CITY OF GREEN BAY PERSONNEL POLICY

Policy Title	Policy Reference
City Employee Residency Requirement	Chapter 5
Policy Source	**Legal Review Date**
Human Resources Department	August, 2012
Personnel Committee Approval	**City Council Approval**
September 12, 2012	October 2, 2012

Per Ordinance 1.80 of City Code (Am. GO 47-01)

5.1   General Policy. Employees will not be required to reside within the corporate limits of the City of Green Bay except for the following:

    5.1.1   Department Heads are required to establish and maintain their actual bona fide residence within the boundaries of the City within 12-months of the date of their regular employment or appointment to a Department Head position.

    5.1.2   Appropriate response time requirements may be established by each Department Head in consultation with the Human Resources Director.

5.2   Residency Defined. The term "residence", as used in this section, shall be construed to mean the actual living quarters which must be maintained within the City by an employee. Neither voting in the City nor payment of taxes of any kind by employee, by itself, shall be deemed adequate to satisfy the requirements of this section, nor shall the provisions of this section be satisfied by the maintaining of a rented room or rooms by an employee solely for the purpose of establishing residency when it appears that the employee's residence is outside the City. Ownership of real property within the City when not coupled with the maintenance of actual living quarters in the City, as herein required, shall be deemed insufficient to meet the requirements of this section.

5.3   Violations. After a public hearing to determine the status of an employee's current residency, upon the finding of a violation of this section, the Personnel Committee shall make a recommendation to the Council, whose decision shall be final.

5.4   Exceptions. If unusual circumstances or cases of hardship arise, the Personnel Committee will review the matter and make a recommendation to the Council, whose decision shall be final.