

**CITY OF NEENAH  
FINANCE AND PERSONNEL COMMITTEE MEETING  
Monday, July 8, 2019 – 6:30 p.m.  
Hauser Room, Neenah City Administration Building  
211 Walnut Street, Neenah, Wisconsin**

*NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council will be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This constitutes a Meeting of the Neenah Common Council and must be noticed as such. The Council will follow the same agenda as the committee, but will not take any formal action at this meeting.*

**AGENDA**

1. Public Appearances
2. Approval of Minutes from the June 19, 2019 Special Meeting and the June 24, 2019 Regular Meeting (minutes can be found on the City's website).
3. Liquor License Renewal – Late Fee (attachment) P. Sturn
4. Social Media & Anti-Bullying Policies (attachment) A. VandenHeuvel
5. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Neenah Finance Department at (920) 886-6140** or the **City's ADA Coordinator at (920) 886-6106** or e-mail [attorney@ci.Neenah.wi.us](mailto:attorney@ci.Neenah.wi.us) at least 48 hours prior to the scheduled meeting or event to request an accommodation.

**CITY OF NEENAH**  
**SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Wednesday, June 19, 2019 – 6:45 p.m.**  
**Hauser Room, Neenah City Administration Building**  
**211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

**Present:** Chairman Erickson; Aldermen Boyette, Stevenson and Steele; Mayor Kaufert; City Attorney Godlewski, Director of Finance Easker

**Others Present:** Alderman Bates, Director of Community Development and Assessment Haese

**Public Appearances:** None

**Excused/Absent:** Alderman Kunz

**Application for Wisconsin Economic Development Corporation Grants:** Committee reviewed memo from Director Haese recommending Council approve Resolution No. 2019-18 for a Community Development Investment Grant and Resolution No. 2019-19 for an Idle Sites Redevelopment Grant. The memo indicated that the Community Development Authority is pursuing two redevelopment projects for the Glatfelter Redevelopment in Downtown Neenah. The first grant opportunity is a Community Development Investment Grant that would assist in the redevelopment of sites 1-3, commonly referred to as the Plexus Lawn. The award provides a 25% match of project costs to a maximum reimbursement of \$250,000. The second grant is an Idle Sites Grant that would assist with the redevelopment of Site 6 (corner of Main Street and Millview Drive). This grant provides a 30% match for all eligible costs to a maximum of \$500,000.

Committee and staff discussed various aspects of the proposed resolution. Issues discussed included the anticipated timeframe to determine if the grant is approved and a general discussion on the remaining process for the Common Council to either approve or deny the projects under consideration, regardless of the status of the grants.

**Motion/Second/Carried Stevenson/Boyette recommending Council approve Resolution No. 2019-18 authorizing the Community Development Authority of the City of Neenah to prepare and submit a grant application to the Wisconsin Economic Development Corporation for a Community Development Investment Grant. All voting aye.**

**Motion/Second/Carried Steele/Stevenson recommending Council approve Resolution No. 2019-19 authorizing the Community Development Authority of the**

RESOLUTION

RESOLUTION

**City of Neenah to prepare and submit a grant application to the Wisconsin Electric Development Corporation for an Idle Sites Redevelopment Grant. All voting aye.**

**Motion/Second/Carried Boyette/Steele to adjourn the meeting at 6:57 p.m. All voting aye.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M.K. Easker". The signature is written in a cursive, somewhat stylized font.

Michael K. Easker, CPA  
Director of Finance

**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, June 24, 2019 – 6:30 p.m.**  
**Hauser Room, Neenah City Administration Building**  
**211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

**Present:** Chairman Erickson; Aldermen Kunz, Steele, Stevenson and Boyette; Mayor Kaufert; City Attorney Godlewski; Director of Finance Easker.

**Others Present:** Director of Community Development Haese, Director of Water Utility Mach, Director of Information Systems Wenninger, Deputy Director of Community Development Schmidt, Assistant Planner Kasimor, GIS Coordinator Meverden.

**Absent/Excused:** None.

**Public Appearances:** None.

**Minutes:** Motion/Second/Carried Stevenson/Kunz to approve the minutes from the June 10, 2019 Special Meeting. All voting aye.

**Geographic Information Systems Work Plan (July 2019 – June 2020):** Committee reviewed the July 2019 - June 2020 Geographic Information Systems (GIS) Work Plan. The Work Plan provides a summary of the projects and activities to be undertaken between July 2019 and June 2020, subject to change at the discretion of the City's GIS Leadership team. The Plan provides a listing of eight specific accomplishments within the GIS environment from July 2018 to June 2019 as well as thirteen objectives for 2019-2020 within both the Infrastructure/License Management/Data Management and Application Development/Implementation areas.

Committee and staff discussed various aspects of the proposed GIS Work Plan. Deputy Director of Community Development Schmidt and GIS Coordinator Meverden each made presentations specific to various GIS functions. Director Haese provided a broad historic overview of the GIS function, and highlighted the progress that has been made in the past year. Additional items discussed included the internal process for initiating GIS changes and improvements, the makeup and role of the GIS Leadership team, the relationship between the City and Water Utility GIS functions and a discussion on how both staff and the public will benefit from GIS services now and in the future.

**ERP Project Update:** Committee reviewed memo of Director Wenninger regarding status and progress updates of the City's Enterprise Resource Planning (ERP). He indicated his desire to provide periodic updates on the implementation of the Central Square software modules that were committed to by the City in December 2018. The modules currently in the implementation process include Document Management Services, Land/Parcel Management and Customer Information System (Utility Billing). Specific discussion took place on the need to extend the timeline for final implementation of Customer Information System (Utility Billing) to March 2020. Mayor Kaufert gave his perspective on the status of the ERP process.

**Fiscal Matters: May Vouchers: Motion/Second/Carried Boyette/Stevenson to approve the May vouchers as presented. All voting aye.**

**Motion/Second/Carried Stevenson/Boyette to adjourn the meeting at 8:10 p.m. All voting aye.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "M.K. Easker".

Michael K. Easker, CPA  
Director of Finance



Dept. of Legal & Administrative Services  
Office of the City Clerk  
211 Walnut St. • P.O. Box 426 • Neenah WI 54957-0426  
Phone 920-886-6100 • Fax 920-886-6109  
e-mail psturn@ci.neenah.wi.us  
PATRICIA A. STURN, WCPC, MMC

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## MEMORANDUM

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**DATE:** July 8, 2019

**TO:** Chairman Erickson and Members of the Finance & Personnel Committee

**FROM:** Patty Sturn, City Clerk

**RE:** Liquor License Renewal – Late Fee

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The current renewal process for retail liquor licenses requires renewal paperwork and a payment of at least the \$22 publication fee be filed in the Clerk's Office by April 15<sup>th</sup> of each year. Staff mails out notices to each applicant by March 10<sup>th</sup> each year. State Statutes require all liquor licenses be published three consecutive days in the official newspaper prior to Public Services & Safety Committee approval at their first meeting in May. The April 15<sup>th</sup> deadline makes it hard enough to prepare the list and publish the renewals by the first meeting in May without some applicants not meeting the deadline. The past two years, we have had issues with a few retail licensed establishments NOT meeting the April 15<sup>th</sup> deadline. Our procedure already includes reminder calls to each applicant from my staff during the week prior to the deadline. This is NOT required but a courtesy to the applicants. Most of them are appreciative of this reminder phone call. Every year it is the same few establishments that fail to meet the deadline.

While we are addressing this situation, we should also address late payment of fees prior to the June 30<sup>th</sup> deadline. If an establishment has not paid their fees, by law, they are not able to sell liquor / beer as they **DO NOT** hold a valid license. We fight each year with the same establishment to get them to pay and give them their license so they can open on July 1<sup>st</sup>. Aside from sending the Police Department to these establishments to shut them down I think a late fee would be appropriate.

I have attached email responses from the City of Appleton, Village of Fox Crossing and City of Menasha regarding their practice on these procedures. Appleton is the only municipality with an actual fee established for late filings. They also require payments by June 15<sup>th</sup>.

Memo to F&P Renewal Late Fee  
June 11, 2019  
Page 2

Staff is recommending a \$50 late fee be established for any retail liquor license renewal and/or associated cigarette / amusement license renewal not filed by the April 15<sup>th</sup> deadline in order to give us some leverage to work with while trying to get all paperwork filed by the deadline.

Staff is also recommending a \$20 per day late fee for payments made after the June 30<sup>th</sup> deadline. The Police Department will be sent to each of these establishments to shut them down until all payments and late fees are paid in full.

This information will be made clear on the renewal letter that goes to each applicant by March 10<sup>th</sup> each year so they are aware of these new fees.

An appropriate motion would be to recommend Council adopt Resolution No. 2019-17 amending the fee schedule of the City of Neenah to provide for a \$50 late fee for any retail liquor license renewal and/or associated cigarette / amusement license renewal not filed by the April 15<sup>th</sup> deadline and establish a \$20 per day late fee for license payments made after the June 30<sup>th</sup> deadline.

I will be at the meeting to answer any questions you may have.

Thanks!

A handwritten signature in cursive script that reads "Patty".

Below are the email responses I received from other municipalities:

\*\*\*\*\*

We charge \$20.00 per day in late fees for any applications that are incomplete or fees are not paid by June 15<sup>th</sup>.

We also attempt to encourage "Class B" establishments to file by April 15<sup>th</sup> by offering them a \$100 discount on their renewal if they do. This is a substantial reduction in fees. I DO NOT like this approach.

Let me know if you have any other questions.  
Have a good week!

*Kami Lynch, WCMC  
City Clerk  
City of Appleton*

\*\*\*\*\*

I actually brought this up recently again with Sherrie (Deputy Clerk) – we do not charge a late fee as of right now, but I feel it would be beneficial to have something to encourage them to pay early. Let me know what you decide.

**Karen J Backman, CMC  
Village Clerk  
Village of Fox Crossing**

\*\*\*\*\*

Hi Patty – We charge the full cost to publish the notice if the paperwork and \$22 pub fee is not received by the time I publish the group notice. I usually publish the group notice around May 1. I do not like this approach as it does not include cigarette / amusement only renewals.

Debbie Galeazzi, WCMC  
City Clerk  
City of Menasha

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**RESOLUTION NO. 2019-17**

**A RESOLUTION AMENDING THE FEE SCHEDULE OF THE CITY OF NEENAH TO PROVIDE FOR A LATE FEE FOR RETAIL LIQUOR LICENSE RENEWALS**

**WHEREAS**, Municipal Code Sec. 4-65(m) provides all applications for renewal of liquor licenses shall be made to the City Clerk by April 15; and,

**WHEREAS**, Municipal Code Sec. 4-65(f) provides all licenses shall expire June 30; and,

**WHEREAS**, by Resolution #7185, the Common Council adopted a uniform fee schedule; and,

**NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF NEENAH, WISCONSIN** this 17<sup>th</sup> day of July 2019 that the uniform fee schedule established by Resolution #7185 is amended by including a late fee for Retail Liquor License renewal failing to meet the April 15 filing deadline and the June 30 expiration:

FEE TYPE	FEES	BASIS	CODE / ORD / RES
<b>CLERK</b>			
<b>LICENSES</b>			
Late Fee – April 15 Filing Deadline for Renewals	\$50.00		Res. 2019-17
Late Fee – June 30 Filing Deadline for Renewals	\$20/day		Res. 2019-17

Recommended by: **Finance and Personnel Committee**

CITY OF NEENAH, WISCONSIN

Moved: \_\_\_\_\_

\_\_\_\_\_  
Dean Kaufert, Mayor

Passed: \_\_\_\_\_

\_\_\_\_\_  
Patricia A. Sturn, City Clerk



211 Walnut Street, P.O. Box 426, Neenah, WI 54957-0426  
Phone: (920)886-6100 Fax: (920) 886-6109  
E-mail Address: pstum@ci.neenah.wi.us

March 10, 2020

To: \_\_\_\_\_ Trade Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Enclosed is your renewal paperwork for next year for the licenses listed below. The applications have been pre-populated with the information from last year's application. Please review and make any changes. Make sure to check the Wisconsin Seller's Permit Number and Federal Employer Identification Number. A renewal application can only be used if the entity is identical to the previous licensing year. If there are changes from individual to partnership or corporation (or vice-versa) it is considered a new licensing situation, as is the dropping or adding of a partner. Contact the Clerk's Office for the proper forms.

<u>Liquor License &amp; Misc. Licenses</u>	<u>Trans Code</u>	<u>License Fees</u>
_____ Cigarette		\$ 100.00
_____ "Class A" Malt Beverage		\$ 200.00
_____ "Class A" Intoxicating Liquor		\$ 400.00
<u>1</u> "Class B" Malt Beverage		\$ 100.00
<u>1</u> "Class B" Intoxicating Liquor		\$ 350.00
<u>1</u> "Class C" Wine		\$ 100.00
<u>1</u> Fee for publishing liquor/malt applications**		\$ 22.00
_____ Dance		\$ 25.00
<u>7</u> Amusement Device (any coin operated machine)		\$ 40.00/machine

Section 125.51(1)(c) of the Wisconsin Statutes provides that "All applications for liquor licenses shall be filed on or before April 15th." \*\*

Please make application for above licenses (other than liquor) by April 15<sup>th</sup>. We recommend you conduct an audit of the number of amusement devices you have on premise, since the inspectors will verify the number shown on the application. Listed above is the number you licensed last year. The committee will meet on May \_\_\_th to consider such applications. Payment for these license(s) is due prior to expiration on June 30<sup>th</sup>. These licenses must be posted on premises prior to opening on July 1, 2007.

**NEW 2020: A \$50 late fee will be charged for any paperwork submitted after the April 15<sup>th</sup> deadline. If fees are not paid by June 30<sup>th</sup>, the police department will visit your establishment to shut you down until the fees plus a \$20 per day late fee have been paid.**

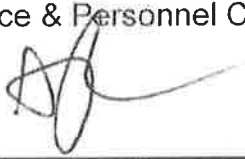
**\*\* Note:** By State Law, license fees are no longer required to be paid upon filing of your application; however, the publication fee (\$22.00) is due at that time. State Law also mandates the publication of all "Class A" and "Class B" license applications.



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## MEMORANDUM

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**DATE:** June 10, 2019  
**TO:** Chairwoman Erickson, members of the Finance & Personnel Committee  
**FROM:** Assistant City Attorney Adam VandenHeuvel   
**RE:** Social Media & Anti-Bullying Policy

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Attached to this memo are two policies relating to Social Media and Workplace Bullying. After attending the Wisconsin Public Employer Labor Relations Association annual meeting this past spring in Madison, it became clear that the majority of municipalities have policies like these in place. Former Dir. Barber and I collected policies from many of the similarly situated communities and created these two policies based on the samples we received. While these two policies will be voted on separately, for convenience they will both be discussed in this memo.

### Social Media Policy

The social media policy instructs city employees on appropriate and inappropriate social media posts. This policy is not designed to stifle any employee's first amendment rights, but rather to ensure that employees are not intentionally or unintentionally speaking on behalf of the city when they are not authorized to do so. The policy requires that any time an employee is posting about a topic related to the City of Neenah which could be interpreted as a City position, they use a disclaimer stating the views are their own. Additionally, it directs employees not to comment on citizen posts regarding the City from their personal accounts.

Additionally, employees are not allowed to use their government emails address for their social media accounts, are not allowed to use their personal facebook for official City business, and are not allowed to post any media from work without the express permission of all those in the photo.

The final area that this policy covers is how department facebook accounts should be managed. The two main items here are that official City accounts may not post any content or endorsement featuring a politician who is currently running for office, and posts

or comments may not be removed without department head, city attorney, or mayoral approval.

**An appropriate motion would be for the Committee to recommend Council approve Policy 2019-01, relating to Acceptable Social Media Use.**

Anti-Bullying Policy

The City currently has an anti-harassment policy with addresses harassment based on a protected class: sex, age, religion, race, sexual orientation, etc. This policy is designed to create guidelines to address all other forms of work-place "harassment" that do not fall under the EEOC definition of a hostile work environment or harassment. This policy is not intended to create any new protections or classes for employees, it is simply a way for an employee who is being "harassed" to address the "harassment" if it is not because of a protected class. The reason this policy is called anti-bullying instead of anti-harassment is because "harassment" has a legal definition according to the EEOC which this policy does not address.

**An appropriate motion would be for the Committee to recommend Council approve Policy 2019-02, relating to the Anti-Bullying policy.**



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# P O L I C Y

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**DATE:** 6/6/19      **EFFECTIVE DATE** Immediately      **POLICY NO:** 2019-01  
**TITLE:** Social Media  
**ISSUER:** Human Resources  
**COVERAGE:** All City Departments/Employees  
**AUTHORITY:** Common Council Approval  
**DURATION:** Indefinite  
**SYNOPSIS:** Provides guidance for appropriate and acceptable social media use for both government and personal facebook pages.

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## INTRODUCTION

Social Media has become one of the most efficient and effective ways for individuals and organizations to quickly communicate with one another, and a social media presence has become a key feature for local governments. It is crucial that the City of Neenah continue to be visible and active in the social media landscape, however it is even more important to ensure that personal and governmental opinions, ideas, and posts be clearly identified and always separated. This policy is to help ensure consistency among departments using social media, minimize risks, ensure compliance with open records laws, and provide employees guidance on what is appropriate and not appropriate use on both personal and professional pages.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well a labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen about matters of public concern, such as misconduct or corruption.

## POLICY

### 1. Definition:

Social Media. Refers to content created by individuals with the use of various technologies for the purpose of sharing information through the internet. Examples of social media are: blogs, discussion forums, social networking websites (i.e. facebook, twitter, linkedIn), photo-sharing websites (i.e. Instagram), video-sharing websites (i.e. snapchat), wikis, podcasts, and more.

### 2. Employee Personal Use of Social Media:

- a. Employees shall not use their government-issued email address for their primary username or login for personal social media profiles and/or platforms.

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- b. Employees should be mindful that personal social media platforms may be subject to legal discovery or record requests.
- c. Employees are discouraged from sending or accepting social media friend requests to or from City of Neenah clients or contractors, with the exception of LinkedIn requests.
- d. Employees shall not conduct any official City business through their personal social media sites. All official City social media content and posts shall be conducted through City social media sites.
- e. Employees should ensure that their personal social media sites are personal in nature and are used to only share personal opinion or non-work related information, with the exception of advertising for the city. (i.e. job postings, park and rec programs, riverside players, etc.)
- f. When an employee is posting on or from their personal social media account, a disclaimer is required whenever that post, 1. Refers to work being done by the City, or 2. Refers to any City related business or issue. Such disclaimer should clearly state that “the views or comments expressed are my own and do not represent the City’s positions, strategies, opinions, or views.”
- g. Whenever possible, employees should refrain from using their personal accounts when responding and commenting to questions about City work and operations, and whenever possible, direct traffic and communication to official City pages or websites.
- h. Employees must not post or release anything related to the City of Neenah that is proprietary, confidential, sensitive, or other City intellectual property on their personal social media site.
- i. Employees must not post or release any personal identifying information of fellow employees or customers. Personal Identifying Information includes home addresses, personal telephone numbers, SSN, birthdate, etc.
- j. Posted content has the potential to be shared broadly, including with individuals you did not intend to communicate. Therefore an employee is responsible for ensuring that any content related to a co-worker is consistent with the City policy regarding how to treat co-workers. For example, do not post content that would violate the City’s policy regarding discrimination and harassment.
- k. Employees may not post, share, or upload onto their personal page any media (text, image, video, audio) containing City personnel, clients, or City of Neenah residents, gained in the course of employment without the express permission of the person. This includes images, video, or audio taken at any City sponsored event, inside any City facility or involving City equipment, or any other work-related event.
- l. Employees should be mindful that being on social media brings with it the possibility that people outside of the intended audience may see or read posts. Further, as an employee of the City, each employee has the potential to be assumed to be a representative of the City at any time. Dishonorable content such as racial, ethnic, sexual, religious, and physical disability slurs are not tolerated in the workplace, and if such a post affects the ability for an employee to effectively do their job at the city, discipline may occur, up to and including termination.

### **3. Department Use of Social Media:**

- a. Department Heads are responsible for deciding whether the use of social media is appropriate for their department. In the event that it is determined that a

June 6, 2019 – Page 3

department will create a use a social media platform, the Department Head is responsible for maintaining and approving all posts and content.

- b. A Department Head may elect to place other employees in charge of the day to day posting, however the Department Head remains the responsible party for any questions, actions, or record requests.
- c. Department Social Media platforms are to be used only for City business and events. Department Heads are responsible for ensuring that each platform used is used appropriately.
- d. No employee may request the personal social media username and password from any potential or current employee.
- e. Use of all social media platforms shall adhere to applicable state, federal, local laws, and regulations, including copyright and trademark infringement laws.
- f. Open records laws and policies apply to social media content and therefore content shall be able to be managed, stored, retrieved, and archived for compliance. The IS Department shall archive social media platforms. Costs associated with archiving social media shall be budgeted and paid for by the department utilizing the social media platform to be archived.
- g. The City reserves the right to restrict or remove any content that it deems in violation of this policy or any applicable law.
- h. No post may contain video footage or photographs of a minor under the age of 18 without prior written consent by a parent or guardian, unless the minor is unidentifiable. In no case shall the Department identify the minor by name in any posting.
- i. No Department may post any content related to or including the name of any candidate who is running for any political office.
- j. Social media posts should be treated as an extension of City's official website. Whenever possible, links should direct viewers back to City's official website for more information, forms, documents or online services.
- k. Only authorized employees can prepare and modify content for Department social media sites.
- l. Every Departmental page must have someone in the Attorney's Office as an administrator on their page.
- m. Removal of any post or comment must be approved by either the Department Head in charge of the page, the City Attorney's Office, or the Mayor.



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# P O L I C Y

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**DATE:** 6/6/19      **EFFECTIVE DATE** Immediately      **POLICY NO:** 2019-02  
**TITLE:** Anti-Bullying Policy  
**ISSUER:** Human Resources  
**COVERAGE:** All City Departments/Employees  
**AUTHORITY:** Common Council Approval  
**DURATION:** Indefinite  
**SYNOPSIS:** Addresses workplace bullying and harassment beyond the protections already given by state and federal law.

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## INTRODUCTION

The City is committed to providing a workplace that is free from bullying. All employees have a right to work in an environment free from bullying, and to be treated with dignity and respect. All Department Heads and supervisors are responsible for actively intervening to prevent and stop bullying behavior that is occurring in their workplaces, whether or not a complaint is received.

## POLICY

1. "Bullying" means repeated, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment.

2. Bullying includes conduct that a reasonable person would find hostile, offensive, and unrelated to the employer's legitimate business interests. The following list may be considered bullying behavior. This list is not intended to be all-inclusive:

- a). Staring, glaring or other nonverbal demonstrations of hostility;
- b). Exclusion or social isolation in the workplace;
- c). Excessive monitoring or micro-managing;
- d). Work-related harassment (work-overload, unrealistic deadlines, meaningless tasks);
- e). Being held to a different standard than the rest of an employee's work group;
- f). Consistent ignoring or interrupting of an employee in front of co-workers;
- g). Personal attacks (angry outbursts, excessive profanity, or name-calling);
- h). Encouragement of others to turn against the targeted employee;
- i). Sabotage of a co-worker's work product or undermining of an employee's work performance;
- j). Stalking;



- k). Invasion of another's person's personal space or personal property;
- l). Unreasonable interference with an employee's ability to do his or her work;
- m). Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets;

3. The City does not consider the following behaviors bullying:

- a). Reasonable management practices, including performance management and disciplinary procedures;
- b). A direction to carry out reasonable duties and instructions; and
- c). A direction to comply with City of Neenah policies, procedures, or department work rules.

#### Reporting

Employees who believe they have experienced conduct that violates this policy, or who have concerns about such matters, should report their complaints verbally or in writing to their supervisor, Department Head, or to Human Resources. After appropriate investigation, any employee found to have engaged in workplace bullying will be subject to appropriate disciplinary action, up to and including discharge.

#### CONCLUSION

It is the hope of the City to foster an environment where everyone feels comfortable coming to work without worrying about negative interactions with co-workers. This policy is meant to address those instances of bullying or harassment that are not based on a protected class (age, gender, race, religion, and sexual orientation.) Harassment based on a protected class is addressed in the City's anti-harassment policy.