sexually harassed another employee will be subject to appropriate sanctions. Depending upon all the circumstances, such sanctions could include termination of employment.

The Commission recognizes that the question of whether a particular action or incident is a purely personal, social matter without a discriminatory effect or is an act of sexual harassment requires a determination based on the facts. The Commission also recognizes that false accusations of sexual harassment can have serious adverse effects. It is expected that all employees to act honestly and responsibly in complying with and enforcing this policy. It is our desire to continue our pleasant working environment for all employees, free of discrimination.

### **Policy Statement on Other Forms of Harassment**

It is also the policy of the Commission not to permit other forms of harassment based upon race, religion, national origin, or other protected status. This includes ethnic jokes, slurs, or name calling. The standards and procedures set forth above apply equally to these forms of unlawful discrimination.

We encourage any employee to raise any questions regarding this policy or any suspected discrimination in the workplace with his or her supervisor or with the Executive Director.

In regard to possible discrimination charges against the Executive Director, the employee is advised to contact the Chairperson of the Executive Committee of the Commission.

**Retaliation Related to Harassment**

Retaliation for exposure to any type of harassment is very serious and will not be tolerated. If someone is accused of harassment and that person retaliates against his/her accuser, that employee could face immediate termination.

# SAFETY AND SECURITY

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## **Safety Goal**

The Commission is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury and accident prevention and employee safety. Maintaining a safe work environment, however, requires the continuous cooperation of all employees.

The Commission will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask the Executive Director for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that the Executive Director make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each employee to accept and follow established safety regulations and procedures.

## **Reporting Safety Issues**

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to the Executive Director. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form (Appendix E) must still be completed in case medical treatment is later needed and to insure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred.

The Federal Occupational Safety and Health Administration (OSHA) requires that the Commission maintain records of all illnesses and accidents which occur during the workday. The Wisconsin State Workers' Compensation Act also requires that you report any workplace illness or injury, no matter how slight. If you fail to report an injury, you may jeopardize your right to collect workers' compensation payments as well as health benefits. OSHA also provides for your right to know about any health hazards which might be present on the job. Should you have any questions or concerns or in need of accident forms, contact the Executive Director for more information.

## **Violence in the Workplace**

The Commission has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, retaliation, and/or coercion, which involve staff, affect the Commission, or occur on Commission property will not be tolerated.

Acts or threats of violence include conduct which is sufficiently severe, offensive, or intimidating to alter the employment conditions at the Commission, or to create a hostile, abusive, or intimidating work environment for one or several employees. Examples of workplace violence include, but are not limited to, the following:

1. All threats or acts of violence occurring on the Commission's premises, regardless of the relationship between the Commission and the parties involved.
2. All threats or acts of violence occurring off the Commission's premises involving someone who is acting in the capacity of a representative of the Commission, or representative from the customer (i.e. local unit of government), or an individual from the public who attends a meeting scheduled by the customer or the Commission.

Specific examples of conduct which may be considered threats or acts of violence include, but are not limited to, the following:

1. Hitting or shoving an individual.
2. Threatening an individual or his/her family, friends, associates, or property with harm.
3. Intentional destruction or threatening to destruct Commission property.
4. Making harassing or threatening phone calls.
5. Social media harassment.
6. Harassing surveillance or stalking (following or watching someone).
7. Unauthorized possession or inappropriate use of firearms or weapons.

The Commission prohibition against threats and acts of violence applies to all persons involved in the Commission's operation, including but not limited to personnel, contract, and temporary workers and anyone else on Commission property. Violations of this policy by any individual on the Commission property will lead to disciplinary action, up to and including termination and/or legal action as appropriate.

Every employee is encouraged to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the Executive Director.

### **Safety Rules**

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all Commission activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Below are some general safety rules to assist you in making safety a regular part of your work. The Commission may post other safety procedures in your department or work area.

### **Working Safely**

Safety is everyone's responsibility. Remind your co-workers about safe work methods. Start work on any machine only after safety procedures and requirements have been explained. Immediately report any suspected hazards and all accidents to the Executive Director.

### **Lifting**

Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.

**Materials Handling**

Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights.

**Trash Disposal**

Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.

**Cleaning Up**

To prevent slips and tripping, clean up spills and pick up debris immediately.

**Preventing Falls**

Keep aisles, work places and stairways clean, clear and well lighted. Walk, don't run. Watch your step.

**Handling Tools**

Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.

**Falling Objects**

Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.

**Work Areas**

Keep cabinet doors and file and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Keep drawers closed. Open only one drawer at a time.

**Using Ladders**

Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.

**Electrical Hazards**

Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.

**Fire Extinguishers**

Know where fire extinguishers are and how to use them.

**Report Injuries**

Immediately report all injuries, no matter how slight, to the Executive Director.

**Ask Questions**

If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted a supervisor. Employees will not be asked to perform any task which may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform the Executive Director at once.

We strongly encourage employee participation and your input on health and safety matters. Please obtain a Safety Suggestion Form (Appendix F) from the Executive Director for this purpose. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Although it is the Commission's

responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

Remember, failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary actions.

## **Weapons**

The Commission believes that it is important to establish a clear policy that addresses weapons in the workplace. Specifically, the Commission prohibits all persons who enter Commission property from carrying a handgun, firearm, knife, or other prohibited weapon of any kind regardless of whether the person is licensed to carry the weapon or not. The Landlord will be responsible for posting the appropriate signage for their office complex

The only exception to this policy will be police officers, security guards or other persons who have been given written consent by the Commission to carry a weapon on the property.

Any employee disregarding this policy will be subject to immediate termination.

## **Fire Prevention**

Know the location of the fire extinguisher(s) in your area and make sure they are kept clear at all times. Notify the Executive Director if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure that all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

### **In Case of Fire**

If you are aware of a fire, you should:

- Dial 911 or the local fire department.
- If possible, immediately contact the Executive Director. Evacuate all employees from the area.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

## **Emergency Evacuation**

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.

- Proceed, in an orderly fashion, to a parking lot near the building. Be present and accounted for during roll call.

Do not re-enter the building until instructed to do so.

Practice evacuation will be scheduled by the Executive Director at minimum annually, or as needed.

### **Housekeeping**

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times - it is a required safety precaution.

If you spill a liquid, clean it up immediately. Do not leave tools, materials, or other objects on the floor which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times.

Easily accessible trash receptacles and recycling containers are located throughout the building. Please put all litter and recyclable materials in the appropriate receptacles and containers. Always be aware of good health and safety standards, including fire and loss prevention.

Please report anything that needs repairing or replacing to the Executive Director immediately.

### **Office Safety**

Office areas present their own safety hazards. Please be sure to:

- Leave desk, file or cabinet drawers firmly closed when not in use.
- Open only a single drawer of a file cabinet at a time.
- Arrange office space to avoid tripping hazards, such as telephone cords or computer/printer cords.
- Remember to lift things carefully and to use proper lifting techniques.

### **Property and Equipment Care**

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the Commission. If you find that a machine is not working properly or in any way appears unsafe, please notify the Executive Director immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment.

### **Parking Lot**

You are encouraged to use the parking areas designated for Commission employees. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and to the vehicles of other employees. If you should damage another car

while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to the Executive Director.

The Commission cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

## **Security**

Maintaining the security of Commission property and vehicles is every employee's responsibility.

Develop habits that ensure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers, and familiarize yourself with the proper procedure for using them, should the need arise.
- When the last staff member leaves for lunch or at the end of the day, check to make all entrances to the Commission's offices are properly locked and secured.

# TECHNOLOGY AND SOFTWARE

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## **General Policy**

All computers and other electronic and telephonic media are the property of the Commission and are to be used solely for business purposes. Communications via these media are not considered private. Any use of the Commission's equipment is considered consent by the user and to have such use can be monitored by the Commission at its sole discretion with or without prior notice to the user. The use of private passwords or access codes shall not be considered a user's withdrawal of consent to such monitoring.

The security of the Commission's computer systems and associated liability for misuses are paramount concerns of the Commission. This policy is to ensure that employees have no expectation of privacy in regard to electronic communications when it comes to Commission business. It outlines the Commission's position on monitoring and access to telephones, voicemail, internet, email, text messaging and computer files, as well as any emerging communications available as new technology is developed. This procedure is designed to inform all employees under what circumstances their telephone use, voicemail, email, internet use, text messaging, and computer files may be accessed by other Commission employees, and the notification procedure of such monitoring.

## **Definition**

**Computer Files:** Any electronically created or stored information on a Commission computer, PC and/or system, including backup media and storage.

**Electronic Communications:** Computer-to-computer communications via the computer network, and/or any other electronic communications devices.

**Monitoring:** Reading or examining data files or documents from another individual with or without prior notice, or listening to voice mail messages sent to someone other than the addressee.

**Telephonic Communications:** Voicemail, email, text messaging, faxes, internet, and any other means of communicating via the telephone.

## **Responsibility**

The Executive Director will ensure that the employees' codes are kept confidential, will require employees to change their passwords at least annually, and will ensure that files that require group access in the divisional group folder on the file server are maintained. Those departments with confidential information will be monitored by the Executive Director or a designated person to monitor these areas. All computer and electronic systems, including, but not limited to voice messaging, desktop computers, minicomputer, printers, email systems, and local area network (LAN) equipment, are owned by the Commission, regardless of location, in use or not in use, for the express use of its employees for Commission business.

The Commission's email/internet system is for the purpose of employees to communicate to others. It is to be used for business purposes only, and abuse or misuse of the email/internet system will result in disciplinary action pursuant to Commission policy. The Commission's email/internet system may not contain language or images that may be reasonably considered offensive, demeaning, or creates a discriminatory, hostile or abusive work environment.

Any views expressed by individual employees in email messages are not necessarily those of the Commission.

### **Electronic/Telephone Use**

Employees who are authorized to use passwords to access certain electronic media, such as the computer network, voicemail, or internet, will provide those codes to the Executive Director at the time they are implemented and when changed. Computer access codes should remain confidential and should only be given out at the discretion of the user.

Commission personnel may access employee files without permission for network documents secured with an employee password but only for business purposes. If there is a need to examine an employee's file, the employee will be notified as soon as possible by either their direct supervisor or the Executive Director.

### **Employee Responsibilities**

- Assume that others are reading communications and that messages are being picked up by outside persons who may have breached the Commission's systems.
- Do not use email to express strong emotion or humorous expressions because they look different in print.
- Be careful that you do not send email messages to the wrong person.
- Remember that information system and telecommunications staff may periodically access computer and telecommunications files.
- There shall be no transmission of sexually explicit images, messages, or cartoons, or any transmission or use of communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious beliefs, etc. Violation of this policy will result in disciplinary action pursuant to Commission policy.
- Employees shall use the information systems for Commission business only. The Email/internet system should not be used to solicit or proselytize others for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations or activities.
- All messages are Commission records and may be subject to public disclosure under the state open records law. The Commission reserves the right to access and disclose all messages sent over its communication systems for any purpose.
- Only designated personnel shall modify any computer equipment, through hardware or software changes.
- Do not load personal software on a Commission owned PC. This includes games and home use applications. Employees may be held monetarily responsible for reprogramming or damage done to the equipment or software.
- Internet access shall be used for Commission business only.

### **Computer Viruses**

Computer viruses pose a threat to the integrity of the Commission's computer software and electronic files.

The Commission must maintain appropriate precautions to manage the risks associated with computer viruses. These precautions include:

- Requiring staff to obtain software only from a reputable source that will accept responsibility for the software's integrity.
- Testing each new piece of software for virus contamination at installation and periodically thereafter.
- Monitoring system operations for signs of virus contamination and acting quickly to isolate and control such contamination.
- Preserving master copies of all software and establishing rigorous backup procedures for data.

Only software purchased for Commission-owned PCs will be loaded and maintained by the GIS Specialist.

At no time should a new software program be loaded on the Commission's network file server or to an individual's PC without prior approval of the Executive Director. Any new programs that are loaded without prior approval may be deleted when detected, without prior notice.

### **Computer Software (Unauthorized Copying)**

The Commission does not condone the illegal duplication of software.

Violation of software licensing agreements is a serious offense and will subject the violator to appropriate discipline. Unauthorized software will be deleted upon discovery with or without prior notice.

It is the Commission's policy that copying software other than under the stated conditions of the respective license agreement is prohibited. This includes the copying and distribution of associated documentation.

Each software product purchased has a license agreement that (a) gives the buyer the legal permission to use the software package and (b) specifies the conditions under which the program can be used. Some license agreements allow the buyer to use the software on only one computer at a time.

Software license agreements generally prohibit users from "sharing" software. Distributing copies of software that the Commission has purchased to others would be in violation of most software licenses. The use of unauthorized copies would also be in violation of most software licenses.

The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Title 17 of the U.S. Code states that "it is illegal to make or distribute copies of copyrighted material without authorization" (Section 106). The only exception is the users' right to make a backup copy for archival purposes (Section 117).

The law protects the exclusive rights of the copyright holder and does not give users the right to copy software unless a backup copy is not provided by the manufacturer. Unauthorized duplication of software is a federal crime. Penalties include fines up to and including \$250,000, and prison terms of up to five (5) years.

Violation of software license agreements could result in employee discipline and/or civil or criminal prosecution under one or more laws.

Should you have any questions regarding software usage, please contact the Executive Director. The Executive Director shall have access rights at all times to all Commission equipment covered by this policy with or without prior notice to or prior consent of the user.

# OFFICE OPERATIONS

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## **Recycling, Waste Prevention and Conservation**

Each office will have two small containers-one for recyclable paper and one for garbage. All documents containing confidential information should be shredded before being recycled.

Please keep all "contaminants," including, paper with metallic print, carbon paper, half-eaten sandwiches and so on, out of the paper recycling containers. If you're recycling an old report, please remove the plastic bindings. Metal staples and small paper clips do not need to be removed. Soda cans, soda bottles, and glass jars and bottles can be recycled. Please put these items into the designated recycling containers.

Recycling containers are also located near computer printers, conference room, copiers, and in the lunch/break area. Please do your part to recycle reusable materials. Please reuse items until they genuinely need to be replaced. Also, please pay attention to ways to conserve energy. Some of the easiest ways to do this are to make sure that lights, equipment and faucets are turned off, and that all doors and windows are closed whenever practical.

## **Photocopying**

### **Photocopying Requests**

Charges for photocopies and maps shall be in accordance with the section on Fees for Public Use.

## **Library**

### **Lending**

Staff are to return any materials taken for reference purposes from the library in a timely manner. Non-staff people are not allowed to check out publications, although they are encouraged to use the library's resources in the office to review publications in-house or to make photocopies on a per page cost.

### **Current Periodicals, Newsletters, Etc.**

All materials received by the library or the agency (and materials coming directly to an individual if they choose to do so) will be routed to each staff member and then then filed as necessary by agency, county, community, or author.

### **Filing**

The library has publications filed according to principal author with additional references to title and subject matter. An exception to this filing system is the eight counties which the Commission serves. Any publication (except plat books) that relate directly to a specific county and only one county will be found within that county's reference section. Any document that refers to more than one county is filed according to the primary author. For example, the *Comprehensive Plan for Sister Bay* is filed under Door County; however, the *River Basin Plan for Manitowoc and Calumet Counties* is filed under the author, the Department of Natural Resources. All of the county related publications, state publications and federal publications are grouped in separate areas.

## **Purchasing Procedures**

### **Use of Petty Cash**

Petty cash may be used to purchase supplies when the total cost is less than twenty-five dollars. Receipts are required for all purchases.

### **Approval of All Other Purchases**

Purchases of supplies exceeding twenty five dollars in total must be approved in advance by the Executive Director.

### **Books, Subscriptions and Related Materials**

All publications must be approved in advance by the Executive Director.

### **Purchase or Rental of Office Equipment**

For the purchase of such office equipment as computers, phones, photocopiers, postage meter, etc., these guidelines are to be followed:

- The Executive Committee must approve any expenditure for any item in excess of \$2,500. Where it deems it prudent, it may require a minimum of two (2) price quotes prior to approving an expense. The Executive Committee or full Commission (depending on meeting schedule) may take the quote which is in the best interests of the Commission. This may not always be the quote with the least dollar amount.
- The Executive Director may authorize expenditures for any item up to \$2,500.

### **Use of Commission Credit Cards**

- All purchases utilizing Commission primary credit card must be authorized in advance by the Executive Director, except for the gas cards that specifically to be used for refueling the Commission vehicle.
- Credit cards shall not be used for non-Commission purchases and shall not be used for personal uses, except for expenses related to and incurred while on Commission business.

### **Subcontracts**

The following policies shall apply except where different from terms and conditions of specific grant contracts: *For more information, please refer to the Commission's Financial Management and Procedures Manual.*

- All proposed subcontracts over \$25,000, where the vendor is not specified in the contract by the granting or the contracting agency, require the approval of the Executive Committee or Commission.
- All proposed subcontracts, if \$24,999 or under, require only the approval of the Executive Director. Any such subcontracts shall be reported to the Commission or Executive Committee at the next scheduled meeting.
- All subcontracts over \$25,000, where the vendor is not specified as in paragraph 1, shall solicit bids in writing from a minimum of three (3) vendors when suitable vendors are available. Notification that a solicitation process is underway will be posted on the Commission's website, other electronic forms of media, as well as hard copy mailings to entities identified as having the capacity and capability of fulfilling the obligations of the contract.

## **Distribution and Sale of Commission Documents, Reports, and GIS Products**

### **Documents and Reports**

#### ***Minimum Distribution***

All final reports and documents that have been adopted by the Commission will be distributed; free of charge, to those entities required to receive final copies as noted by statute, administrative code, or Commission policies.

#### ***Publication Rates***

The cost of the printing of additional documents, maps, etc. will be determined based on materials used and staff time to prepare the materials. Postage charges to mail these materials will also be calculated and invoiced to the municipality or person requesting the information. A waiver of the cost may be granted by the Executive Director.

#### ***Revenue from the Sales of Documents***

Revenues will be credited to the general fund to help offset printing costs.

### **Geographic Information System (GIS) Data Sharing Policy**

Requests for data should be in writing, either hard copy or electronic. The request must detail the primary use of the data. The request must be submitted 15 business days prior to the date needed in order to provide adequate time to complete the data transfer. The Commission staff will review all requests for data, provide feedback if necessary, and then either approve or deny the request. An estimate of charges will be prepared prior to proceeding.

There will be no charge for time and materials or postage for data requests from consultants representing a member unit of government as long as the request is accompanied by a request from the unit of government and does not require more than four (4) hours of staff time. Any time beyond the four (4) allotted hours will be billed on a time and materials basis.

A \$100 fee will be charged for each data request from a non-member unit of government, non-governmental agency, or individual that does not exceed one (1) hour of staff time. Requests requiring more than one (1) hour of staff time to complete will be charged on a time and materials basis. This covers the cost of transferring the files to disk, the cost of the disks, and any costs associated with pulling the files from an archive. The files will be transferred "as is" - no translation of coordinate systems, file format manipulation or pulling subsets of files will be done.

Files are available in one of the following formats:

- ARC/INFO coverage or export file
- ArcView shapefile,
- AutoCAD DWG file, or DXF file.

Any manipulation of the files prior to transferring (project to a different coordinate system, edge matching, etc.) requires a separate charge based on a time and materials basis.

Hard copy output (maps, graphs, tables, etc.) will be charged at the rate the Commission is charged for output from the plotting service (current charge is \$5.00/sq. ft. for plots). This is in addition to any other fees for data manipulation.

Data will be distributed with metadata, where available, detailing all the information the Commission has on the source and date of creation or acquisition including dates and scales of original information and any modifications that the Commission has made.

The Commission is not liable for the user's misuse or modifications.

Any updates to the data set must be made available to the Commission.

Displayed data must identify the Bay-Lake Regional Planning Commission. Our logo is available upon request or is included with your data request.

Data will be distributed via hard copy map, CD, DVD, jump drive, Email or FTP.

Digital wetlands files (or any other data sets which have a regulatory function); data that the Commission is using under license; data that does not belong to the Commission and files in work (such as unapproved zoning maps) will not be distributed by the Commission.

These policies will be reviewed annually.

## **Mailing Procedures**

### **Outgoing Mail**

All outgoing mail is coordinated by the individual staff member in charge of that particular mailing.

All outgoing mail is run through the postage meter by the Administrative Assistant, and postage is allocated to the appropriate account(s) for project invoicing.

Copies of all correspondence are kept in individual correspondence files maintained in a central filing location.

Mail is picked up by the U.S. Postal Service once a day, or metered mail can be dropped off at the post office after hours.

### **Incoming Mail**

- Incoming mail is sorted by the Administrative Assistant, or designated staff, and distributed to the Commission staff as necessary.
- If the employee so requests, mail will be opened and stamped with the date received; or the employee's mail will be stamped unopened before distribution.

## **Meetings**

### **Commission and Committees**

- Designated staff assigned to lead a specific committee have the responsibility to prepare a draft agenda and submit it to the Administrative Assistant or Executive Director ten days prior to the meeting. Similarly, assigned staff have the responsibility to prepare draft minutes of the committee meeting within a reasonable amount of time after the meeting is held.
- The Executive Director is responsible for developing the agenda for the Full Commission, Executive Committee, and Finance and Personnel Committee and ensuring that accurate minutes are promptly prepared.
- All handouts to be distributed at the meeting should be identified in the meeting letter and distributed to those members not present at the meeting, as requested.

- All agendas will be sent to the appropriate media outlets at least one week prior to the scheduled meeting.
- All agendas and approved minutes will be posted on the Commission's website.
- All materials for Commission and committee meetings will be mailed to the Commissioners as part of the packet that is mailed by the Friday prior to the meeting date.
- A folder will be created that contains all the meeting materials, including bills and receipts, communications, and resolutions.
- All signed resolutions will be maintained in the resolutions folder.

### **Staff Meetings**

- Staff meeting will be held at the call of the Executive Director. All staff personnel shall make every effort to attend the meeting. An agenda and related handouts will be made available prior to or at the staff meeting.
- Individual staff members may request a staff meeting or other Commission related meetings through consult with the Executive Director.

## **Publications and Website**

### **Annual Report**

- The Annual Report of the Bay-Lake Regional Planning Commission covers a calendar year.
- It is prepared by the staff in the first half of each year with distribution no later than the Commission's Annual Meeting in September.
- Commission staff are responsible for preparation of individual sections of the annual report as assigned by the Executive Director.
- The Executive Director coordinates the formatting and completion of a final draft of the annual report and makes arrangements for printing and distribution. Commission staff are responsible for updating the mailing list for the annual report each year and provides a copy of that list to the printers.

### **E-Newsletter**

- The E-Newsletter is created and emailed out monthly. It covers the events that happened in the preceding months and any upcoming events and projects.
- All Commission staff will participate in the writing of articles and final formatting of the ENewsletter.
- Staff designated by the Executive Director coordinates the formatting and final draft of the ENewsletter and publishes it on the Commission's website.

### **Brochure**

- The Commission's 3-fold brochure is updated during the first quarter of each calendar year.
- A copy of the current brochure is routed to each staff member in order to make necessary edits for the updated brochure.
- A designated staff person will oversee the update of the brochure, printing, and making sure that a copy is published on the Commission's website.

## **Website**

- All staff members are responsible for maintaining the Commission's website by adding new project materials, news and notes, meeting agendas and minutes, and general program and Commission information.
- All elements of the website, including Facebook, Twitter, and other social media content will be reviewed and approved by the Executive Director.

## **Press Releases**

- Press releases may be initiated by any staff member.
- All press releases are coordinated through the Executive Director.
- Final drafts of the releases must be cleared through the Executive Director after approval by the planner most affected, and prior to release.
- It is the responsibility of the designated staff person to get their approved press release to the proper media in a timely fashion.

## **Work Program and Annual Budget**

### **Work Program**

The Commission shall prepare and adopt a work program that sets forth the Commission's local, regional and administrative activities for the succeeding two years.

### ***Timing and Adoption***

A draft of the 2-year Work Program will be presented at the Full Commission's annual meeting in September for review and comment. The final work program shall be presented to the Full Commission for review and adoption at the December meeting.

### **Budget and Levy**

The Commission, per Section 14, 66.0309, *Wis. Stats*, shall annually, on or before October 1, prepare and adopt a budget. A final budget will be approved at the December Full Commission meeting.

- In June of each year, the Full Commission sets the net amount to be levied and the provisional levy rate based on estimates of the region's equalized value for the upcoming year, and notifies the clerks of member counties and communities of the approved levy rate.
- In August of each year, the Commission receives the full real estate equalized assessment values for the current year from the Wisconsin Department of Revenue and sets the final levy rate for the next year's budget.
- In September of each year, the Full Commission adopts the preliminary Budget for the next calendar year based on the final levy rate and notifies all local units of government of their respective local levy dollar.
- In December of each year, the Commission reviews and revises the Budget and adopts the Work Program.

**Response Time on Requests For Assistance & Information**

All requests for technical assistance or information received by the Commission shall be formally responded to within three working days by the most appropriate staff member.

# **JOB DESCRIPTIONS AND CLASSIFICATIONS**

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## **Job Descriptions**

The Commissioners approve a staffing plan for the Commission. Each job description states grade range and employment step based on the Commission's salary chart, lists the position as an exempt or nonexempt position, identification of immediate supervisor, a general statement of duties, specific features of the position, and an illustrative list of examples of the type of work to be performed in the position.

### ***Responsibility for Job Description Updates***

The Finance and Personnel Committee shall be responsible, with assistance from the Executive Director, for maintaining current job descriptions for each approved position within the staffing plan, as well as a current salary and step chart.

### ***Creation of New Positions***

When an apparent need develops for a new position, the Executive Director will draft a position description covering the duties and responsibilities of each proposed position. The Finance and Personnel Committee and/or Executive Committee will approve the job description and salary range. The Executive Director, with assistance from designated staff, will recruit, interview, and hire for all new positions, as well as open positions.

All job descriptions were updated in January of 2020 and can be found on the following pages.

## **Administrative Assistant**

Grade: 9      Step:

Reports to: Executive Director

Classification: Exempt

Date Updated: January 2020

**GENERAL STATEMENT OF DUTIES:** Performs a variety of office and word processing tasks which require individual judgment, initiative, and knowledge in carrying out procedures in accordance with Commission policies.

**DISTINGUISHING FEATURES OF THE CLASS:** The Administrative Assistant position is an experienced or agency trained position who has the ability to master the detailed procedures and regulations of the Commission, as well as the necessary skills to operate various pieces of office equipment. The day-to-day work activities for this position requires exercising good judgment and the ability to perform multiple task at one time. The position is allowed significant independence to perform required job functions and requires a high degree of accuracy. This position provides assistance to all planning staff and the Executive Director.

**EXAMPLES OF WORK:** (Illustrative only)

1. Assists in the production of Commission minutes and coordination of Commission meetings;
2. Oversee the preparation and publication of the Commission's brochure, E-Newsletter, and annual report;
3. Oversees the updating and maintenance of the Commission's website.
4. Checks reports for typographic errors, grammar, consistency of style and continuity;
5. Serves as printing liaison, acquiring bids, arranging time schedules and copies and assembles documents;
6. Consults with staff to determine timelines for the production of report graphics, analyses and documents;
7. Handles and monitors report distribution;
8. Produces letters, reports, tables, charts, etc. from rough draft or clear copy;
9. Operates word processing equipment, copier and other office machines;
10. Files correspondence, personnel file data, reports and other materials;
11. Prepares materials for mailing, stuffing and sealing envelopes, and affixing labels;
12. Reviews incoming mail and screens for proper routing;
13. Maintains the photocopy and fax machine, adding paper and cleaning, as needed;
14. Acts as receptionist and answers telephone directing callers to proper person or office;
15. Prepares and updates mailing lists;
16. Responds to requests for information;
17. Performs other office duties, as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of office terminology, procedures and equipment; ability to provide word processing documents from clear copy or rough draft at a reasonable speed; ability to understand and follow complex oral and written instructions; ability to maintain office records; ability to make minor decisions in accordance with laws, regulations and established policies; ability to get along well with others; good judgment; computer skills with knowledge of word processing, database, spreadsheet and other software programs.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience and a two year business Associate's degree from a university or college; or executive experience in an office setting with completion of business courses including computer courses; any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## **Managerial Assistant**

Grade: 11      Step:

Reports to: Assistant Director and/or Executive Director

Classification: Exempt

Date Updated: January 2020

GENERAL STATEMENT OF DUTIES: Must have knowledge of office terminology, procedures and equipment; ability to provide word processing documents from clear copy or rough draft at a reasonable speed; ability to understand and follow complex oral and written instructions; ability to maintain office general and financial records; ability to make decisions in accordance with laws, regulations and in accordance with Commission policies; ability to get along well with others; good judgment; computer skills with knowledge of word processing, database, spreadsheet and other software programs. Maintains the Commission's financial and fiscal records, as well as human resources files.

DISTINGUISHING FEATURES OF THE CLASS: The Managerial Assistant position is an experienced position that has the ability to master the detailed procedures and regulations of the Commission, as well as the necessary skills for keeping the financial accounts and records in accordance with standard bookkeeping and accounting practices. The duties of this position are performed under the general supervision of the Assistant Director and/or Executive Director.

The day-to-day work activities for this position requires exercising good judgment and the ability to perform multiple task at one time. The position is allowed significant independence to perform required job functions and requires a high degree of accuracy. This position provides assistance to the planning staff and the Executive Director.

EXAMPLES OF WORK: (Illustrative only)

1. Assists with contract invoicing, bank deposits, accounts payable and receivable, and various other basic accounting duties using QuickBooks;
2. Assists Executive Director in producing reimbursement requests, checks, and financial statements with assistance from consulting accountant;
3. Maintains employee files, including payroll, fringe benefit accounts, and ancillary records;
4. Assists with the coordination of Commission meetings and produces Commission minutes;
5. Serves as printing liaison by preparing and updating mailing lists, acquiring bids for large print jobs, arranging time schedules and copies, assembling documents, monitoring report distribution, as well as overseeing the preparation and publication of the Commission brochure, website, E-Newsletter, and annual report;
7. Assists staff with preparing letters, reports, tables, charts, etc. while also proofreading all for typographic errors, grammar, consistency of style, and continuity;
8. Operates various office equipment including a computer, copier and other office machines;
9. Files correspondence, contracts, invoices, reports and other office materials;
10. Oversees duties related to both incoming and outgoing mail;

11. Maintains oversight of office equipment including copier and postage machines, including adding paper, assisting staff with use, and calling for service, as needed;
12. Acts as receptionist and answers telephone directing callers to proper person or office;
13. Procures and maintains an inventory of supplies; and
14. Performs other office and managerial duties, as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of office procedures and equipment; ability to provide word processing assistance; ability to understand and follow complex oral and written instructions; ability to maintain office records; ability to make decisions in accordance with laws, regulations and established policies; ability to get along well with others; use good judgment; computer skills with knowledge of word processing, database, spreadsheet, and other software programs within the Windows Office Professional Suite. Experience in QuickBooks or similar accounting/bookkeeping software is required.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable experience and a two year business Associate's degree from a university or college; or at least five years of executive experience in an office setting with completion of business courses including computer courses; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## **GIS Technician**

Grade: 9

Reports to: Graphics/GIS Analyst

Classification: Non-Exempt

Date Updated: January 2020

**GENERAL STATEMENT OF DUTIES:** Prepares maps, graphics, drawings, charts and other visual aids for reports and studies; maintains a files of graphics, maps, and GIS data; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this class is responsible for the preparation of graphics, including graphs, tables, charts, maps and artwork to be used in Commission reports, newsletters and other publications and to keep inventory files on each of these items. The Graphics/GIS Technician develops digital geographic data for use in geographic analysis and assists in the inventory phase of the planning program or elementary work in connection with the preparation of report materials for various planning studies. Work is performed under the supervision of the GIS Specialist. Employees in this grade are expected to perform increasingly difficult work with greater independence.

**EXAMPLES OF WORK:** (Illustrative Only)

1. Creates, updates, and plots GIS files of towns, villages, cities, counties and other areas showing location and identity of base map features, natural resource information, zoning and land use classification, transportation features, community facilities and other natural and developed features;
2. Performs land use and special field inventories and surveys;
3. Creates graphics and illustrations for use in reports and other publications;
4. Creates and updates interactive online web and story maps;
5. Develops database structures for data input;
6. Assists staff with printing and finalizing of reports and publications;
7. Assists the GIS Specialist with staff and/or community GIS training
8. Maintains an inventory of map data, graphics files, and GIS related items; and
9. Participates in regional GIS Users group and other professional development activities.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Working knowledge of principles and use of GIS software, the Adobe Creative Suite (including Illustrator, InDesign, and Photoshop), and principles and techniques utilized in graphics presentations and software; knowledge of cartographic principles and database management; knowledge of principles of planning and land use interpretation; ability to follow oral and written directions; accurate.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Some experience with Geographic Information Systems, graphic design, and completion of an Associate's Degree in a related field; or any combination of experience and training which provides the required knowledge, skills and abilities.

## GIS Specialist

Grade: 13

Reports to: Executive Director

Classification: Exempt

Date Updated: January 2020

GENERAL STATEMENT OF DUTIES: Coordinates the preparation of all mapping and graphic work products; maintains the Bay-Lake RPC ArcGIS Online Account; develops interactive mapping and application tools, and completes geographic analyses for reports and studies; oversees the work of other department staff.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for coordinating the preparation of all report and other graphics, including graphs, tables, charts, maps and artwork to be used in Commission reports, newsletters and other publications. The Graphics/GIS Analyst manages the Bay-Lake RPC ArcGIS Online Account and develops interactive mapping and application tools to aid in planning projects and/or communities' requests. The Graphics/GIS Analyst develops geographic analysis from digital data for inclusion in reports and studies conducted by the Commission, as well as responding to Commission or public requests for information. Supervision is exercised over a GIS staff. The Graphics/GIS Analyst helps perform maintenance of computer hardware and software as well as plotter and copier maintenance. Work is performed under the supervision of the Executive Director.

EXAMPLES OF WORK: (Illustrative Only)

1. Consults with staff to determine geographic data sets, graphics, geographic analysis and mapping products needed for reports;
2. Consults with staff to ascertain the purpose and requirements of the art and illustrations and the appropriate style needed for publications;
3. Executes design and layouts for the, annual report, posters, signs, graphic charts, interactive web and story maps; and other publications and displays;
4. Replenishes printer and plotter toner, ink and paper supplies;
5. Develops GIS analyses based on the merging of geographic data sets to be used as part of Commission planning reports;
6. Assists and trains other staff and/or communities with GIS applications;
7. Prepares a variety of graphic materials including program announcements, registration flyers and panel displays;
8. Manages the Bay-Lake RPC ArcGIS Online Account;
9. Performs Gold Shovel Certification reviews in accordance with procedures set forth by New North; takes and processes orders for aerial photos, census mapping information and flood plain information;
10. Oversees the purchase of computer hardware and software; responsible for working with IT support contractors in resolving computer issues and problems;

11. Coordinates and chairs a BLRPC regional GIS Users group;
12. Promotes Bay-Lake RPC GIS services throughout the region;
13. Participates in professional development activities; and
14. Performs other duties as required by the Commission.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** The ability to use various geographic Information System software proficiently, knowledge of cartographic principles, the ability to work with Adobe Creative Suite (including Illustrator, InDesign, and Photoshop); exceptional knowledge of the principles and techniques utilized in graphics presentations; good knowledge of word processing, spreadsheet, database management, and graphic presentation software; some knowledge of the bid letting process; some knowledge of principles of planning and land use interpretation; ability to design, illustrate and lay out attractive covers, reports and other publications; familiarity of a wide variety of illustrating media; ability to supervise the work of a department staff; skilled in developing layouts, artistic designs, and geographic analyses; creative and accurate. Must be knowledgeable in basics of computers/software and able to work with outside IT contractors in providing a safe and sufficient network that enables staff to provide up-to-date work products.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Considerable experience with Graphic Design software and Geographic Information Systems. Completion of a Bachelor's degree from an accredited college, or any combination of experience and training which provides the required knowledge, skills and abilities to perform the duties of this position.

## **Planning Assistant**

Grade: 9      Step:

Reports to: Assistant Director/Principal Planner

Classification: Non-Exempt

Date Updated: January 2020

**GENERAL STATEMENT OF DUTIES:** Conducts research and participates in the preparation of local and regional planning studies; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional level planning work typically compiling basic planning data, assisting in the inventory phase of the planning program or elementary work in connection with the preparation of report material of comprehensive studies. Work is performed under supervision, but employees are expected to perform increasingly difficult work with great independence. Planning assistant positions may be limited term positions.

**EXAMPLES OF WORK:** (Illustrative only)

1. Compiles existing statistical data and projected housing, land use, census, economic, transportation, and other basic planning data;
2. Prepares preliminary drafts of transportation, economic development, housing and land use, and zoning studies in accordance with format, methodology and schedule specifications;
3. Provides technical assistance to citizen groups with other staff;
4. Responds to inquiries relating to land use, zoning, ownership, housing, transportation, economic development, and other related planning items;
5. Assists and collects field work and assessments;
6. Keeps staff informed of the availability of newly-generated data;
7. Attends meetings, conferences and workshops during working hours and evenings;
8. Professional development in the field through readings and attendance at workshops and training sessions;
9. Assists other planners in Grant writing with supervision; and
10. Performs other duties as required by the Commission.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Some knowledge of current methods and techniques used in planning or research studies; ability to collect, summarize and present data; ability to establish and maintain an effective professional relationship with staff.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Graduation from a college or university with a Bachelor's degree in planning or in a specialty applicable to the planning function.

## **Planner I**

Grade: 13                      Step: 1

Reports to: Executive Director

Classification: Exempt

Date Updated: January 2020

**GENERAL STATEMENT OF DUTIES:** Conducts research and participates in the preparation of comprehensive studies in local and regional planning; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional entrance level planning work which typically includes compiling basic planning data, assisting in the inventory phase of the planning program or elementary work in connection with the preparation of report materials for comprehensive studies. Work is performed under supervision, but employees are expected to perform increasingly difficult work with greater independence.

**EXAMPLES OF WORK:** (Illustrative only)

1. Compiles existing statistical data and projected housing, land use, census, economic, transportation, and other basic planning data;
2. Acts as a liaison between community groups, other government agencies, developers, and elected officials in the region.
3. Prepares preliminary drafts of transportation, economic development, housing and land use, and zoning studies in accordance with format, methodology and schedule specifications; assists with developing components of plans and reports.
4. Provides technical assistance to citizen groups and other staff; provides assistance to other staff in developing graphics and illustrations.
5. Coordinates community review of public and private development projects.
6. Responds to inquiries relating to land use, zoning, ownership, housing, transportation, economic development, and other related planning items;
7. Assists with meetings and discussions related to Commission work projects; works well in a team environment and can present on limited work products.
8. Updates the regional inventory, maps, and maintain contacts with local, state and federal agencies;
9. Keeps staff informed of the availability of newly-generated data and new design techniques.
10. Attends meetings, conferences and workshops;
11. Monitors federal and state legislation;
12. Grant writing with supervision; and
13. Keeps abreast of professional developments in the field through readings and attendance at conferences, workshops and training sessions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Training in the principles of planning; proficient in writing skills; knowledge of current methods and techniques used in planning or research studies; ability to collect, summarize and present data; ability to establish and maintain an

effective professional relationship with staff. Good oral communication and interpersonal skills for presentation to the public is a must. The ability to create graphic designs, develop strategies, and render site plans via sketches and/or computer generated graphics is highly desirable.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a college or university with a Bachelor's degree in planning or in a specialty applicable to the planning function; some experience and/or possession of a Master's degree preferred; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## **Planner II**

Grade: 16 Step:

Reports to: Assistant Director and/or Executive Director

Classification: Exempt

Date Updated: January 2020

GENERAL STATEMENT OF DUTIES: Assists with complex, professional planning work in connection with the development of comprehensive studies and plan implementation programs in local and regional planning; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class specialize in a functional area of planning such as transportation, housing, economic development, or natural resources. A Planner II may have responsibility for specific budget development and administration, contract compliance, needs analysis, and providing technical assistance to local governments, groups and individuals. An employee in this class may supervise the work of entry level planners and/or other agency personnel. Work is performed under the general direction of the Principal Planner or Executive Director.

EXAMPLES OF WORK: (Illustrative only)

1. Prepares specific planning elements for the Commission's work plan;
2. Provides technical assistance to communities in preparing grant applications;
3. Identifies potential community problems and related funding sources for new or modified programs;
4. Presents reports to the Commission and advisory committees;
5. Drafts appropriate articles for the Commission's newsletter and annual report;
6. Monitors program element budgets and reports variances from projections to supervisor;
7. Assists in preparing comprehensive planning studies on housing, transportation, economic development, coastal zone management and other issues while leading meetings and facilitating discussions;
8. Provides technical staff support to the Commission's advisory committees;
9. Responds to inquiries from state and federal agencies, local governments, and concerned citizens;
10. Drafts grant applications in accordance with acceptable format, outline and schedule;
11. Monitors state and federal legislative actions and administrative regulations relating to planning functions;
12. Prepares summary documents of major grants and aids programs;
13. Networks and markets the Commission throughout the region on a regular basis;
14. Collects and analyzes existing and projected planning data;
15. Prepares project reimbursement reports including progress narrative, financial statement and invoice;
16. Assists staff and local officials in assessing statutory and administrative actions;

17. Attends meetings and prepares reports; and
18. Keeps abreast of professional developments in the field through readings and attendance at conferences and training sessions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Working knowledge of the principles and practices of planning; good knowledge of current methods and techniques used in the inventory and analysis of planning or research studies; good knowledge of federal and state planning programs and appropriate regulations and guidelines; ability to maintain effective professional relationships with staff, public officials and others; good professional judgment.

**ACCEPTABLE EXPERIENCE AND TRAINING:** A minimum of two years responsible planning experience at the level equivalent to Planner I and graduation from a college or university with a Bachelor's degree in planning or in a specialty applicable to the planning function or possession of a Master's degree applicable to the planning function and one year experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## **Planner III**

Grade: 18/19 Step:

Reports to: Assistant Director and/or Executive Director

Classification: Exempt

Date Updated: January 2020

GENERAL STATEMENT OF DUTIES: Performs complex, professional planning work in connection with the development of comprehensive studies and plan implementation programs in local and regional planning; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a senior professional planning position. Employees in this class usually perform comprehensive, long-range planning of an advanced nature in functional areas of planning including transportation, housing, economic development, or natural resources. A Planner III has responsibility for specific budget development and administration, contract compliance, inventory needs analysis, plan design, and providing technical assistance to local governments, groups and individuals. An employee in this class supervises the work of Planners I and II. Work is performed under the general direction of the Assistant Director and/or Executive Director.

EXAMPLES OF WORK: (Illustrative only)

1. Performs exploratory planning studies and makes recommendations;
2. Prepares specific planning elements for the Commission's work plan and assists in the development of the overall program design;
3. Provides technical assistance to communities in preparing grant applications and capital improvement programs;
4. Identifies potential funding sources for new or modified programs;
5. Presents reports and provides technical staff support to the Commission and advisory committees;
6. Confers with federal, state and local officials on planning issues;
7. Collects, organizes and analyzes data for purposes of establishing long-range policies and programs;
8. Prepares long-range comprehensive planning studies on housing, transportation, economic development and coastal zone management and other issues;
9. Coordinates and integrates the program activities of the BLRPC;
10. Evaluates past programs and makes recommendations for new program directions;
11. Presents oral reports on plan results;
12. Prepares drafts of policy statements;
13. Coordinates programs with federal, state, other RPC, and local agencies;
14. Monitors budgets and prepares project reimbursement reports including progress narrative, financial statement and invoice;
15. Represents the BLRPC on area planning issues (committees);

16. Advises and assists local units of government on planning issues;
17. Supervises Planners I and II; and
18. Keeps abreast of professional developments in the field through readings and attendance at conferences and training sessions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge in the principles and practices of planning; thorough knowledge of current methods and techniques used in addressing planning or research issues; thorough knowledge of federal and state planning programs and appropriate regulations and guidelines; ability to design, organize and carry out complex studies and plans; ability to establish and maintain effective professional relationships with staff, public officials and others; ability to exercise independent initiative; good professional judgment.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Considerable and progressively responsible planning experience, four years minimum, at the levels of Planner I and Planner II and graduation from a college or university with a degree in planning or in a specialty applicable to the planning function; possession of a Master's degree applicable to the planning function and considerable experience; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## **Assistant Director / Principal Planner**

Grade: 24 Step:

Reports to: Executive Director

Classification: Exempt

Date Updated: January 2020

**GENERAL STATEMENT OF DUTIES:** Assists the Executive Director in the development and implementation of the total regional planning program and supervises a staff of professional planners; does related work as required and assumes the duties of the Executive Director in his or her absence.

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative, supervisory and technical work involving primary responsibility for the technical coordination of all program activities. The Assistant Director/Principal Planner assists in the development and implementation of the total regional planning program including budget and grant management and program evaluation. This employee provides direct supervision and guidance to a resident staff of professional planners. Work is performed under the general direction of the Executive Director.

**EXAMPLES OF WORK:** (Illustrative only)

1. Provides technical coordination of program activities and supervises a staff of professional planners;
2. Identifies potential funding sources and procures grants related to the Commission's program elements;
3. Performs the duties of the Executive Director in his or her absence.
4. Participates in the development and implementation of the budget;
5. Presents program and budget elements to the appropriate committees for discussion and approval;
6. Identifies program element needs;
7. Monitors budgets to assure completion of projects within financial boundaries;
8. Oversees the preparation of plans and technical documents to assure that contractual specifications are met;
9. Prepares monthly and quarterly progress reports to funding sources;
10. Identifies and analyzes staff and commission needs and takes action to address such needs appropriately;
11. Provides technical assistance in conjunction with local, regional and state program items;
12. Attends staff meetings, conferences and workshops; and
13. Keeps abreast of professional developments in the field through readings and attendance at conferences and seminars.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the concepts, techniques and changing approaches in the field of local and regional planning; ability to design, organize and carry out complex plans and lead and supervise the work of a professional staff; ability

to lead in analysis of problems, development of alternatives and program decision making under general policy outlines; ability to establish and maintain effective working relationships with staff, federal and state agencies and local officials; good professional judgment.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable responsible planning experience, some of which has been in an administrative or supervisory role and graduation from a college or university with a Bachelor's degree in planning or related area, preferably supplemented by a Master's degree; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

## **Executive Director**

Grade: 26 Step:

Reports to: Board of Commissioners

Classification: Exempt

Date Updated: January 2020

GENERAL STATEMENT OF DUTIES: Plans, directs, and coordinates the general management of the Commission.

DISTINGUISHING FEATURES OF THE CLASS: This is highly responsible administrative, technical and supervisory work involving responsibility for the development and implementation of the Commission's overall program, budget, policies, and procedures. The Executive Director represents the Commission before state and federal agencies, other regional planning commissions, and local governments and citizenry within the Bay-Lake region. Considerable latitude exists for the exercise of independent judgment and initiative. Work is performed under supervision of the Commissioners.

EXAMPLES OF WORK: (Illustrative only)

1. Prepares and administers the Commission's 2-Year Work Program and Annual Budget;
2. Directs staff in their individual projects and job responsibilities;
3. Represents the Commission on the Association of Wisconsin Regional Planning Commissions;
4. Prepares and administers the Commission's bi-annual affirmative action plan;
5. Identifies potential funding sources and procures funds to carry out the Commission's work plan;
6. Acts as the Commission's personnel officer in the administration of the Employee Handbook and Policies and Procedures Manual;
7. Responsible for the hiring, orientation, supervision, evaluation, discipline, and termination of all Commission staff;
8. Drafts agendas and makes meeting arrangements for Commission and committee meetings, including handouts and scheduling guest speakers;
9. Makes public presentations and attends meetings, public hearings and conferences with various officials and civic groups to explain the regional planning program, present reports to governing bodies, and advises interested persons on local planning and development problems; and
10. Participates in professional planning activities, conferences, seminars and training sessions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the concepts, techniques and approaches in the field of broad local and regional planning; thorough knowledge of the principles and techniques of public administration and government liaison; ability to design, organize and carry out complex plans and lead and supervise the work of a professional staff; ability to identify and raise major policy questions with appropriate analysis and recommendations; ability to develop and maintain effective working relationships with state and federal officials, funding sources, local officials and citizenry and staff; good professional judgment.

ACCEPTABLE EXPERIENCE AND TRAINING: Extensive responsible experience in the management of a planning agency or major planning function and graduation from a college or

university with a Bachelor's degree in planning or related field, preferably supplemented by a Master's degree; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.



## **APPENDIX A**

DATE:

FROM: Cindy Wojtczak, Executive Director

TO: Prospective Employee\_\_\_\_\_

RE: Pre-Employment Drug Screen

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A Pre-Employment Drug Screen is required by the Bay-Lake Regional Planning Commission.

For your Pre-Employment Drug Screening, please go to *BELLEVUE TOTAL HEALTH*, 3237 Voyager Drive, Green Bay, WI 54311 for your test as soon as possible. No appointment is required. Bellevue Total Health office hours are 7:30 a.m. to 4:30 p.m.

When you go for your Drug Screening:

- **BRING YOUR PHOTO I.D.**
- Use the main entrance
- Tell the person at the desk you are reporting for a 5 panel drug screen test

**IF YOU ARE NOT TESTED WITHIN 2 WORKING DAYS, (WHICH INCLUDES TODAY) YOUR CONDITIONAL OFFER OF EMPLOYEMENT WILL BE WITHDRAWN.**

Received by: \_\_\_\_\_  
(Prospective Employee)

Date: \_\_\_\_\_ Time: \_\_\_\_\_







## **APPENDIX B**



# BAY-LAKE REGIONAL PLANNING COMMISSION NEW EMPLOYEE ORIENTATION CHECKLIST

- \_\_\_\_\_ Review Employment File:
  - \_\_\_\_\_ Employment Letter
  - \_\_\_\_\_ Application
  - \_\_\_\_\_ Transcriptions
  - \_\_\_\_\_ Signed Drug and Alcohol Form
  - \_\_\_\_\_ Copy of Driver's License
  - \_\_\_\_\_ W-4
  - \_\_\_\_\_ Social Security Card
  - \_\_\_\_\_ Proof of Automobile Insurance
  
- \_\_\_\_\_ Benefits Review and Provide Applicable Forms:
  - \_\_\_\_\_ Health Insurance
  - \_\_\_\_\_ Life Insurance
  - \_\_\_\_\_ Dental Insurance
  - \_\_\_\_\_ Retirement
  - \_\_\_\_\_ Paid Time-off
  - \_\_\_\_\_ AFLAC (if interested, arrange for meeting with representative)
  
- \_\_\_\_\_ Provide Employee Handbook and Policies and Procedures Manual
  - \_\_\_\_\_ Signed form indicating receipt of manual within 5 days and beginning work
  
- \_\_\_\_\_ Orientation to Workplace and Technology
  - \_\_\_\_\_ RPC email address \_\_\_\_\_
  - \_\_\_\_\_ set-up of electronic files
  - \_\_\_\_\_ paper copy files
  - \_\_\_\_\_ telephone
  - \_\_\_\_\_ computer Passcode
  - \_\_\_\_\_ meetings
  - \_\_\_\_\_ work day
  - \_\_\_\_\_ dress code
  - \_\_\_\_\_ restrooms
  - \_\_\_\_\_ vehicles – location of keys, mileage log, and credit cards
  - \_\_\_\_\_ copier
  - \_\_\_\_\_ expense forms
  - \_\_\_\_\_ timesheet
  - \_\_\_\_\_ pay schedule
  - \_\_\_\_\_ mail
  - \_\_\_\_\_ monthly expense payments

\_\_\_\_\_ Office/Building Tour

\_\_\_\_\_ Meet Staff

Questions?

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# **BAY-LAKE REGIONAL PLANNING COMMISSION**

## **GUIDELINES FOR INTERNS**

### **Welcome to the Bay-Lake Regional Planning Commission!**

You have joined an organization that has been in business since 1972 providing professional planning services for the eight county region. The Commission boasts the area's strongest multidisciplinary staff with over 80 years of experience working in the planning and GIS fields.

The goal of the Commission's internship program is to allow students to gain valuable practical experience by working side by side with these experienced professionals. There will be ample opportunities for you to work on and provide input into many of the planning and GIS projects set to begin and already underway. We also want you to feel that your employment with the Commission will be mutually beneficial and gratifying. Because of our reputation and competence in the planning arena, several past interns have taken advantage of this hands-on work experience to obtain successful planning and planning-related careers throughout Wisconsin.

I extend to you my personal best wishes for your success and happiness at the Bay-Lake Regional Planning Commission. We look forward to having you as a key member of the staff to further promote the mission and goals of the Commission.

Sincerely,



Cindy J. Wojtczak  
Executive Director



**INTERN ORIENTATION CHECKLIST**

- \_\_\_\_\_ Provide Agency Materials to include applicable staff business cards
  
- \_\_\_\_\_ Obtain Copy of Driver’s License, S.S. Card, and Proof of Auto Insurance
  
- \_\_\_\_\_ Obtain Copy of Unofficial School Transcripts: Major: \_\_\_\_\_  
Minor: \_\_\_\_\_ Minor: \_\_\_\_\_
  
- \_\_\_\_\_ Completed Employment Application Materials and W-4 Form
  
- \_\_\_\_\_ Meet Staff
  
- \_\_\_\_\_ Credit or Paid Position
  - \_\_\_\_\_ Credit –Contact instructor - \_\_\_\_\_ Phone # \_\_\_\_\_
  - \_\_\_\_\_ Set wage and any benefits (minimum wage with 2 hours of vacation per 100 hours worked)
  
- \_\_\_\_\_ Orientation to Workplace and Technology
  - \_\_\_\_\_ RPC email address \_\_\_\_\_
  - \_\_\_\_\_ set-up of electronic files
  - \_\_\_\_\_ telephone
  - \_\_\_\_\_ computer Passcode
  - \_\_\_\_\_ meetings
  - \_\_\_\_\_ work day
  - \_\_\_\_\_ dress code
  - \_\_\_\_\_ restrooms and general office lay-out
  - \_\_\_\_\_ use of vehicles
  - \_\_\_\_\_ copier operations
  - \_\_\_\_\_ expense forms
  - \_\_\_\_\_ timesheet
  - \_\_\_\_\_ pay schedule
  - \_\_\_\_\_ monthly expense payments
  
- \_\_\_\_\_ Establish Work Schedule- \_\_\_\_\_
  
- \_\_\_\_\_ Establish Mentor(s): \_\_\_\_\_
  
- \_\_\_\_\_ Establish Work Responsibilities & Goals (if applicable) *List on back of sheet*
  
- \_\_\_\_\_ Keeping of Work Diary
  
- Questions?
  
- Completed by: \_\_\_\_\_ Date: \_\_\_\_\_
  
- Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Employment Letter provided on: \_\_\_\_\_

## **GENERAL INTERNSHIP GUIDELINES**

- Internships are available only to students currently enrolled at a university or college.
- Internships are typically 8-24 hours per week during the fall and spring semesters; and up to 32-36 hours per week during the summer.
- It is desired that interns are able to work at a minimum of four hour blocks of time.
- Internships may be paid or unpaid for students seeking course credits for their work experience.
- Applicable degree programs for internships include Geography, GIS, Urban Planning, Environmental Science or Environmental Planning & Policy programs from the University of Wisconsin System (UWGB, UW, UWM, UWO, UWSP) or St. Norbert College.  
Consideration will be given to students from additional academic institutions, if coursework is determined to be relevant to the internship.
- On occasion, the Commission may utilize interns for other areas, such as marketing, administration, or filing/bookkeeping.
- Interns should have sophomore, junior, or senior standing with at least 12 semester hours in a planning related major.
- Once the student has graduated, internships may continue up until the first day of the next semester of classes.

## **COMMISSION BUSINESS HOURS**

8:00 A.M. to 12:00 Noon and from 12:30 P.M. to 4:30 P.M. Monday through Friday (excluding holidays). The normal work week is Sunday through Saturday. Internship hours will be determined at the time of hire.

## **EXAMPLE: GIS/PLANNING INTERN DESCRIPTION**

- Data entry-use of MS Excel, MS Word, MS Access and SPSS. □ Land use field inventories.
- Photo interpretation.
- Digitizing.
- Use of CAD and GIS systems.
- Data gathering.
- Demographic research. □ Road inventories.

## **BENEFITS OF WORKING AT THE COMMISSION AS A STUDENT INTERN**

- Practical experience.
- Recommendations for graduate school or future employment.
- Development of professional relationships.
- Understanding professional responsibilities and effective partnerships.
- Fostering future professionals within their respective career fields.

## **STUDENT INTERN RESPONSIBILITIES**

- Contribute to the success of the organization.
- Act in a professional manner at all times.
- Perform the tasks assigned as accurately and timely as possible.
- Report any problems or difficulties to the Staff Supervisor immediately.

- Set obtainable goals to be achieved during the internship.
- Maintain current academic standing.
- Complete the entire term of the internship as agreed upon.
- Complete the number of hours required by the educational institution to meet the internship guidelines and course credits (if using internship for academic credits).

### **STAFF SUPERVISOR RESPONSIBILITIES**

The Staff Supervisor will ensure each intern has completed his or her orientation, has submitted all necessary paperwork to the appropriate academic institution to receive credit (if applicable), conduct ongoing monitoring, and complete any necessary paperwork at the conclusion of the internship, including final review.

The following procedures and guidelines have been developed to assist interns in becoming familiar with Commission operations as well as their internship tasks:

- Complete the Intern Orientation Checklist.
- Review all tasks to be completed by the intern with appropriate instruction methods and schedule for instruction.
- Conduct evaluations of the intern at the midpoint and at the conclusion of the internship.

### **ADDITIONAL CONSIDERATIONS**

- Provide opportunities to gain meaningful experience that is related to the intern's school curriculum.
- Provide the intern with an ever-increasing level of responsibility.
- Provide the intern with a variety of opportunities doing different tasks.
- Provide the intern with a complete picture of the project on which he/she is working.
- Instruct the intern on how to develop good work habits, decision-making abilities, and communication skills.
- Maintain contact with the educational institution to ensure paperwork and reports are being completed in a timely manner.
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### **COMMISSION POLICIES**

#### **DRESS CODE**

Interns are expected to be suitably attired and groomed during working hours or when representing the Commission at meetings or other functions. Business casual is acceptable attire Monday-Thursday. Fridays are dress-down days and more casual attire (ex. blue jeans) is appropriate dress unless specifically stated otherwise due to a Commission function.

#### **COMMISSION VEHICLES**

Commission vehicles are available for use by the interns to perform their job responsibilities. Commission vehicle use policies consist of the following:

- Must be a licensed driver.

- Maintain automobile insurance as stipulated by the State of Wisconsin.
- Keep the vehicle clean at all times.
- Do not allow unauthorized persons to operate the vehicles.
- Accurately maintain the mileage log.
- Fuel the vehicle at pre-approved gas stations using the Commission credit cards if tank is half-full or below.
- Unload the vehicles of supplies, especially equipment, after returning to the office.
- Report any problems with the vehicles or any accidents to the Staff Supervisor immediately.

### **EXPENSE FORMS**

It is the responsibility of the intern to properly complete and submit the monthly expense form with appropriate receipts to the Staff Supervisor by the first working day of the following month. Each form must be signed by the intern and Staff Supervisor prior to submission for reimbursement. Expenses are paid the second Friday of each month.

### **TIMESHEETS**

Interns working for credit will be required to complete and maintain a weekly work log. Time will be calculated in one-half hour increments. The Staff Supervisor will periodically review the work log to ensure its accuracy and that the number of hours required for credit will be met.

Interns working for a salary will be required to maintain his/her timesheet at the end of each day in accordance with the Commission's Employee Handbook and Policies and Procedures Manual. Each timesheet will include the number of hours worked by project within that given pay period. The timesheet must be signed by the Staff Supervisor and Executive Director. Interns will submit their completed timesheet to the Office Accounts Coordinator on the morning of each payday.

### **PAY PERIOD**

All Commission staff will be paid every two weeks. At the end of every two week pay period, timesheets will be submitted and approved by the Executive Director. Automatic payroll deposits will be made the following Wednesday into each employee's financial account.





# **BAY-LAKE REGIONAL PLANNING COMMISSION GENERAL RELEASE FORM**

I, \_\_\_\_\_, authorize the Bay-Lake Regional Planning Commission to contact any organization or individual that I have listed on my employment application or resume or mentioned in job interviews and obtain from them any relevant information about my job qualifications, including my experience, skills, and abilities. I understand that I am consenting to the release of any reference-related information about me held or known by my former employers, supervisors, and co-workers. In addition, I consent to the release of any information about my education, experience, abilities, or work-related characteristics or traits held or known by other organizations or individuals, including schools and educational institutions, professional or business associates, and friends and acquaintances that the Bay-Lake Regional Planning Commission might contact in the course of conducting a reference check or background investigation of my suitability for employment.

I understand and acknowledge that this release of information can involve my qualifications, performance, credentials, or other characteristics or factors affecting my suitability for employment with the Bay-Lake Regional Planning Commission.

Specifically, I am authorizing the release of any information about my performance, experience, capability, attitude, or other work-related characteristics that currently are in the possession of the following organizations or their managers or representatives:

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In exchange for the Bay-Lake Regional Planning Commission's consideration of my employment application, I agree not to file or pursue any complaints, claims, or legal actions of any kind against any organization or individual that provides work-related information about me to the Bay-Lake Regional Planning Commission or its agents in accordance with the terms and intent of this release. I also agree not to file or pursue any complaints, claims, or legal actions against the Bay-Lake Regional Planning Commission or any of its employees, representatives, or agents arising out of their efforts to obtain work-related information about me.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**Accident Report Form Bay-Lake Regional Planning Commission**

Name of Injured Employee/Intern/Visitor/Commissioner: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date of Accident: \_\_\_\_\_

Time of Accident: \_\_\_\_\_

Location of Accident: \_\_\_\_\_

Weather Conditions, if Applicable: \_\_\_\_\_

Description of Accident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Task Being Performed: \_\_\_\_\_

\_\_\_\_\_

Equipment Being Used: \_\_\_\_\_

\_\_\_\_\_

Description of Injury/Illness (include accident type, injury type and body part injured):

\_\_\_\_\_  
\_\_\_\_\_

Describe All Contributing Factors: \_\_\_\_\_

Description of Work Area: \_\_\_\_\_





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**OPTIONAL:** Complete this section if you want a written response. (If you wish to remain anonymous, do not complete this section)

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

Print Name: \_\_\_\_\_

- **Notes:** Employees who use this form or other report of unsafe conditions or practices are protected by law. It is unlawful for the employer to take any action against an employee in reprisal for exercising rights to participate in communications involving safety.
- The Executive Director will investigate all reports or questions submitted and, if requested, will provide a written response to the employee who provided the information or the workers in the affected area.
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