



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, December 8, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting
[21-1651](#) Minutes from 10/13/2021

Attachments: [Minutes 10-13-21.pdf](#)
4. **Public Hearings/Apearances**
[21-1657](#) Introduction new Information Technology Director - Corey Popp
5. **Action Items**
[21-1652](#) Request to approve the 2022 Non Represented salary schedule with a 1.25% increase.

Attachments: [2022 Non Rep Salary Schedule.pdf](#)

[21-1653](#) Request to approve the 2022 Seasonal salary schedule with a 1.25% increase.

Attachments: [2022 Seasonal pay plan.pdf](#)

[21-1654](#) Approve exception to the Salary Administration Policy to allow for a 2.5% across the board adjustment in lieu of pay for performance for year-end 2021.

Attachments: [Salary Admin Policy Exception.pdf](#)

[21-1656](#) Request to eliminate the Attendance Policy and incorporate language into the Code of Conduct Policy.

Attachments: [Code of Conduct policy.pdf](#)
[Attendance Policy.pdf](#)

[21-1658](#) Request to eliminate current Travel Policy and replace with TravelWise Guidelines

Attachments: [Travel Wise Guidelines 2021.pdf](#)
[Travel Policy FINAL.pdf](#)

6. Information Items

21-1655 Recruitment Status Report 12/2/21

Attachments: RSR thru 12-2-21.pdf

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

Questions on agenda contact Director Ratchman at 832-6427.



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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, October 13, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

3. Approval of minutes from previous meeting

[21-1402](#)

Minutes from 9/8/21

Attachments: [Minutes 9-8-21 revised.pdf](#)

Motion to amend Hartzheim second by Smith

Amended-Roll Call Fenton appeared remotely and third paragraph alderperson salaries was motioned by Hartzheim.

Amendment approved 5/0

Smith moved, seconded by Thao, that the Minutes be approved as amended.

Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

4. **Public Hearings/Appearances**

5. **Action Items**

[21-1403](#)

Request to approve request to change Public Works table of organization between CEA and Parking Utility.

Attachments: [DPW TO change for CEA and Parking Utility.pdf](#)

Hartzheim moved, seconded by Smith, that the Report Action Item be

recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

[21-1404](#)

Request to approve change to Human Resources table of organization.

Attachments: [HR table of organization change memo.pdf](#)
[Human Resources TO draft 10-7-21.pdf](#)

Smith moved, seconded by Alfheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

[21-1405](#)

Request to approve USI as the City's fringe benefit consultant for 2022-2024

Attachments: [Fringe Benefits Consultant memo.pdf](#)

Smith moved, seconded by Alfheim, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

6. Information Items

[21-1401](#)

Recruitment Status Report 10/8/21

Attachments: [RSR thru 10-08-21.pdf](#)

This Report was received and filed

7. Adjournment

Smith moved, seconded by Hartzheim, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Alfheim, Hartzheim and Smith

2022 NON-REPRESENTED CLASSIFICATION COMPENSATION

1.25%
GPA

GRADE ORDER LIST

Exempt	Pay Grade	80%	Control Point	120%
	Pay Grade B			
N	PARKING RAMP ATTENDANT	\$13.66	\$17.08	\$20.50
	Pay Grade C			
N	BINDERY CLERK	\$14.61	\$18.26	\$21.91
N	LIBRARY PAGE CLERK			
	Pay Grade D			
N	LIBRARY CLERK	\$15.54	\$19.42	\$23.30
N	OPERATIONS CLERK - LIBRARY			
N	PARKING ENFORCEMENT PERSON			
N	PARKING ENFORCEMENT/RAMP ATTENDANT			
	Pay Grade E			
N	ACCOUNT CLERK I - FINANCE	\$16.48	\$20.60	\$24.72
N	OPERATOR			
	Pay Grade F			
N	ACCOUNT CLERK II - FINANCE	\$17.92	\$22.40	\$26.88
N	ADMINISTRATIVE ASSISTANT - COMM/ECON DEV			
N	ADMINISTRATIVE ASSISTANT - FIRE			
N	ADMINISTRATIVE ASSISTANT - HEALTH			
N	ADMINISTRATIVE ASSISTANT - HR			
N	ADMINISTRATIVE ASSISTANT - PRFM			
N	INVENTORY CONTROL CLERK - DPW			
N	OPERATOR I -PARKING			
N	SERVICE PERSON-CEA			
N	UTILITY LOCATOR			
	Pay Grade G			
N	ACCOUNT CLERK III - FINANCE	\$19.79	\$24.74	\$29.69
N	ADMINISTRATIVE SUPPORT SPECIALIST - DPW			
N	ADMINISTRATIVE SUPPORT SPECIALIST - HR			
N	ADMINISTRATIVE SUPPORT SPECIALIST - LEGAL SERVICES			
N	ADMINISTRATIVE SUPPORT SPECIALIST - LIBRARY			
N	ADMINISTRATIVE SUPPORT SPECIALIST - POLICE			
N	ADMINISTRATIVE SUPPORT SPECIALIST - UTILITIES			
N	COMMUNICATION SPECIALIST - POLICE			
N	CUSTOMER SERVICE SPECIALIST - DPW			
N	GROUPS COORDINATOR			
N	LABORATORY TECHNICIAN			
N	LEAD ADMINISTRATIVE SUPPORT SPECIALIST - POLICE			
N	LEAD COMMUNICATION SPECIALIST - POLICE			
N	LEAD CSO			
N	OPERATIONS CREW LEADER-PARKING			
N	OPERATOR I			
N	REAL ESTATE ASSESSMENT TECHNICIAN			
N	UTILITY CLERK - FINANCE			
N	WEIGHTS & MEASURES SPECIALIST			

	Pay Grade H	\$21.66	\$27.08	\$32.50
N	ARBORIST			
N	ASSESSMENT TECHNICIAN - LEAD CLERICAL			
N	COORDINATED ENTRY SPECIALIST			
N	DEPUTY CITY CLERK			
N	EROSION CONTROL INSPECTOR			
N	FACILITIES MANAGEMENT SUPPORT SPECIALIST			
N	FACILITIES TECHNICIAN			
N	FORENSIC EVIDENCE SPECIALIST			
N	GROUNDS TECHNICIAN			
N	HELP DESK ANALYST			
N	LIBRARY ASSISTANT			
N	LIQUIDS OPERATOR			
N	NETWORK SERVICES ASSISTANT			
N	OPERATOR II			
N	PAYROLL COORDINATOR			
N	PERSONAL PROPERTY ASSESSMENT TECHNICIAN			
N	PROPERTY TAX SPECIALIST			
N	SOLIDS OPERATOR			
N	TRAVEL TRAINING SPECIALIST			
N	UTILITY WORKER			
	Pay Grade I	\$23.56	\$29.45	\$35.34
N	ASSET MANAGEMENT PURCHASING SPECIALIST - UTILITIES			
N	BENEFITS COORDINATOR - HR			
N	CARPENTER/PAINTER			
N	COMMUNITY DEVELOPMENT SPECIALIST			
N	ENGINEERING TECHNICIAN			
N	EXECUTIVE ASSISTANT to the MAYOR			
N	EXECUTIVE ASSISTANT to the POLICE CHIEF			
N	FACILITIES CONTROL TECHNICIAN			
N	HORTICULTURIST-CONSERVATION TECHNICIAN			
N	HVAC TECHNICIAN/PIPEFITTER			
N	LEGAL ASSISTANT			
N	MASTER MECHANIC			
N	PC/LAN SPECIALIST			
N	PROPERTY ASSESSOR II			
N	PURCHASING CLERK			
N	RECREATION COORDINATOR			
N	RELIEF OPERATOR/MAINTENANCE HELPER			
N	WATER PLANT OPERATOR			
E	ENVIRONMENTALIST II			
E	LIBRARIAN			
E	LIBRARY ASSISTANT SUPERVISOR			
E	LIBRARY SAFETY SUPERVISOR			
E	TRAINING & RESOURCE DEVELOPMENT SPECIALIST			
	Pay Grade J	\$25.44	\$31.80	\$38.16
N	CIVILIAN FIRE INSPECTOR			
N	FACILITIES TECHNICIAN-ELECTRICIAN			
N	MAINTENANCE SPECIALIST-MILLWRIGHT			
N	OPERATIONS CREW LEADER - MSB			
E	BUSINESS MANAGER - LIBRARY			
E	CIVIL ENGINEER			
E	COMMUNITY RELATIONS SPECIALIST			
E	DPW PLANS & RECORDS SPECIALIST			
E	GIS SPECIALST			
E	MARKETING COORDINATOR - LIBRARY			
E	PUBLIC HEALTH NURSE			
E	SYSTEMS ANALYST			

	Pay Grade K	\$27.32	\$34.15	\$40.98
N	CITY SURVEYOR			
N	INSPECTOR			
N	LEAD ELECTRICIAN			
N	LEAD MECHANIC			
N	MASTER ELECTRICIAN			
N	PLUMBER			
N	PROPERTY ASSESSOR III			
E	ADMINISTRATIVE SERVICES COORDINATOR - PRFM			
E	ADMINISTRATIVE SERVICES MANAGER - VT			
E	ASSISTANT TO FIRE CHIEF			
E	BUDGET ANALYST			
E	CITY SEALER			
E	CLUBHOUSE SUPERVISOR - PRFM			
E	ECONOMIC DEVELOPMENT SPECIALIST			
E	FISCAL RESOURCES MANAGER - POLICE			
E	HOUSING COORDINATOR			
E	INSTRUMENT & CONTROL SYSTEMS TECHNICIAN			
E	MANAGERIAL ACCOUNT COORDINATOR - DPW			
E	MOBILITY MANAGER - VT			
E	NETWORK SERVICES SUPERVISOR			
E	OFFICE MANAGER - DPW			
E	PARKING UTILITY MANAGER			
E	PRINCIPAL PLANNER			
E	PURCHASING MANAGER			
E	RECREATION PROGRAMMER			
	Pay Grade L	\$29.19	\$36.49	\$43.79
E	ASSISTANT CITY ATTORNEY I			
E	CUSTOMER SERVICE ACCOUNTING SUPERVISOR			
E	DIVERSITY EQUITY AND INCLUSION COORDINATOR			
E	EMERGENCY MANAGEMENT COORDINATOR			
E	ENTERPRISE ACCOUNTING MANAGER			
E	FIRE PROTECTION ENGINEER			
E	HR GENERALIST			
E	LEAD SYSTEMS ANALYST			
E	LIBRARY SUPERVISOR			
E	PARATRANSIT COORDINATOR/OPERATIONS SUPERVISOR			
E	SENIOR COMMUNICATIONS SPECIALIST - MAYOR			
E	TRANSIT MAINTENANCE/OPERATIONS SUPERVISOR			
E	TRANSIT OPERATIONS SPECIALIST			
E	TRANSIT OPERATIONS SUPERVISOR			
	Pay Grade M	\$31.09	\$38.86	\$46.63
E	ADMINISTRATIVE SERVICES SUPERVISOR - POLICE			
E	ENVIRONMENTAL PROGRAM COORDINATOR - UTILITIES			
E	OPERATIONS SUPERVISOR - DPW			
E	OPERATIONS SUPERVISOR-ENGINEERING			
E	RECREATION MANAGER			
E	SOFTWARE ENGINEER			
E	SUPERVISOR ENVIRONMENTAL HEALTH			
E	TECHNICAL SERVICES MANAGER - UTILITIES			

	Pay Grade N	\$32.98	\$41.22	\$49.46
E	CITY CLERK			
E	INSPECTIONS SUPERVISOR			
E	NETWORK ADMINISTRATOR			
E	OPERATIONS SUPERVISOR-CEA			
E	OPERATIONS SUPERVISOR-CITY FORESTER			
E	POLICE LIEUTENANT			
E	PROFESSIONAL ENGINEER			
E	PROFESSIONAL ENGINEER - TRAFFIC			
E	RISK MANAGER			
E	STAFF DEVELOPMENT/TRAINING COORD			
E	WATER OPERATIONS SUPERVISOR			
E	WW OPERATIONS SUPERVISOR			
	Pay Grade O	\$34.86	\$43.58	\$52.30
E	ASSISTANT CITY ATTORNEY II			
E	ASSISTANT CITY ENGINEER			
E	FACILITIES MANAGER			
E	FACILITIES PROJECT MANAGER			
E	FIRE BATTALION CHIEF			
E	GOLF COURSE SUPERINTENDENT			
E	GROUNDS MANAGER			
E	POLICE CAPTAIN			
E	TRAFFIC ENGINEER			
	Pay Grade P	\$36.76	\$45.95	\$55.14
E	ASSISTANT CHIEF - POLICE			
E	ASSISTANT GENERAL MANAGER			
E	ASSISTANT LIBRARY DIRECTOR			
E	CITY ASSESSOR			
E	DEPUTY CITY ATTORNEY			
E	DEPUTY DIRECTOR COMMUNITY ECONOMIC DEVELOPMENT			
E	DEPUTY DIRECTOR FINANCE			
E	DEPUTY DIRECTOR HEALTH			
E	DEPUTY DIRECTOR HUMAN RESOURCES			
E	DEPUTY DIRECTOR OPERATIONS			
E	DEPUTY DIRECTOR PARKS RECREATION & FACILITIES MGMT			
E	DEPUTY DIRECTOR UTILITIES			
E	DEPUTY FIRE CHIEF			
	Pay Grade Q	\$38.65	\$48.31	\$57.97
E	NOTHING ASSIGNED			
	Pay Grade R	\$40.53	\$50.66	\$60.79
E	DEPUTY DIRECTOR/CITY ENGINEER			
E	MAYOR - (elected)			
	Pay Grade S	\$43.35	\$54.19	\$65.03
E	FIRE CHIEF			
E	GENERAL MANAGER			
E	HEALTH OFFICER			
E	LIBRARY DIRECTOR			
E	UTILITIES DIRECTOR			
	Pay Grade T	\$47.11	\$58.89	\$70.67
E	CITY ATTORNEY - (elected)			
E	DIRECTOR COMMUNITY & ECONOMIC DEVELOPMENT			
E	DIRECTOR PARKS/RECREATION/FACILITIES MANGEMENT			
E	FINANCE DIRECTOR			
E	HUMAN RESOURCES DIRECTOR			
E	INFORMATION TECHNOLOGY DIRECTOR			
E	POLICE CHIEF			
E	PUBLIC WORKS DIRECTOR			

2022 SEASONAL/RECREATION PAY SCHEDULE

WIAA Certified Sports Officials	\$26.20 per game
Certified Fitness Instructor	\$26.20 per class
Background Investigator	\$29.33 per hour
Chief Election Inspector & co-chief	\$12.90 per hour
Election Inspector	\$9.92 per hour

PAY GRADE	1st Year	2nd Year	3rd Year	4th Year
GRADE 8	\$15.56	\$16.19	\$16.83	\$17.44
Adult Sport Official (non-certified) <i>Adult Flag Football</i> Youth Sport Official III Recreation/Sports Instructor III (non-certified) <i>Adult Fitness Instructor (Zumba, Outdoor Bootcamp)</i> Activity Coordinator III <i>Assistant Clubhouse Supervisor</i> <i>Playground Coordinator</i>				
GRADE 7	\$13.66	\$14.29	\$14.91	\$15.56
Code Compliance Inspector Activity Coordinator II <i>Assistant Playground Coordinator</i> Recreation/Sports Instructor II <i>Dance Instructor</i> <i>Preschool Instructors (Jr. Clubhouse, Teacher and Me)</i> <i>Adult Instructor (Spanish, Special Events)</i> Facility Manager III Pool Manager				
GRADE 6	\$12.82	\$13.46	\$14.09	\$14.69
Lifeguard III/Swim Instructor Concession Manager				
GRADE 5	\$12.04	\$12.65	\$13.27	\$13.90
Engineering Aide-Inspection/drafting survey Engineering Aide-Traffic Activity Coordinator I <i>Youth Sports - Assistant Coordinator</i> Facility Manager II <i>League Facility Supervisor</i> <i>Director of Instruction-Swim Lessons</i> <i>Scheig Center Attendant</i> <i>Maintenance Lead Outdoor Pools</i> Recreation/Sports Instructor I <i>Bike Safety Instructor</i> <i>Camp Instructor (Tennis, Soccer, Baseball, Golf, Sports Exploration)</i> Youth Sport Official II Lifeguard II/Swim Instructor				
GRADE 4	\$10.98	\$11.58	\$12.22	\$12.90
Laborer Program Activity Leader II <i>Camp Supervisor</i> <i>Playground Leader</i> Facility Manager I <i>Clubhouse Attendant</i> <i>Facility Supervisor-Winter Recreation Center</i> Student Intern Lifeguard/Swim Instructors				
GRADE 3	\$9.92	\$10.52	\$11.18	\$11.89
Program/Activity Leader I <i>Assistant Dance Instructor</i> Customer Service Associate <i>Outside Operations (Golf)</i> Pool Cashier, Concessionaire Youth Sports Official I				
GRADE 2	\$8.99	\$9.29	\$9.63	\$9.92
none				
GRADE 1	\$8.37	\$8.49	\$8.63	\$8.76
Scorekeeper <i>Basketball</i> <i>Flag Football - Youth and Adult</i> Attendant/Grounds Personnel <i>Concessions/Beverage Cart</i> <i>Water Slide Attendant</i> Grounds Personnel				

CITY OF APPLETON

HUMAN RESOURCES DEPARTMENT



100 N. Appleton Street
Appleton, WI 54911



(920) 832-6458



(920) 832-5845



humanresources@appleton.org

To: Human Resources/IT Committee and Common Council Members

From: Jay Ratchman, Human Resources Director

Date: November 29, 2021

Re: Exception to Salary Administration Policy

The 2022 Budget included an allocation of a 2.5% merit increase for the non-represented employees. The current policy would have the 2.5% increase allocated to departments for granting pay for performance increases within their respective departments. As a leadership team, we have discussed this and are recommending a deviation from the policy for allocation of raises for 2022. The team proposed that the 2.5% increase be granted as an across-the-board increase to all employees. Employees with an inconsistent rating would not be eligible for the across-the-board adjustment until the rating is brought up to a consistent level and maintained for a period of at least 90 days.

Below is the relevant section of the Salary Administration Policy:

Pay for Performance

The amount allocated for performance pay shall be established each year by the Mayor and included in the annual budget, subject to approval by the Common Council. Upon approval of the budget the amount will be divided and allocated to each individual department based on total base wages of eligible employees within the plan. Upon conclusion of the annual employee performance review process, individual department directors will then divide the allocated amount to individual employees within their department based on the employee's annual performance evaluation score.

Please contact me if you have any questions regarding this recommendation.

CITY OF APPLETON POLICY	TITLE: CODE OF CONDUCT	
ISSUE DATE: November 2, 2000	LAST UPDATE: June 2002 September 10, 2003 February 16, 2006 October 15, 2010 June 2013; February 2020 <u>November 2021</u>	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: Applies to all employees and volunteers	TOTAL PAGES: 7
Reviewed by Legal Services Date: September 2000 June 2002 September 2003 February 16, 2006 October 14, 2010 June 23, 2013 February 2014 April 14, 2020	Committee Approval Date: October 2000 September 2003 February 22, 2006 December 8, 2010 July 15, 2013 February 10, 2014 June 10, 2020	Council Approval Date: November 2000 October 2003 March 1, 2006 December 15, 2010 July 24, 2013 February 19, 2014 June 2020 (informationally)

I. PURPOSE

The purpose of this policy is to provide guidelines regarding expectations for the conduct of employees and volunteers while working for or representing the City of Appleton.

II. POLICY

It is the policy of the City of Appleton that all City employees and volunteers act in an ethical manner when working with other employees, volunteers, elected officials or outside publics. Each employee, elected official and volunteer has a responsibility to the City of Appleton and its citizens to place loyalty to the laws and ethical principles above private gain or personal preference. To ensure that every citizen can have complete confidence in the integrity of the government of the City of Appleton, each employee, elected official and volunteer shall respect and adhere to the principles of the code of conduct set forth in this policy.

Any violations of these expectations will not be tolerated and will be subject to discipline, up to and including termination. While specific examples are offered to illustrate various situations, these examples are not all-inclusive.

A. Ethical Standards and Expectations

1. Harassment and Discrimination

- a. Harassment: Per its Harassment and Discrimination Policy, the City of Appleton will not tolerate any form of sexual harassment. All violations of this policy should be immediately reported to the Human Resources Department, the Legal Services Department, any supervisor, or any state or federal agency (as outlined in the policy).

b. **Discrimination:** It is the official policy of the City of Appleton to provide equal employment opportunities for all qualified and qualifiable persons without regard to race, color, creed, religion, national origin, ancestry, age, sex/gender, handicap or disability, arrest/conviction record, marital status, sexual orientation, gender identity and gender expression, political affiliation, results of genetic testing, honesty testing, pregnancy or childbirth, military service, disabled veteran or covered veteran status service in the U.S. Armed Forces, the State Defense force, National Guard of any state, or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification or substantially relate to the circumstances of a particular job or licensed activity, and with proper regard for privacy and constitutional rights as citizens. This equal employment opportunity is applicable to all phases of employment including job restructuring, reasonable accommodation for disabled individuals, recruitment, selection, promotion, transfer, compensation, lay-off, re-call, training and development, corrective action, demotion, termination and all other components of the City of Appleton Human Resources system.

2. **Drug and Alcohol Use**

The manufacture, possession, distribution, dispensation, sale or use of alcohol, drugs and/or other controlled substances by employees or volunteers on City premises is prohibited. No employee may show up for work while under the influence of alcohol, illegal drugs or other controlled substances. If an employee is taking prescription drugs that could interfere with the employee's work performance, the employee should notify the employee's supervisor in writing by using the form in the Drug and Alcohol policy. For additional information refer to the City of Appleton Drug Free Workplace Policy.

3. **Use of City property**

The City of Appleton expects that employees and volunteers will not:

- a. Obtain, use or divert City of Appleton property, including records, for personal use and/or benefit.
- b. Materially alter or destroy City of Appleton property or records without proper authorization.
- c. Borrow or use City of Appleton property, unless for City work-related use. Any removal of City of Appleton property for personal non-work related use is not permissible, with or without prior supervisory approval. Borrowing and use of electronic communications is outlined in the Privacy and Electronic Communications Policies.

If an employee volunteers on their own time to make a presentation, conduct a demonstration, or conduct public education involving their department's purpose and responsibilities, the employee may borrow City of Appleton equipment with the prior approval of their supervisor.

d. **Disposal of Property from Public**

Property obtained from the public (for example: disposal at the Municipal Services Building) shall be considered City property. Once City property, the guidelines from c above will apply.

4. Workplace Safety

All employees and volunteers are expected to follow and adhere to safety policies (as outlined in the City Safety Policies) to ensure a safe work environment for all employees.

5. Firearms-weapons

City of Appleton employees are prohibited from bringing firearms or weapons into any City-owned or occupied building or facility, or carrying firearms or weapons in/on any City-owned vehicle or City equipment during the course of their job duties unless a weapon is part of the standard equipment required for the job. If a City employee chooses to bring a firearm in their personal vehicle on to City grounds, the firearm must be unloaded and stored out of sight in the vehicle.

Notes: Employees may carry pepper spray or other similar legal products for purposes of personal protection. With the Department Director's authorization, members of the Appleton Fire Department, Appleton Police Department and Parks, Recreation and Facilities Management Department Operations staff may carry a non-household purpose knife with a blade up to 4" long to assist in performing their job responsibilities.

6. Attendance/Appropriate Use of Paid Leave

Attendance is an essential requirement of every job to ensure we can provide the best service to our customers every day. In order to provide these services, employees are expected to use paid leave appropriately and communicate effectively when not expected to be available for work.

Sick leave is defined as paid time away from work that is used to care for yourself, domestic partner (as defined in the Fringe Benefit policy) or immediately family member (as defined in the Fringe Benefit policy) living in an employee's residence due to an illness or injury. It can also be used to attend doctors' appointments as defined in City policy, collective bargaining agreements or Family Medical Leave Act requirements.

If an employee is sick or desires to use leave for an absence, they should use their department's call-in procedure each time they are absent.

Employees are expected to report to work regularly, physically and mentally fit to perform their job. Employees are expected to take only authorized absences (e.g. pre-approval from their supervisor). If an employee does not show or call for one day (job abandonment) or chooses to take an unauthorized absence, they will only be able to substitute paid leave for this time if extenuating circumstances exist (e.g. car accident or unexpected hospitalization).

7. Accurate books and records

All City employees and volunteers must:

- a. Not intentionally include any false or misleading entries in any City books or records.
- b. Not intentionally destroy City records or information without prior consent from their supervisor.
- c. Not create or participate in the creation of any records which are intended to conceal anything improper.
- d. Volunteer knowledge of any untruthful or inaccurate statements or records whether intentionally or unintentionally made.
- e. Bring to the attention of a supervisor, transactions that do not seem to serve a legitimate purpose or that appear questionable.
- f. Immediately correct and record all errors and adjustments when discovered
- g. Honestly and fairly record information about job responsibilities, including attendance, time records and expense reports.
- h. Not make financial arrangements for themselves or other City employees with a customer or supplier (for example: over-invoicing).
- i. Not falsify records.
- j. Not disclose confidential records or information protected by State and Federal law.

78. -Expense Reimbursement

The City of Appleton reimburses its employees for expenses incurred when conducting City business with supervisory approval. City employees should use caution when incurring business expenses and be fiscally responsible when choosing accommodations (for example: expensive hotel accommodations or accommodations for family members not related to City business). Supervisors have the responsibility to judge the reasonableness of expenses incurred by employees.

89.-City of Appleton Logo

The City of Appleton logo should be used per standards set by the Mayor's office (for example: color). The logo or the City's identity should not be used for personal gain (for example: because of your association with the City, you receive a discount on a personal purchase). When wearing a City-logoed uniform or approved business apparel, the employee represents the image of the City whether or not the employee is on work time and should not engage in unbecoming behavior.

910.-Gifts

No staff member should solicit gifts, awards, rewards or favors. However, the City recognizes that periodically, unsolicited gifts or favors are often offered to City employees and volunteers as a token of appreciation.

Per section 19.59 Wisconsin Statue and Chapter ER-MRS 24 Wisconsin Administrative Code, the following guidelines shall be adhered to regarding accepting gifts, "No employee may solicit or accept from any person or organization, directly or indirectly, money or anything of value if it could reasonably be expected to influence such employee's official actions or judgement, or could reasonably be considered as a reward for any official action or inaction on the part of such employee."

Should such an influential gift or favor be offered, provided or delivered to someone who has direct authority over business decisions with the vendor/gift source, a legal determination shall be made on whether or not such item or reward may be accepted or utilized. Employees should refer each case to the Legal Services Department for determination.

The City realizes, particularly during the holiday season, departments or individuals may receive gifts as tokens of appreciation from outside sources. If the recipient has direct authority over business decisions with the giving party/vendor and the gift is substantial or significant the recipient should consult with the Legal Services Department on what action to take regarding the gift.

~~40~~11. Employee Participation in Political Affairs

The City of Appleton respects the right of all employees and volunteers as individuals to become involved in civic affairs and participate in the political process.

While employees may volunteer their services for political purposes, such services must be rendered on their own time and at their own expense. Should an employee choose to speak on political issues, the employee must make it clear that the comments or statements made are the employee's own, and not of the City of Appleton. Solicitation of political support must not be done during City hours of operation (for example: collecting signatures for nomination during hours of operation on City premises).

~~41~~12. Improper Advantage

City of Appleton employees should avoid taking advantage of their official position for private or personal benefit. Public duties shall be carried out objectively and without consideration of personal or financial gain. Information not in the public domain, that is obtained in the course of official duties, should not be turned to private advantage, even after leaving public office. By the same token, public property or services must not be used for personal gain.

~~42~~13. Personal Business

Conducting personal business for profit (for example: selling Mary Kay) during City operating hours is not permissible. Any solicitation for non-City purposes (for example: selling candy bars for your son's school class) must have prior approval from the employee's supervisor.

~~43~~14. Gambling

Gambling for personal or monetary gain is not permitted on City premises.

~~44~~15. Nepotism

A supervisor shall not appoint a person who is a relative or significant other of themselves to a position that is funded by the supervisor's budget or to a position that operates under the supervisor's direct or indirect supervision (unless in non-routine, emergency situations or conditions). For purposes of this policy, the term "relative" shall include the supervisor's spouse, registered or unregistered domestic partner, or any one of the following: parent, child, uncle, aunt, brother, sister, niece, nephew, or any of the same relatives of the supervisor's spouse. The term "significant other"

shall include a person with whom the supervisor cohabits or with whom the supervisor maintains an intimate relationship.

If, during employment, a supervisor and subordinate become spouses, registered or unregistered domestic partners, or develop a “significant other relationship,” one of the parties must either transfer to a position in another department/division or terminate employment within six months of the marriage or the beginning of the “significant other” or domestic partner relationship.

If the supervisor becomes a relative of a subordinate as the result of a marriage or domestic partnership within the supervisor’s family, the relationship must be reported to the supervisor’s supervisor and the Director of Human Resources within 30 days of marriage. The individual’s supervisor and the Director of Human Resources may meet with the supervisor and subordinate to determine an appropriate employment continuation agreement.

When an applicant is a relative of a staff person involved in the selection process, the relationship must be revealed by the staff person to the Human Resources Director in advance of the final selection process. The staff person is not allowed to participate in the final selection decision.

This section of the policy does not exist for the purpose of depriving any citizen of an equal opportunity for City employment. It serves to eliminate the possibility of preferential treatment given in favor of relatives or significant others in employment decisions.

~~15~~16. Improper Acts of Conduct

- a. Any act that is subject to prosecution under criminal or civil codes of law is prohibited.
- b. Dishonesty, theft or destruction of City equipment or property.
- c. Work stoppage such as strike or slowdown.
- d. Violation of policy or department work rules.
- e. Incarceration or unavailability for work.
- f. Unbecoming conduct on or off-duty where such conduct results in one of the following:
 - ❑ Injury or damage to the employer’s reputation or business;
 - ❑ The employee’s substantial inability to report to work;
 - ❑ The employee’s unsuitability for continued employment;
 - ❑ Co-workers refusal to work with the off-duty offender or danger to other employees.
- g. Insubordination (an act of deliberately disobeying a directive, unless the directive is illegal or violates City safety policy)

~~16~~17. Bidding on City property on eBay or any other City run auction site

When the City sells surplus items on eBay, City employees, elected officials or volunteers shall not directly bid on the items. This activity—called shill bidding—is prohibited in the eBay User Agreement and can result in loss of the City’s use of eBay as a selling tool. City employees, elected officials and volunteers may use eBay purchase options—such as Buy It Now—that do not involve bidding.

B. Responsibilities

1. Supervisory Responsibilities

Supervisors shall be responsible for ensuring an ethical, positive, productive and safe workplace. This responsibility includes the following:

- a. Monitoring the work environment for signs of inappropriate behavior;
- b. Informing employees on the types of behavior prohibited and informing employees about the City's expectations and procedures for reporting inappropriate behavior;
- c. Stopping any observed behavior that may be considered unethical or inappropriate and taking appropriate steps to intervene and report the behavior to the department director, Human Resources Department, Legal Services Department or Mayor's office, whether or not the involved employees are within the supervisor's line of supervision; and
- d. Assisting any employee of the City who comes to that supervisor with a concern of inappropriate behavior in documenting and filing a complaint with the Human Resources Department, Legal Services Department, Mayor's Office or other reporting authority as designated by the City.
- e. Taking immediate action to prevent retaliation toward the complaining party and to eliminate any similar conduct where there has been a complaint of inappropriate behavior, pending investigation. If a situation requires separation of the parties, care shall be taken to avoid actions that appear to negatively impact the complainant. Transfer or reassignment of any of the parties involved shall be voluntary if possible and, if non-voluntary, shall be temporary pending the outcome of the investigation.
- f. Failing to carry out these responsibilities will be considered in any performance evaluation or promotional decisions and may be grounds for discipline, up to and including discharge.

2. Employee and Volunteer Responsibilities

- a. Each employee and volunteer, including supervisors, of the City is responsible for assisting in the prevention of inappropriate behavior by taking the following steps:
 1. Refraining from participation in, or encouragement of, actions that could be perceived as inappropriate; and
 2. Reporting to a supervisor any inappropriate or unsafe behavior;
 3. Employees are expected to cooperate fully in any investigation, whether or not they are directly involved in the alleged inappropriate behavior.

Any employee or volunteer who fails to comply with this policy or who withholds information during the course of an investigation regarding possible violations of this policy is subject to discipline up to and including discharge. Depending on the nature of the non-compliance, the

City of Appleton may report the non-compliance to the appropriate authorities.

For questions regarding this policy, please contact the Human Resources Department or Legal Services Department.

TITLE: ATTENDANCE POLICY		CITY OF APPLETON POLICY
ISSUE DATE:	LAST UPDATE: February 18, 2008 May 6, 2008 (Administrative) December 2015	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	POLICY AUDIENCE: All City of Appleton Employees	TOTAL PAGES: 11
Reviewed by Legal Services Date: January 4, 2008 January 15, 2016	Committee Approval Date: January 9, 2008 February 27, 2008 April 11, 2016	Council Approval Date: January 16, 2008 March 5, 2008 April 20, 2016

I. ~~PURPOSE~~

~~The purpose of this policy is to: communicate attendance expectations to all employees; provide attendance guidelines and standards for employees to ensure maximum productivity and morale; and establish consistent guidelines and standards for supervisors to follow when managing employees' attendance, with an emphasis on prevention rather than discipline.~~

II. ~~POLICY~~

~~It is the policy of the City of Appleton to require regular, reliable and punctual attendance. Attendance is an essential requirement of every job. The City of Appleton operates to provide essential services for residents and visitors to meet its mission of serving community needs and enhancing the quality of life. In order to provide these services, all employees are expected to report to work regularly, on time, and physically and mentally fit to perform their job.~~

~~A Collective Bargaining Agreement with more specific language than what is in the policy shall be the language applied.~~

III. ~~DISCUSSION~~

~~Employee absenteeism increases the cost of City operations. In addition to the direct costs of paid leave time and replacement workers, there are many indirect costs associated with absenteeism, including decreased customer service levels, reduced efficiency, and negative impacts on fellow employees. This policy balances the needs of employees for time away from their job with the equal needs of the City to have a reliable work force. City departments are expected to use this policy as a minimum standard. Each department director has the authority to set higher expectations than those listed in this policy.~~

IV. ~~DEFINITIONS~~

A. ~~Sick leave:~~ paid time away from work to be used when an absence from work is necessary for the employee, or domestic partner or immediate family member living in the employee's residence due to illness or injury or to attend doctor appointments or as defined in City policy, collective bargaining agreement, or Family Medical Leave Act (FMLA) guidelines. ~~Employees are encouraged to schedule appointments outside of the workday.~~

B. ~~Sick Leave Abuse:~~ the use of sick leave for purposes other than those outlined in the collective bargaining agreements, City policy or FMLA guidelines (e.g., using sick leave to attend court).

- ~~C. — **Call-in procedure:** The process an employee must follow to notify their supervisor they will not be at work.~~
- ~~D. — **Job Abandonment:** An employee will be considered to have abandoned their job if they are a no-call, no-show for more than one working day or as outlined in the employee's collective bargaining agreement. Paid leave, such as vacation, paid time off and sick leave, may not be substituted to excuse an unauthorized absence, unless extenuating circumstances exist (the Human Resources Department Director must give final approval).~~
- ~~E. — **Paid Time Off (PTO):** in this policy, when the term PTO is used, it refers to PTO used as sick leave (e.g., doctor's appointments, sick time away from the office, etc.). Employees should use the code "PS" in their time records to indicate PTO time used for non-FMLA sick leave.~~
- ~~F. — **Unauthorized Absence:** Failure to report for and remain at work as scheduled. This includes late arrival at work, leaving early, or unauthorized time away from work during the employee's scheduled work hours.~~
- ~~G. — **Sick Leave Usage Ratings (includes PTO used for sick leave or sick leave):**~~
- ~~1. **Excellent:** 8 hours or less of non-FMLA sick leave usage during a calendar year.~~
 - ~~2. **Good:** More than 8 hours but not more than 24 total hours of non-FMLA sick leave usage in a calendar year.~~
 - ~~3. **Adequate:** More than 24 but not more than 48 hours of non-FMLA sick leave usage in a calendar year.~~
 - ~~4. **Needs Improvement:** More than 48 but not more than 72 total hours of non-FMLA sick leave usage in a calendar year.~~
 - ~~5. **Poor:** More than 72 total hours of non-FMLA sick leave usage in a calendar year OR a noticeable pattern* to absences is present.~~

~~These usage ratings are based on full-time status. Part-time employees' leave usage ratings will be evaluated on a pro-rated basis (e.g., "Excellent" for a .5 full-time equivalent position would be 4 hours or less of non-FMLA sick leave usage during a calendar year).~~

- ~~H. — **Sick Leave Usage Ratings for Fire Personnel working a 24-hour shift (includes PTO used for sick leave or sick leave):**~~
- ~~1. **Excellent:** 12 hours or less of non-FMLA sick leave usage during a calendar year.~~
 - ~~2. **Good:** More than 12 hours but not more than 36 total hours of non-FMLA sick leave usage in a calendar year.~~
 - ~~3. **Adequate:** More than 36 but not more than 72 hours of non-FMLA sick leave usage in a calendar year.~~
 - ~~4. **Needs Improvement:** More than 72 but not more than 108 total hours of non-FMLA sick leave usage in a calendar year.~~
 - ~~5. **Poor:** More than 108 total hours of non-FMLA sick leave usage in a calendar year OR a noticeable pattern* to absences is present.~~

~~*Note: Certain patterns of absenteeism may fall into the Poor category regardless of the total hours of non-FMLA usage in a calendar year. Indicators of a poor rating may include: frequency or length of absences; amount of accrued sick leave in relation to years of service; annual sick leave usage that consistently is below adequate for multiple years; or poor or decreasing work performance.~~

~~G. **Patterns of Use:** Sick leave that is taken on a regular or recurring basis. Examples include: sick leave taken on Fridays or Mondays, before or after holidays, before or after vacation periods or other days off, sick leave taken on days previously denied for other leave, sick leave taken to avoid undesirable job tasks, or sick leave usage that creates a pattern (e.g., taking multiple Tuesday afternoons off).~~

~~V. **RESPONSIBILITIES**~~

~~A. **Department Director Responsibilities**~~

~~Department Directors are responsible for:~~

- ~~1. Analyzing attendance records and addressing those employees who have Needs Improvement or Poor sick leave usage ratings, suspicious usage patterns or sick leave abuse.~~
- ~~2. Including “Managing” in each supervisor’s goals and holding each supervisor accountable for monitoring and addressing employees who have Needs Improvement or Poor sick leave usage ratings, suspicious usage patterns or possible sick leave abuse by his/her employees.~~
- ~~3. Ensuring consistent enforcement of attendance and punctuality standards for all employees within their department.~~
- ~~4. Identifying and communicating their department’s procedure that all employees are expected to follow when requesting sick leave or PTO used as sick leave.~~
- ~~5. Leading by example for their employees when utilizing sick leave or PTO used as sick leave.~~

~~B. **Supervisor Responsibilities**~~

~~Supervisors are responsible for:~~

- ~~1. Holding their staff accountable to the guidelines within this policy.~~
- ~~2. Following up with any employee who has a Needs Improvement or Poor sick leave usage rating, sick leave suspicious usage patterns, or sick leave abuse, and maintaining documentation on how they are addressing these issues.~~
- ~~3. Discussing attendance and punctuality guidelines with all of their employees on a regular basis.~~
- ~~4. Leading by example for their employees when utilizing sick leave or PTO used as sick leave.~~

~~C. **Employee Responsibilities**~~

~~Employees are responsible for:~~

- ~~1. Utilizing sick leave for appropriate and legitimate reasons.~~
- ~~2. Using their departmental call-in procedure, when requesting sick leave or PTO used as sick leave.~~
- ~~3. Personally calling, **unless extenuating circumstances**, each time they are sick or tardy for non-FMLA reasons, including providing a number where they can be reached during their regularly scheduled work hours.~~
- ~~4. Working on all scheduled workdays and during all scheduled work hours, and reporting to work on time.~~
- ~~5. Submitting a completed Return-to-Work slip after a non-FMLA absence of more than three days prior to returning to work.~~

~~***For those employees with a Needs Improvement or Poor sick leave usage rating:***~~

- ~~6. Responding to the questions from Exhibit 4 when calling in.~~
- ~~7. Providing documentation from their physician when requested.~~

~~VI. PROCEDURES~~

~~A. Supervisor Procedures~~

~~To manage sick leave usage within their work area, all supervisors should:~~

- ~~1. **Analyze Attendance Records.** Supervisors should regularly review employee attendance records for evidence of sick leave usage that falls into the Needs Improvement or Poor categories, suspicious patterns of use, or possible sick leave abuse. Supervisors should work with their Department Director to review quarterly sick leave reports for their employees.~~
- ~~2. **Ensure Appropriate Use.** Supervisors should ensure that the reason for the use of sick leave is allowable under the terms of the collective bargaining agreement or City policy.~~
- ~~3. **Monitor and track their employees' sick leave** (see Exhibit 1) to identify sick leave usage in the Needs Improvement or Poor categories, possible suspicious usage patterns, or sick leave abuse, and follow up promptly. To identify sick leave use problems, supervisors should consider:
 - ~~a. The frequency of and reasons for sick leave.~~
 - ~~b. Non FMLA sick leave usage that consistently is in the Needs Improvement or Poor categories each year.~~
 - ~~c. Possible patterns of sick leave.~~
 - ~~d. The impact of the employee's absences on the workplace (e.g., disruptions in work schedules, overtime costs, incomplete projects).~~~~

~~When a supervisor has reason to suspect that an employee is abusing sick leave or if the employee's sick leave usage rating is Needs Improvement or Poor, the supervisor may require the employee to provide documentation from his/her doctor for a period of time (as deemed by the department) to verify legitimate use of sick leave. If there is a question about whether it is legitimate use of sick leave, the sick leave request should be denied until the employee provides satisfactory evidence of appropriate sick leave usage. If there is evidence of sick leave abuse, supervisors should contact Human Resources who will assist with following up on the issue.~~

- ~~4. **Respond to Sick Leave Problems.** If the supervisor determines a problem may exist, the supervisor shall:
 - ~~a. Counsel the employee on his/her use of sick leave and the impact on his/her work performance and the work environment.~~
 - ~~b. If the sick leave usage may qualify for FMLA or if the employee requests FMLA, provide the employee with an FMLA packet within two business days. Let the employee know it may be counted as FMLA, depending upon the circumstances.~~
 - ~~c. Notify the employee that if he/she has suspicious usage patterns, continues to have a sick leave usage rating of Needs Improvement or Poor, the City may require him/her to see the City's occupational health provider and/or provide a note from a physician detailing the reasons for his/her absences. After a leave of more than three consecutive scheduled workdays (or as outlined in the employee's collective bargaining agreement), the employee must provide a return-to-work slip (Exhibit 2) or medical certification that includes similar content **prior** to returning to work.~~~~

- d. Document all these actions and follow up in writing if the employee continues to have a Needs Improvement or Poor sick leave usage rating.

5. Document for Employee Records

If the employee's attendance record has impacted his/her ability to complete the tasks in his/her job, supervisors should reflect this in the employee's performance review or personnel records. This may include constructive feedback on how the employee's sick leave usage has been detrimental to his/her work performance, or how it has affected City and departmental operations. Supervisors should note if there have been areas of concern, including Needs Improvement or Poor sick leave usage ratings, or substantiated suspicious usage patterns or sick leave abuse.

If not noted in the employee's performance review, supervisors should document each employee's sick leave usage in a separate memo (Exhibit 3) each year.

6. Provide Recognition/Consequences

Supervisors should recognize good attendance through documentation for the employee's personnel file or through appropriate incentives, which may include using departmental budget dollars designated for employee recognition or other non-monetary rewards such as flexible work hours, or first rights to trade days. Conversely, supervisors also have the right to suspend or discontinue employee privileges, such as using comp time, working a flex schedule, the opportunity to work restricted duty, use of a one-to-one vehicle, working a specific shift, etc. for employees who have a sick leave usage rating in the Needs Improvement or Poor categories or suspicious sick leave patterns, or those who abuse sick leave benefits. If there is a question regarding the appropriateness of an incentive or discontinuation of a privilege, contact Human Resources.

7. Respond to an employee's notification of sick leave

- a. For all employees: if the absence has the potential to qualify for FMLA or the employee requests an FMLA packet, the supervisor must give or mail the FMLA packet to the employee within two business days.
- b. For employees who have a Needs Improvement or Poor sick leave usage rating:
 - i. Upon receipt of notification from the employee, the supervisor will use Exhibit 4 (or similar departmental form) to document the reason for the call. Asking these detailed questions will help to determine if the situation may qualify for FMLA. The completed forms should be kept in the supervisory file unless the situation escalates.
 - ii. For employees who have a Needs Improvement or Poor rating or suspicious usage patterns, or those employees who have abused sick leave benefits: in addition to the initial phone contact, supervisors are expected to follow up with the employee during his/her regularly scheduled shift to determine if the employee will return later that day or for his/her next scheduled work shift. If applicable, the supervisor should advise the employee that they would need to provide documentation to support sick leave usage.

B. Employee Procedures

When requesting sick leave, employees should:

1. **Notify their supervisor**

For all employees:

- a. ~~When calling in sick, employees should use their departmental procedure.~~
- b. ~~The employee must personally make the telephone call. Notification by a friend or relative does not satisfy this notification requirement unless extenuating circumstances exist (e.g., the employee is incapacitated due to an automobile accident).~~
- c. ~~Employees are required to personally call **each time** they are absent or tardy from work for non-FMLA reasons.~~
- d. ~~Employees must provide a number where they can be reached during their regularly scheduled work hours.~~

For employees with a Needs Improvement or Poor rating for non-FMLA sick leave:

- e. ~~Employees must respond to the questions to the best of their ability from their supervisor as outlined in Exhibit 4 when calling in.~~
- f. ~~Employees may be asked to provide their supervisor or their designee with a doctor's certificate if a questionable situation or suspicious patterns exist or whenever they are absent for more than three (3) consecutive scheduled workdays due to illness or injury. (If absent for three days or more (or as outlined by the employee's collective bargaining agreement), the employee should use Exhibit 2 or provide similar medical documentation.) The doctor's documentation must state that the employee is receiving medical care, the days/dates absent as a result of this medical condition, whether or not the employee has any work restrictions, and the approximate date the employee will be able to return to work. This slip shall be forwarded to the employee's supervisor or designee prior to the employee returning to work. If the City chooses to send an employee to see a City-selected physician, the appointment will be during the employee's regularly scheduled work hours and will be paid by the City.~~
- g. ~~Employees shall be available by telephone when using sick leave. Those employees with a Needs Improvement or Poor rating, suspicious sick leave usage or sick leave abuse should expect to receive a phone call from their supervisor at any time during their regularly scheduled work hours.~~

~~2.—Accurately Record Time~~

~~Employees are responsible for accurately recording their time. These time records are considered the employee's written testament that his/her sick leave was used for appropriate reasons as outlined in City policy, collective bargaining agreements, or FMLA guidelines.~~

~~3.—Responsibly Use Sick Time~~

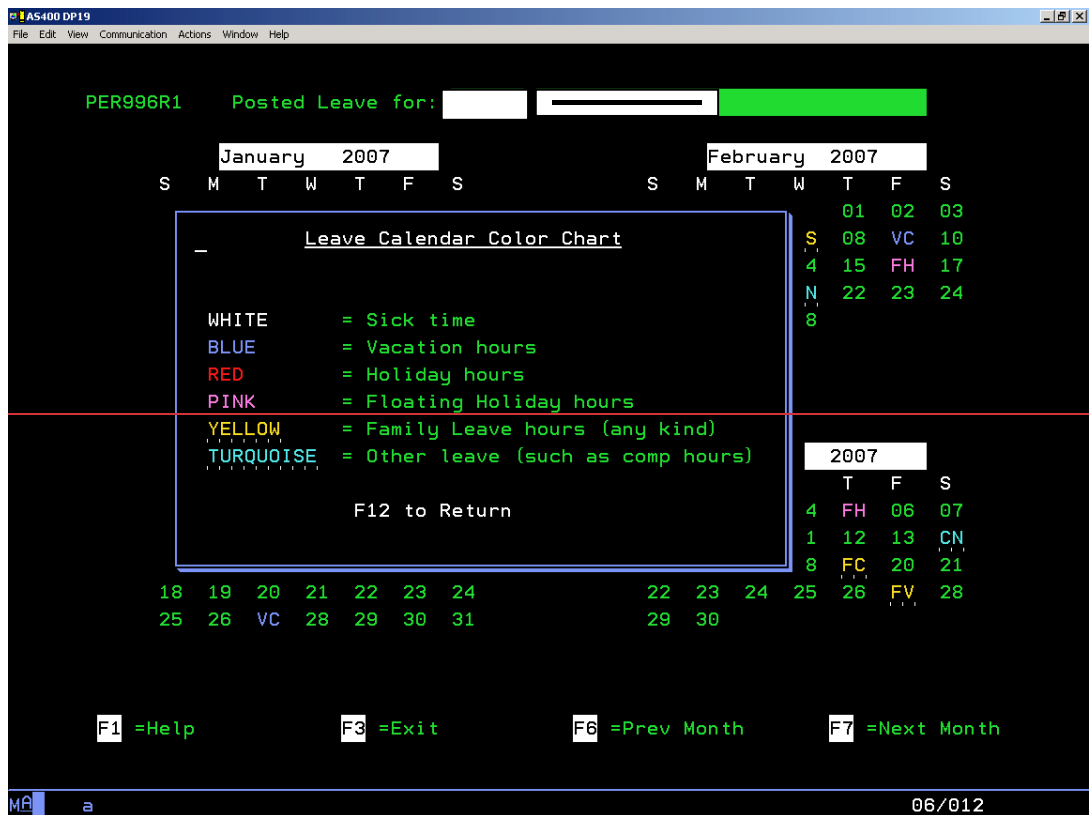
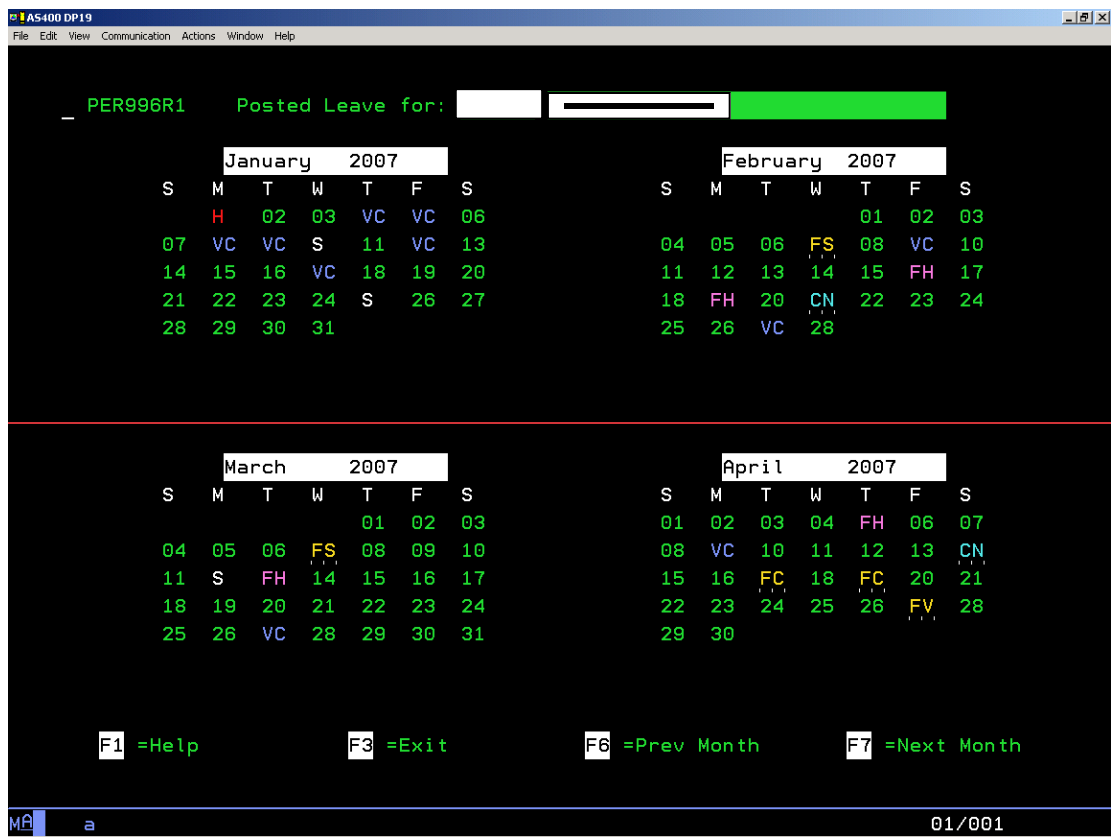
~~Employees are expected to be at work on all scheduled workdays and during all scheduled work hours, and to report to work on time. Employees are also responsible for utilizing sick leave for appropriate and legitimate reasons, including illness, injury or authorized family medical leave, as outlined in the employee's collective bargaining agreement or City policy.~~

~~To the extent permissible by law, an employee's absenteeism and tardiness can negatively impact his/her advancement opportunities and may result in discipline, up to and including discharge.~~

~~4.—Failure to Report to Work~~

~~An employee who fails to appear or report for work as scheduled shall be considered~~

~~absent without approved leave and will not be paid, under any circumstance, for the time during which the employee did not work. Vacation, holiday, PTO and sick leave may not be substituted to excuse an unauthorized or unexcused absence, except when extenuating circumstances exist. An employee will be considered to have abandoned their job if they are a no call, no show for more than one working day or as outlined in City policy or the employee's collective bargaining agreement.~~



EMPLOYEE WORK RESTRICTIONS

Patient Name: _____

Current Job: _____

Physician Name (please print): _____

Part Time 1st Shift Sun. Thurs.

Phone: _____ Fax: _____

Date you saw patient: _____ Time In: _____ Injury Date: _____

Patient Description of Injury: _____

Full Time 2nd shift Mon Fri
Seasonal 3rd shift Tues Sat
Temporary Swing Wed
Next scheduled work day _____ Shift _____
Shift Supervisor: _____

Diagnosis: _____

Treatment: _____

Prescription strength meds orders Yes No. Meds: _____

Plan: _____

DISPOSITION: 1. Patient is unable to work at this time.
2. Recommend his/her return to work with no limitations on (DATE): _____
3. He/She may return (DATE) _____ with a daily time limitation of _____
and/or with the following limitations until _____ or until re-evaluation on _____.

CHECK ONLY AS RELATES TO ABOVE CONDITION

- SEDENTARY WORK. Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.
- LIGHT WORK. Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arms and/or leg controls.
- LIGHT MEDIUM WORK. Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.
- MEDIUM WORK. Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.
- LIGHT HEAVY WORK. Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.
- HEAVY WORK. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

N=Never/Not Able F=Frequent up to 30x/hr.
O=Occasional up to 4 times/hr. C=Constant over 30x/hr.
Specify Restrictions for 24 day

	N	O	F	C	
Sitting/Driving					Lab Work Yes ___ No ___
Standing/Walking					
Climbing					X - Rays Yes ___ No ___
Bending					
Kneeling/Squatting/Crawling					R L BIL
Reaching-Horiz./push-pull					
Reaching-Vert./above shoulder					
Gross Handling					
Finger Manipulation					
Single Grasping					
Repetitive Foot Movement					

OTHER INSTRUCTIONS AND/OR LIMITATIONS: _____

SCHEDULED APPOINTMENTS: _____

Referral Clinic _____ Date: _____ Time: _____

Referral Clinic _____ Date: _____ Time: _____

Time Out: _____ Called Employer Date _____ Signature _____

I hereby authorize my attending physician and/or hospital to release any information or copies thereof acquired in the course of my examination or treatment for the injury identified on this form to my employer or his representative.

PATIENT'S SIGNATURE _____ Date _____

PHYSICIAN'S SIGNATURE _____ Date _____



~~Memorandum~~ - CONFIDENTIAL

To: _____

Date: _____

From: _____

RE: ~~Sick Leave Usage Rating and Comparisons as of (date)~~

~~As part of an initiative to increase sick leave usage awareness, I would like to share your non-FMLA sick leave usage rating for this year in an effort to make you aware of how your usage compares with that of other department employees as well as City-wide.~~

~~Based on the City's Attendance Policy, your use of _____ non-FMLA hours year-to-date falls into the category of:~~

- ~~Excellent~~
- ~~Good~~
- ~~Adequate~~
- ~~Needs Improvement~~
- ~~Poor*~~

~~(* Certain patterns of absenteeism may fall into the POOR category regardless of the total hours of absence.)~~

~~Your non-FMLA sick leave information for 20__ is being shared here to allow you to review your sick leave usage in comparison with all department employees and other City employees.~~

- ~~• The year-to-date average of non-FMLA sick leave use per City employee is _____ hours.~~
- ~~• In total, year-to-date, the _____ Department staff used _____ non-FMLA sick leave hours.~~
- ~~• Your leave represents _____ % of the total non-FMLA sick leave for our department.~~
- ~~• The average for our department's non-FMLA sick leave for 2011 was _____ hours.~~

~~If your sick leave usage rating is in the Needs Improvement or Poor category, you may be asked to comply with the following:~~

- ~~1. You will be asked for a telephone number that you can be reached at and will be expected to check in with your supervisor if that changes for the duration of the shift you called in for.~~
- ~~2. Any absence of more than 3 days will require a return-to-work form (Exhibit 2) or similar medical documentation prior to returning to work.~~
- ~~3. You may be sent to the City's physician for a "Fit for Duty" to return to work for absences of 3 days or more.~~
- ~~4. You will be notified if you will be required to bring in medical documentation for the day of the unexpected absence or you may be sent to the City's physician for illness verification.~~

SICK LEAVE CONTACT REPORT

Supervisor taking/making contact call: _____

Date and time of call: _____

Employee (or person calling in): _____

Type of leave requested (check one) (This request does not indicate approval.)

- (S) Sick for employee
- (SC) Sick child (includes medical appointments for children)
- (SS) Sick spouse
- (DR) Doctor appointment (if FMLA approved, use FS) for the employee only

Time of appt.: _____ Location of appointment: _____

- (FS) FMLA approved sick leave, regardless of whom for
- _____
- Other: _____

What is the nature of your illness?

When do you expect to return to work? (e.g., Can we expect to see you later in your shift?)

Phone #(s) where the employee can be reached during his/her regularly scheduled hours:

Supervisor Follow up

- For employees who have a Needs Improvement or Poor rating or suspicious patterns of sick leave, or for those employees who have abused sick leave benefits:
 - Call the employee later in the shift. Ask how are they feeling and when they anticipate being able to return to work.
 - Remind them that they will need a statement from their doctor. As outlined in this policy, the doctor's certificate must state that the employee is receiving medical care, the days/dates absent as a result of this medical condition, whether or not the employee has any work restrictions, and the approximate date the employee will be able to return to work.
- Let the employee know the absence may or may not be counted against FMLA, depending on the circumstances.
- If the absence has been for more than three consecutive scheduled workdays (or as outlined in the employee's collective bargaining agreement), remind the employee they must provide a return to work slip (Exhibit 2) or similar documentation **prior** to returning to work.
- Follow up as appropriate, including ensuring that sick leave has been reflected accurately in the employee's time records.
- As outlined in the policy, review the employee's sick leave to identify usage patterns or declining usage rating.

This completed form should promptly be returned to the employee's supervisor (if someone other than his/her direct supervisor completed this form).



City of Appleton

Travel*Wise* Guidelines

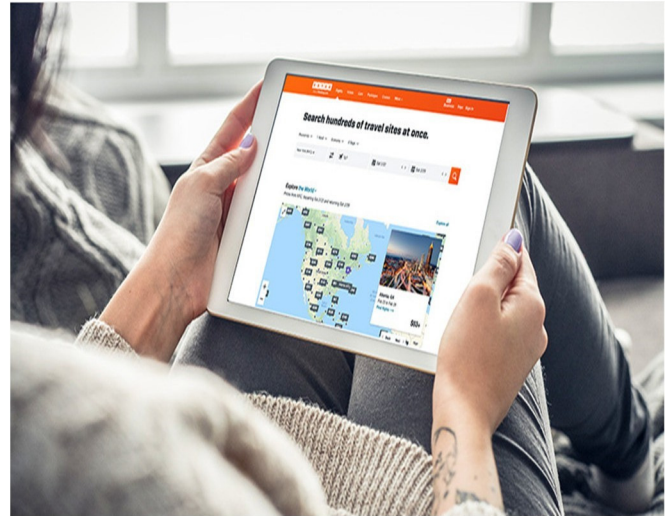
Investing in You to Help You Grow



The City of Appleton believes in investing in our employees to help them grow. We want you to develop in your role and prosper in your career while working for the City of Appleton. As you pursue growth opportunities and travel for your position, you may incur travel expenses during authorized City travel. This guide will help you “TravelWise” and is meant to assist you as you navigate the authorization and reimbursement of those travel expenses.

BEFORE YOU GO

All travel should be pre-approved before incurring expenses. **Please note that this approval process is at the discretion of the department and** may be subject to availability of funding and staffing coverage needs. Please ensure that you receive the authorization from your supervisor prior to incurring any expenses related to the travel. **An optional pre-approval form (Appendix A) is attached and may be used to coordinate pre-travel approval within your department if desired.**



AS YOU TRAVEL

As you plan and travel, please keep this in mind: the City is investing in you to help you grow. Out of respect for this investment and to allow opportunities for others (through the available budget), you are asked to travel at the lowest reasonable cost unless extenuating circumstances exist. Please consider:



Airline/Rail Travel: when searching for flights and rail trips, please be a smart consumer and consider options from both local and regional airports and rail stations, and book in advance to allow for the best travel rates. Baggage will be reimbursed for one suitcase and one carry-on. The cost of cancelling and/or rebooking of travel plans is not reimbursable unless for business reasons (e.g., changed meeting date) or extraordinary circumstances.



Rental Vehicles: rental vehicles are not typically eligible for reimbursement except for extenuating circumstances. If these circumstances necessitate the need for a rental car while traveling, after receiving prior supervisory approval, employees should rent the vehicle from www.budget.com and use the City’s Budget Corporate Discount (BCD) number W265263. Please use your City procurement card to rent the vehicle and purchase the auto liability insurance from the rental company.



Lodging: is reimbursable at a single, standard room rate.



Meals: employees will receive the US General Services Administration (GSA) Standard Continental United States (CONUS) meal and incidental rate for meals purchased during your travel. Any meals provided by the hotel or during your training/travel are not reimbursable. Meal reimbursement is only for meals that are purchased (e.g., please do not claim per diem for skipped meals). This diem is not subject to payroll taxes according to IRS regulations.



Parking/Transportation: parking fees, tolls, taxis, shuttles and rideshares during approved travel are reimbursable. Receipts are only needed if the charge is more than \$50.



Tips: tips for meals are included in the meal reimbursement rate (above). Other tips (e.g., for taxi cab rides, etc.) should be reasonable (e.g., 15%) and noted on the reimbursement form (Appendix B) when you return from your trip.



Spouse/Guest Travel: only employee expenses are reimbursable. Any additional costs incurred due to a spouse/guest traveling with the employee are not reimbursable.



Fines: fines (e.g., traffic/parking) resulting from traveling on City business are not reimbursable.



Time: non-exempt employees who travel out-of-state for training are paid for their travel time based on air/rail travel time (unless stated differently in the employee's bargaining contract). If the employee chooses another means of transportation, any resulting additional time required for travel shall be charged to the employee's paid leave.



Mileage Reimbursement: mileage reimbursement is available for employees who do not have regular access to a City vehicle and who travel beyond a 15-mile radius from the employee's usual work facility or residence (whichever is closer) for City business (the total round trip of 30 miles or more). Mileage reimbursement for the use of the employee's vehicle is based on the standard IRS mileage rate in effect. The mileage reimbursement should be calculated as the difference between the training/travel event location and the employee's usual City work facility or residence (if driving to training/travel event directly from home), whichever is less. Commuting expenses between an employee's residence and their normal place of business are not eligible.

For positions that are expected to use their personal vehicle to travel for work on a regular basis, Department Directors may designate these positions to receive a \$30 monthly local mileage allowance (prorated for positions that work less than full-time). Directors and Deputy Directors are not eligible for this allowance without pre-approval from the Mayor. This per diem is subject to payroll taxes according to IRS regulations. For all other positions, mileage incurred within the City limits or between City facilities is not reimbursable.

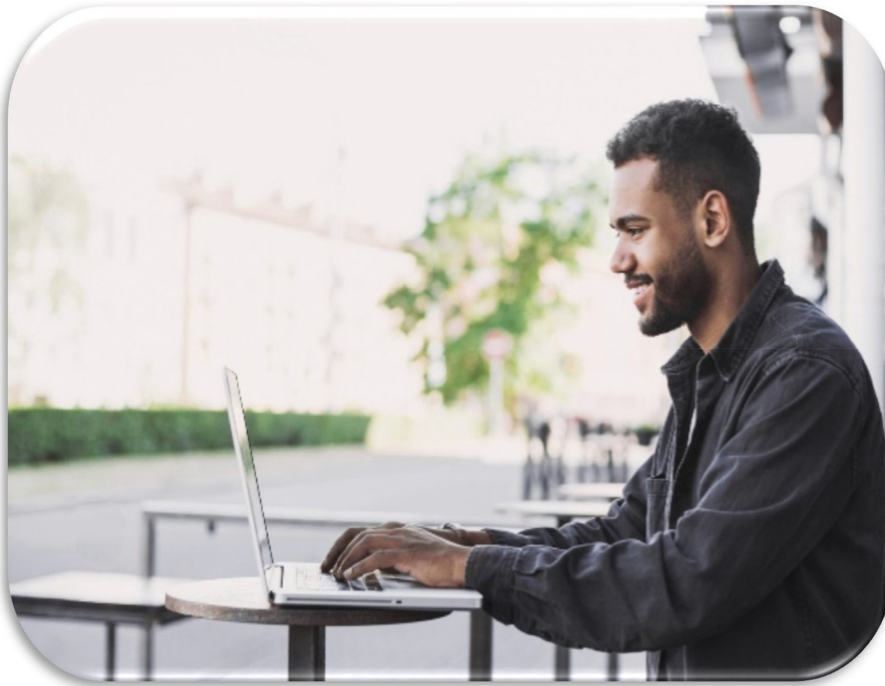
AFTER YOU RETURN

Once you return from your trip/travel, you will want to complete the Post-Travel Form (Appendix B) to be reimbursed for approved expenses.

Because of the City's investment in your training/travel, it is suggested that you also complete Appendix C to share with your Department Director. If there are others who would benefit from the new knowledge you acquired during your training/travel, you are highly encouraged to share what you learned with your supervisor and other colleagues as well (e.g., share insights you learned during an upcoming staff meeting).

STILL HAVE QUESTIONS?

If you have questions prior to, during, or after your travel, contact your supervisor. For reimbursement questions when you return, contact the Finance Department who will process the reimbursement payments.



Appendix A: Pre-Approval Form **OPTIONAL**

Before incurring any expenses for your travel/trip, you will want to **obtain** ~~complete~~ the pre-approval form to ensure your expenses will be covered when you return. **Below is a form you can use; however, your department may have a specific process for requests or individual departmental form. Ask your supervisor for more details.**

PLEASE COMPLETE BEFORE REGISTRATION OR INCURRING COSTS

Employee Requesting Travel: _____ / _____

Title of Training or Purpose of Travel (attach brochure/agenda): _____

City/State of Training/Event: _____

Dates (time) request to be out of the office: ____ / ____ (_____ AM/PM) through ____ / ____ (AM/PM)

Are there other City employees attending this training/event as well? If so, why?

Estimated Costs

Details (e.g. vendor name, specific expenses)

Registration Fee:	\$	_____	_____
	\$	_____	_____
Lodging:	\$	_____	_____
Airfare/Rail:	\$	_____	_____
Meals (based on per diem rate):	\$	_____	_____
Other (e.g. rental car, mileage):	\$	_____	_____
Overtime for your attendance:	\$	_____	_____
Overtime to cover your vacancy:	\$	_____	_____
TOTAL:	\$	_____	_____

How does this training/travel help meet your individual, departmental or organizational goals?

Date Submitted to Supervisor: _____

SUPERVISOR'S RESPONSE:

Authorized Date of Departure and Return: _____

I authorize this employee to register for this training and incur these travel-related expenses (as detailed above).

Supervisor Signature

Date

Department Director Signature

Date

Appendix B: Post Travel Form **REQUIRED**

ACTUAL EXPENSES: EMPLOYEE MUST COMPLETE UPON RETURN (SUBMIT TO FINANCE) AND PROVIDE DOCUMENTATION FOR ALL EXPENSES EXCEPT AS NOTED

Travel City/State and Dates: _____

Date	M	T	W	R	F	S	S	
1. Lodging:	\$	\$	\$	\$	\$	\$	\$	\$ _____
2. Breakfast:	\$	\$	\$	\$	\$	\$	\$	(no receipts required) \$ _____
3. Lunch:	\$	\$	\$	\$	\$	\$	\$	(no receipts required) \$ _____
4. Dinner:	\$	\$	\$	\$	\$	\$	\$	(no receipts required) \$ _____
5. Parking/Tolls/Taxi (receipts only required for single transactions of more than \$50):	_____							\$ _____
6. Airfare:	_____							\$ _____
7. Registration:	_____							\$ _____
8. Other:	_____							\$ _____
9. Mileage _____ miles @ \$ ____/mile (no receipts required)								\$ _____
*Mileage within 15 miles of the employee's usual work facility is not eligible for reimbursement								
10. TOTAL EXPENSES (Trip Total):								\$ _____
11. Less Section-2 Advance Registration Payments								\$ (_____)
12. Less Procurement Card Charges: _____								\$ (_____)
13. Less Vendor Refunds								\$ (_____)
14. AMOUNT DUE TO (FROM) EMPLOYEE								\$ _____

BUDGET ACCOUNT #: _____

This is to certify that the above is a true and correct statement of travel expenses incurred in the conduct of City business. I have attached all supporting documentation (e.g., training brochure, airline receipt, etc.) and I acknowledge I may be personally responsible for any expenses I incurred for which I do not have supporting documentation (except for meals, mileage and transportation expenses of less than \$50 in a single transaction).

Employee Signature _____ Supervisor Signature _____

Department Director Signature _____ Finance Signature _____

Appendix C: Evaluation **OPTIONAL**

Employee Name:

Training Program/Conference:

1. What are the three greatest learnings that you took away from this training/travel?

2. Describe two ways that you plan to apply what you learned during your training/travel to benefit your department and/or the City.

3. What did you learn that you plan to share with others? (Please list with whom/when.)

Training Program Only

This training course:

- Exceeded my expectations Met my expectations Did not meet my expectations

The instructor of the course:

- Exceeded my expectations Met my expectations Did not meet my expectations

Would you recommend this training class to others?

- Yes
 No

Please explain:

Please return this form to your Department Director within 30 days of returning from your training/travel.

CITY OF APPLETON POLICY		TITLE: TRAVEL POLICY	
ISSUE DATE: Original Policy Date Unknown	LAST UPDATE: 5/6/04, 5/16/05 9/9/05, 11/1/05 6/2/06, 12/6/06, 2/8/07, 7/19	SECTION: Finance	FILE NAME: Travel Policy
POLICY SOURCE: Finance Department			TOTAL PAGES: 3 + attachments
Reviewed by Attorney's Office Date: 5/7/04, 12/6/06, 7/19	Finance Committee Approval Date: 5/12/04, 11/22/06, 2/14/07 HR Committee Approval Date: 7/17/19	Council Approval Date: 5/19/04, 12/6/06, 2/21/07, 7/24/19	

~~I. Purpose~~

~~To provide guidelines for employees for the reimbursement of training and travel incurred during the conduct of City business.~~

~~II. Policy~~

~~The City believes in investing in employees to help them grow. The City will reimburse employees for reasonable travel costs incurred while on official authorized City business. Employees, in turn, are asked to respect and value this investment, and travel at the lowest reasonable cost.~~

~~III. Guidelines~~

- ~~A. **Pre-Approval:** All travel is required to be approved by the employee's supervisor and Department Director or designee prior to registration or incurring any expense. Out-of-state travel must have the Mayor's approval prior to incurring any expense. (Library Board President approves Library expenses.)~~
- ~~B. **Post-Approval:** Supervisors are required to review and approve all expense reimbursement requests before sending the reimbursement request form to the Department Director or Mayor.~~
- ~~C. **Use of Procurement Card:** City issued procurement cards can be used for travel related expenses other than meals. When using City issued procurement cards, the card should be used to pay for only the employee's own expenses. The employee should attach copies of all supporting documentation on to his/her travel report for all procurement card charges.~~
- ~~D. **Out-of-State Travel:** All out-of-state travel is required to be approved by the Mayor or Library Board (for Library Personnel) prior to registration or incurring any expense.~~

~~Non-exempt employees who travel out of state for training are paid for their travel time based on air travel time (unless stated differently in the employee's bargaining contract). If the employee chooses another means of transportation, any resulting additional time required for travel shall be charged to the employee's paid leave.~~

- ~~E. **Airline Travel:** Employees are expected to travel coach class; to search for the lowest available overall cost for flight, mileage, paid time (for non-exempt staff), and airport parking fees, including from all major airlines within a 120-mile radius; and to reserve as far in advance as practical. Baggage fees are reimbursable for one suitcase and one carry-on bag. The cost of cancelling and/or~~

~~rebooking of flights is not reimbursable unless it can be shown that it was necessary or required for legitimate business reasons (e.g., a changed meeting date) or extraordinary circumstances.~~

~~F. **Rental Vehicles:** Rental vehicles are not eligible for reimbursement except under extenuating circumstances (see below). For transportation to/from the training, etc., employees should use other means such as shuttles, taxi cab, etc.~~

~~If extenuating circumstances necessitate the need for a rental car while traveling, the employee should obtain approval of their Department Director prior to renting the vehicle. The employee may use a City issued procurement card to rent the vehicle and must purchase the auto liability insurance from the rental company.~~

~~G. **Mileage Reimbursement:** Mileage reimbursement is available for employees who do not have regular access to a City vehicle and who travel beyond a 15-mile radius from the employee's usual work facility or residence (whichever is closer) for City business (the total round trip would be 30 miles or more). Mileage reimbursement for the use of the employee's vehicle is based on the standard IRS mileage rate in effect. The mileage reimbursement should be calculated as the difference between the training/travel event location and the employee's usual City work facility or residence (if driving to training/travel event directly from home), whichever is less. Commuting expenses between an employee's residence and his/her normal place of business are not eligible.~~

~~For positions that are expected to use their personal vehicle to travel for work on a regular basis, Department Directors may designate these positions to receive a \$30 monthly local mileage allowance (prorated for positions that work less than full-time). Directors and Deputy Directors are not eligible for this allowance without pre-approval from the Mayor. This per diem is subject to payroll taxes according to IRS regulations. For all other positions, mileage incurred within the City limits or between City facilities is not reimbursable.~~

~~H. **Lodging:** Training classes/Events within 60 miles of City Hall are not eligible for overnight lodging. For travel/training more than 60 miles away, overnight lodging for the night before the conference up to and including the night before the last day of the conference is reimbursable at a single, standard room rate.~~

~~I. **Meal Reimbursement:** Employees are eligible to receive up to the Wisconsin U.S. General Services Administration (GSA) Standard Continental United States (CONUS) meal and incidental rate for meals they consume when traveling overnight for approved City training/travel. Employees are not eligible for meal reimbursement for any meals that are included in the training/program or provided by the hotel, or meals that are not purchased/consumed by the employee. This per diem is not subject to payroll taxes according to IRS regulations.~~

~~J. **Parking and Transportation:** The cost of parking fees, tolls and taxis, shuttles, and rideshares to/from the training is reimbursable. Receipts will be required for expenses that are more than \$50 per single transaction.~~

~~K. **Tips:** Tips for meals are included in the meal and incidental rate in I above. All other tips are not reimbursable.~~

~~L. **Spousal/Guest Travel:** Any additional costs incurred due to a spouse/guest traveling with the employee is not eligible for reimbursement. If an employee is bringing a guest (e.g., spouse, family, friend) with them, the employee should advise his/her supervisor before traveling.~~

~~M. **Fines:** Fines (e.g., traffic or parking) resulting from traveling on City business are not reimbursable.~~

~~N. **Miscellaneous Expenses:** There may be other miscellaneous reimbursable expenses from time to time. Examples include books or supplies needed for a conference and telephone calls for City business. Miscellaneous expense reimbursements are subject to review for reasonableness by the Department Director and for City-wide consistency by the Finance Director.~~

~~O. **Policy Exceptions:** Any exception to this policy must have the approval of the employee's supervisor and Department Director (Department Directors would need Mayor's approval). Requests for the exception should document extenuating circumstances or proposed overall savings to the City.~~

~~IV. **Procedure**~~

~~A. A separate "City of Appleton Travel Report" will be completed for each employee and each event (Appendix A).~~

~~B. Travel expense reimbursements to employees will be incorporated into their payroll payments. Since these payments will represent reimbursement of business expenses, no payroll taxes will be withheld.~~

~~C. For any training event incurring over \$1,000 total expense, a Training Evaluation form (or equivalent documentation) must be completed within 30 days after the training. See Appendix B.~~

1. TO BE FILLED OUT COMPLETELY BEFORE REGISTRATION OR INCURRING COSTS

Employee/Department Requesting Travel: _____ / _____

Title of Training or Purpose of Travel (must attach brochure/agenda): _____

City/State of Training/Event (Mayor approval required for all employees' out-of-state travel): _____

Dates (time) request to be out of the office: _____ / _____ (____ AM/PM) through _____ / _____ (____ AM/PM)

Are there other City employees attending this training/event as well? If so, why?

Estimated Costs (*variance of more than \$100 need to be explained on reverse side upon return)

		Details (e.g. vendor name, specific expenses)
Registration Fee:	\$ _____	_____
Lodging:	\$ _____	_____
Airfare:	\$ _____	_____
Meals (based on per diem rate):	\$ _____	_____
Other (e.g. rental car, mileage):	\$ _____	_____
Overtime for your attendance:	\$ _____	_____
Overtime to cover your vacancy:	\$ _____	_____
TOTAL:	\$ _____	<i>*If the total equals \$1000 or more, attendees must complete and submit an evaluation form upon return.</i>

How does this training/travel help meet your individual, departmental or organizational goals?

Date Submitted to Supervisor: _____ / _____ / _____

SUPERVISOR'S RESPONSE:

Authorized Date of Departure and Return: _____ Budget Account: _____

I authorize this employee to register for this training and incur these travel related expenses (as detailed above).

_____ Supervisor Signature	_____ Date	_____ Mayor Signature	_____ Date
<i>(for all out of state training and Department Director's requests)</i>			

_____ Department Director Signature	_____ Date
--	---------------

2. REGISTRATION PAYMENT IN ADVANCE. IF USING PROCUREMENT CARD, CHECK BOX AND SKIP TO SECTION 3.

- Paid with procurement card. Skip to Section 3.
- Please pay my registration in advance (submit this form to Finance).

Amount: \$ _____ (enter on lines 7 & 11 in Section 3)

Due to Vendor by: _____ / _____ / _____

Vendor: _____

Attn: _____

Address: _____

Note: Advance payments will be made for registration only. All other items should either be charged on a procurement card (if eligible) or will be reimbursed.

Complete reverse side upon completion of travel, or if no other expenses will be incurred.



3. ACTUAL EXPENSES: EMPLOYEE MUST COMPLETE UPON RETURN (SUBMIT TO FINANCE). TRAINING BROCHURE AND REQUIRED DOCUMENTATION MUST BE SUBMITTED PRIOR TO REIMBURSEMENT.

City/State/Zip: _____

~~Current 2019 per diem rate: Breakfast (\$14.30); Lunch (\$15.40); and Supper (\$25.30)~~

~~Date _____ M _____ T _____ W _____ R _____ F _____ S _____ S _____~~

~~1. Lodging: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____~~

~~2. Breakfast: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ (no receipts required)~~

~~3. Lunch: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ (no receipts required)~~

~~4. Dinner: \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ (no receipts required)~~

~~5. Parking/Tolls/Taxi (receipts only required for single transactions of more than \$50): _____ \$ _____~~

~~6. Airfare: _____ \$ _____~~

~~7. Registration: _____ \$ _____~~

~~8. Other: _____ \$ _____~~

~~9. Mileage _____ miles @ \$.58/mile (no receipts required) \$ _____~~

~~*Mileage within 15 miles of the employee's usual work facility is not eligible for reimbursement~~

~~10. TOTAL EXPENSES (Trip Total): _____ \$ _____~~

~~11. Less Section 2 Advance Registration Payments _____ \$(_____)~~

~~12. Less Procurement Card Charges: _____ \$(_____)~~

~~13. Less Vendor Refunds _____ \$(_____)~~

~~14. AMOUNT DUE TO (FROM) EMPLOYEE _____ \$ _____~~

This is to certify that the above is a true and correct statement of travel expenses incurred in the conduct of City business. I have attached all supporting documentation (e.g., training brochure, airline receipt, etc.) and I acknowledge I may be personally responsible for any expenses I incurred for which I do not have supporting documentation (except for meals, mileage and transportation expenses of less than \$50 in a single transaction).

Employee Signature

Mayor:

Supervisor Signature

Department Director Signature

Finance:

Explanation of Variances

Please explain variances of \$100 or more than the estimated costs (from Section 1):

Registration: _____

Lodging: _____

Airfare: _____

Meals: _____

Other: _____

Training/Travel Evaluation

(please complete and return within 30 days after training/travel)

Employee Name: _____

Today's Date: _____ Date(s) of Travel: _____

Source of Training (if seminar/conference): _____

1. ~~What are the three greatest learnings that you took away from this training/travel? (Please attach documentation that may be beneficial to share with others.)~~

2. ~~Describe two ways that you plan to apply what you learned during your training/travel to benefit your department and/or the City.~~

Training Program Only

3. ~~This training course:~~
 ~~Exceeded my expectations~~ ~~Met my expectations~~ ~~Did not meet my expectations~~

4. ~~The instructor of the course:~~
 ~~Exceeded my expectations~~ ~~Met my expectations~~ ~~Did not meet my expectations~~

5. ~~Would you recommend this training class to others?~~
 ~~Yes~~
 ~~No~~

Please explain: _____

Please return this form to your Department Director and send a copy to Human Resources (and departmental training coordinator if applicable) within 30 days of returning from your training/travel.

RECRUITMENT STATUS REPORT

UPDATES THRU 12/2/2021

STAFF PERSON	POSITION	DEPT.	DATE OF VACANCY	# OF OPENINGS	STATUS
JESSIE	Operator I – Sanitation	DPW	1/5/2022	1	Application deadline: 12/19/2021.
	Operator II – Sewer	DPW	11/13/21	1	Panel interviews: 12/8/2021.
	Recreation Coordinator	PRFM	11/30/2021	1	Application deadline: 12/12/2021.
	Civil Engineer	DPW	1/07/22	1	Application deadline: 12/12/21. Panel interviews: 12/9/21.
	HVAC Technician	PRFM	1/5/22	1	Determining next steps.
	CEA/Parking Service Person	DPW	10/20/21	1	Panel interviews: 12/7/2021.
	Horticulturist	DPW	1/5/22	1	Job offer extended to 1 candidate.
	Part Time Utility Worker - Valley Transit	VT	9/30/21	1	Application deadline: 12/19/2021.
	Bus Driver	VT	Multiple	5	Application deadline: 12/26/21. Job offer accepted, start date: 12/6/21.
	Part-Time Bus Driver	VT	N/A	N/A	Application deadline: 12/26/21.
ALLISON	Police Officer	Police	N/A	3 +Elig.	Application deadline: Open. Backgrounds pending on 2 candidates. Written test deadline: 12/5/21. Conditional offer extended to one candidate.
	Community Service Officer (CSO)	Police	1/19/21	N/A	Backgrounds pending on 1 candidate. Application deadline: 12/5/21. Conditional offers extended to 2 candidates.
	Health Officer	Health	6/5/21	1	Application deadline: Open/Continuous. Panel interview: 12/9/21.
	Fire Protection Engineer	Fire	1/4/22	1	Application deadline extended: 1/2/22.
	Firefighter	Fire	N/A	N/A	Backgrounds pending on 2 candidates.
	Library Clerk	Library	11/3/21	1	Job offer accepted, start date: 12/21/21.
	Library Assistant – Administration (Sub)	Library	N/A	1	Panel interview: 12/3/21.
	Library Page Clerk – Materials Management (Sub) Library	Library	N/A	1	Determining process.
	Finance Director	Finance	3/2/22	1	Application deadline: 12/12/21.

TOTAL POSITIONS OPEN = 22 TOTAL ELIGIBILITY LISTS = 1

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	# of Openings	Vacating Position/Status
ALLISON	Systems Analyst	IT	9/6/19	1	Using part-time temporary staffing to fill current need.

TOTAL POSITIONS ON HOLD = 1

Note: Part time non-benefited positions do not (per Recruitment Policy) require authorization outside the department. The Mayor has asked departments to scrutinize.