



City of Appleton

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

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, December 13, 2023

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting

[23-1463](#) Minutes 11-15-23.

Attachments: [Minutes 11-15-23.pdf](#)

5. Public Hearing/Appearances

6. Action Items

[23-1464](#) Request to Over Hire Real Estate Property Lister Position.

Attachments: [Memo_CED_OverhireRequest_PropertyLister.pdf](#)

[23-1474](#) Community Resource Navigator Table of Organization Request.

Attachments: [2023 Community Resource Navigator.pdf](#)

[Community Resource Navigator JD.pdf](#)

[Health Department Draft 12.07.23.pdf](#)

[23-1475](#) Addition of Silica Safety Policy.

Attachments: [Silica Policy.pdf](#)

7. Information Items

[23-1477](#) Code of Conduct Policy 2023 Update.

Attachments: [Code of Conduct S&B 11-8-23.pdf](#)

[23-1480](#) Merging of the Conditions of Employment and Exit Interview Policies.

Attachments: [Conditions of Employment 2023 S&B.pdf](#)
[Exit Interview Policy S&B.pdf](#)

[23-1481](#) Merging of the Recruitment and Selection and I9 Policies.

Attachments: [Recruitment and Selection 2023 w I-9 Addition.pdf](#)
[I9 Policy S&B.pdf](#)

[23-1482](#) Recruitment Status Report through 12/7/23.

Attachments: [RSR 12.07.23.pdf](#)

8. 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 the Agenda Contact Jay Ratchman 920-832-6427.



City of Appleton

100 North Appleton Street
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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, November 15, 2023

6:30 PM

Council Chambers, 6th Floor

Special Meeting

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 4 - Hartzheim, Croatt, Fenton and Hayden

Excused: 1 - Schultz

4. Approval of minutes from previous meeting

[23-1386](#)

Minutes 10-25-23.

Attachments: [Minutes 10-25-23.pdf](#)

**Croatt moved, seconded by Fenton, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 4 - Hartzheim, Croatt, Fenton and Hayden

Excused: 1 - Schultz

5. **Public Hearing/Appearances**

6. **Action Items**

[23-1366](#)

Request to Over hire Executive Assistant to the Police Chief.

Attachments: [Exec Asst SL.pdf](#)

Croatt moved, seconded by Fenton, that the request to over hire an Executive Assistant to the Police Chief be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Hartzheim, Croatt, Fenton and Hayden

Excused: 1 - Schultz

[23-1367](#)

Request to Approve the APPA 2024 - 2026 Contract Changes.

Attachments: [Appleton Professional Police Association TA 10 24 23.pdf](#)
[APPA 2020.pdf](#)

Croatt moved, seconded by Hayden, that the APPA 2024 - 2026 contract changes be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Hartzheim, Croatt, Fenton and Hayden

Excused: 1 - Schultz

7. Information Items

[23-1368](#)

Recruitment Status Report through 11/9/23.

Attachments: [RSR 11.09.23.pdf](#)

This Recruitment Status Report through 11/8/23 was received and filed.

8. Adjournment

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

Aye: 4 - Hartzheim, Croatt, Fenton and Hayden

Excused: 1 - Schultz



MEMORANDUM

TO: Alder Fenton, CEDC Committee Chair
Alder Hartzheim, HR/IT Committee Chair

FROM: Kara Homan, AICP, Director of Community & Economic Development
Matt Tooke, City Assessor

DATE: December 5, 2023

RE: Request to Over hire Real Estate Property Lister Position

Background/Overview:

Karen Pietila, our current Real Estate Property Lister, has tendered her retirement notice effective January 26, 2024. Karen is the only person within the city that performs work in this functional area. To adequately prepare her replacement to fill the duties required of this position, we are requesting to over hire. Ideally, we are aiming to have this person selected and prepared to start as early as January 2nd, 2024.

The Real Estate Property Lister position is a critical position to ensure accurate property/ownership records, which is needed for accurate assessments and tax/utility bills. Timely & accurate completion of work related to this function is necessary and ties into various other functions of the city.

The funds for this over hire would be from salary savings due to a targeted “earliest” start date for the new Code Compliance Inspector of January 29, 2024. Given both the Real Estate Property Lister position, and the Code Compliance Inspector position are Grade 5, 1 month’s cost for both positions are estimated to be nearly the same.

Fiscal Impact: This proposal is budget NEUTRAL.

Staff Request:

CED and HR staff request approval of the proposed request to over hire the Real Estate Property Lister Position.



**APPLETON
HEALTH DEPARTMENT**
ADDRESS
100 N APPLETON STREET
APPLETON, WI 54911-4799
PHONE
920.832.6499
FAX
920.832.5853
WEBSITE
WWW.APPLETON.ORG

To: Board of Health & HR/IT Committee

**From: Charles E. Sepers, Jr., Ph.D., M.P.H., Health Officer & Director, Appleton Health Department
Polly Olson, Police Chief, Appleton Police Department**

Date: Wednesday, December 6, 2023

RE: Community Resource Navigator Table of Organization Request

Background

The Appleton Health Department have been closely partnered with the Appleton Police Department to improve the City's efforts to address persons experiencing homelessness within Appleton. In 2023, the Appleton Common Council approved moving the Coordinated Entry Specialist position from the Department of Community and Economic Development to the Appleton Health Department table of organization, and to embed within the Appleton Police Department.

The Appleton Police Department receives an increasing number of calls concerning individuals experiencing homelessness who, while not engaging in criminal activities, are in need of support to meet their basic necessities and secure shelter. Utilizing police officers to direct those experiencing homelessness to obtain services diverts critical law enforcement assets away from law enforcement activity and fails to provide a tailored response for the residents being served. Creating a new Community Resource Navigator position would address these issues by better preserving the Appleton Police Department's law enforcement resources for criminal activity and provide a vital link between individuals experiencing homelessness and the myriad of individualized services available within the Region. This role would be well suited to respond to the needs of residents in crisis and connect residents with support and services to address their short- and long-term needs.

Goals of the Position

1. **Addressing Community Needs:** There is an increasing need in Appleton to respond effectively to individuals experiencing homelessness and other crisis situations. This role is essential for providing necessary resources to ensure the basic needs and safety of these individuals.
2. **Reducing Non-Criminal Police Calls:** The Appleton Police Department (PD) has noted a rise in calls related to individuals experiencing homelessness. These individuals often do not require law enforcement intervention but need support and resources to secure shelter and other basic

necessities. The Community Resource Navigator can significantly reduce these non-criminal calls, allowing the police to focus on more pressing law enforcement matters.

3. **Streamlining Support Services:** One of the primary goals of this position is to decrease duplicate calls to police for individual clients. The Navigator will be instrumental in identifying clients and connecting them efficiently with service providers that meet their specific needs.
4. **Long-Term Support and Planning:** This role is not only about addressing immediate needs but also ensuring long-term support for residents in crisis. By connecting residents with the right services and support, the Navigator will contribute to their long-term stability and well-being.
5. **Knowledge Repository:** The Community Resource Navigator will serve as a central repository of knowledge about services and resources available to residents. This centralization of information will enhance the City's ability to assist residents efficiently.

Funding

The Appleton Health Department and the Appleton Police Department have submitted a joint application to the Department of Community and Economic Development for HUD's Community Development Block Grant for \$86,550 to cover this position. The position is expected to be funded annually by CDBG dollars, ensuring continuity and stability in service provision. While the available amount may vary depending on HUD's annual allocation, the role is projected to be a sustainable and integral part of community services by supplementing any shortfalls with available resources.

Conclusion

The Appleton Health Department and the Appleton Police Department request adding a 1.0 FTE Community Resource Navigator, under the Appleton Health Department's Community Health Section, to be supervised by the Community Health Supervisor. Creating this position is a strategic move to enhance the City's capacity to address non-criminal but critical community needs. This role will not only alleviate the burden on the police department but also ensure that individuals in crisis receive the appropriate support and services. This investment aligns with our commitment to public service and community well-being. Staff recommend your approval of the creation of this position for the betterment of Appleton's community services.

Please let us know if you have any questions.

Charles E. Sepers, Jr. charles.sepers@appleton.org

Polly Olson polly.olson@appleton.org



Community Resource Navigator

Class Code:

Bargaining Unit: Non-union

CITY OF APPLETON
Revision Date:

SALARY RANGE

Hourly \$25.58-\$35.80

NATURE OF WORK:

The goal of this position is to assist individuals and families in accessing vital services and resources in their community. The Community Resource Navigator will serve as a valuable link between our organization and the communities we serve, identifying resources, building relationships and sharing resources to help individuals and families overcome challenges and barriers they may face accessing resources in their community. Work is performed under the general supervision of the Community Health Supervisor.

JOB FUNCTIONS:

Essential Job Functions

Communication:

1. **Direct Assistance and Referral:** Offer direct assistance to unhoused persons, providing clear, accurate, and timely information about available resources. Guide clients through the process of accessing these resources, including navigating bureaucratic and administrative processes.
2. **Crisis Intervention:** Provide immediate support and assistance to individuals in crisis situations, with a focus on securing basic needs and safety.

Data Analytics and Assessment:

3. **Resource Identification and Coordination:** Research, identify, and maintain current knowledge of resources specifically for unhoused individuals, including housing, healthcare, food access, and other basic needs. Develop and update a comprehensive Resource Directory in collaboration with community partners.

Community Partnership:

4. **Community Engagement and Relationship Building:** Establish and maintain relationships with key community stakeholders, including local shelters, food banks, healthcare providers, and other relevant organizations. Participate in community events to raise awareness and connect with those in need.
5. **Travel and Outreach:** Regularly travel within the community to meet with clients, attend meetings, and participate in outreach events.

Leadership and Systems:

6. **Collaboration and Teamwork:** Work closely with other departments within the City of Appleton, as well as external agencies, to ensure a coordinated and efficient approach to service delivery for unhoused populations.

Health Equity:

7. **Cultural Competency and Inclusivity:** Demonstrate sensitivity and understanding of the diverse backgrounds and needs of unhoused populations. Ensure that services are inclusive and accessible to all.

Data Analytics and Assessment Skills:

8. **Documentation and Reporting:** Accurately complete all required documentation, including client interaction logs, and submit reports in a timely manner.

Other Job Functions

9. Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

REQUIREMENTS OF WORK:

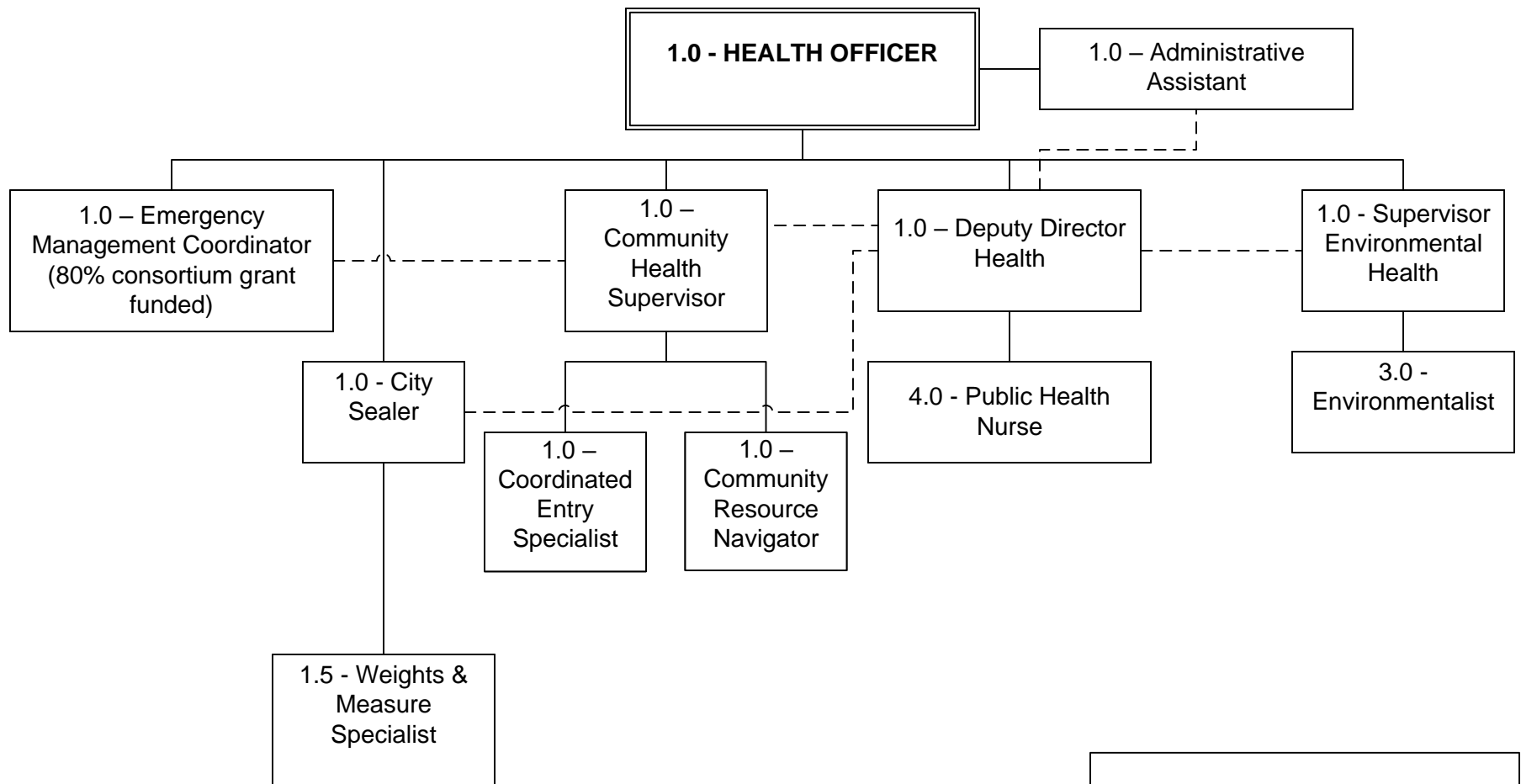
Bachelor's degree in social work, psychology, sociology, or a related field, with a focus on homelessness or poverty alleviation preferred; or any combination of education, experience, and training which provides the following knowledge, abilities, and skills:

- Strong communication, interpersonal, and active listening skills.
- Deep empathy, compassion, and a dedicated commitment to assisting unhoused individuals.
- Extensive knowledge of community resources and services, especially those catering to the basic needs of unhoused persons.
- Cultural competence and experience in working with diverse and marginalized populations.
- Excellent organizational and time-management skills, with the ability to respond effectively to urgent needs.
- Flexibility to work irregular hours, including weekends and evenings, to meet the needs of unhoused persons.
- Proficiency in software and database management pertinent to resource navigation and client tracking.
- Valid Wisconsin driver's license and reliable transportation, suitable for reaching various parts of the community.

SUPPLEMENTAL INFORMATION:***Competencies***

To learn more about these competencies click [here](#)

JOB TASK ANALYSIS:



DRAFT 12/07/2023

City of Appleton Human Resources Policy	TITLE: Respirable Silica Exposure Control Policy	
Issue Date October 1, 2023	Last Update:	Section: Human Resources
Policy Source: Human Resources Department	Audience: DPW, PRFMD and Utilities	Total Pages: 12
Reviewed by Legal Services:	Committee Approval Date:	Council Approval Date:

I. PURPOSE

This silica exposure control policy was developed to prevent employee exposure to hazardous levels of respirable crystalline silica that could result through maintenance and construction activities. This program is intended to meet the requirements of Occupational Safety and Health Administration’s (“OSHA”) respirable crystalline silica construction standard (29 CFR 1926.1153) and their respirable crystalline silica general industry standard (29 CFR 1910.1053) which have both been adopted by the Wisconsin Department of Safety and Professional Services (“WI DSPPS”) by Wis. Stat. § 101.055 (2021-22).

All work involving chipping, cutting, drilling, mixing, grinding, or similar activities on materials containing crystalline silica can lead to the release of respirable-sized particles. Many materials found on construction sites and in building materials contain crystalline silica, including but not limited to cement, brick, concrete, asphalt, mortar, rock, sand, pre-formed concrete structures (inlets, pipes, etc.), etc. Consequently, this program has been developed, in accordance with applicable OSHA and WI DSPPS regulations, to address and control these potential exposures to prevent our employees from experiencing the effects of occupational illnesses related to respirable crystalline silica.

II. POLICY

The City of Appleton (“City”) is committed to providing a safe work environment for its employees. This commitment includes ensuring every reasonable precaution is taken to protect our employees (and others) from the adverse health effects associated with exposure to respirable crystalline silica. The procedures set forth in this program are to be adhered to by all City employees.

III. SCOPE

This program applies to all city employees who have the potential to be exposed to respirable crystalline silica.

IV. RESPONSIBILITIES

The City firmly believes protecting the health and safety of our employees is everyone’s responsibility. All levels of the organization assume some level of responsibility for this policy including the following:

- A. Department Directors, Deputy Directors, and Supervisors:

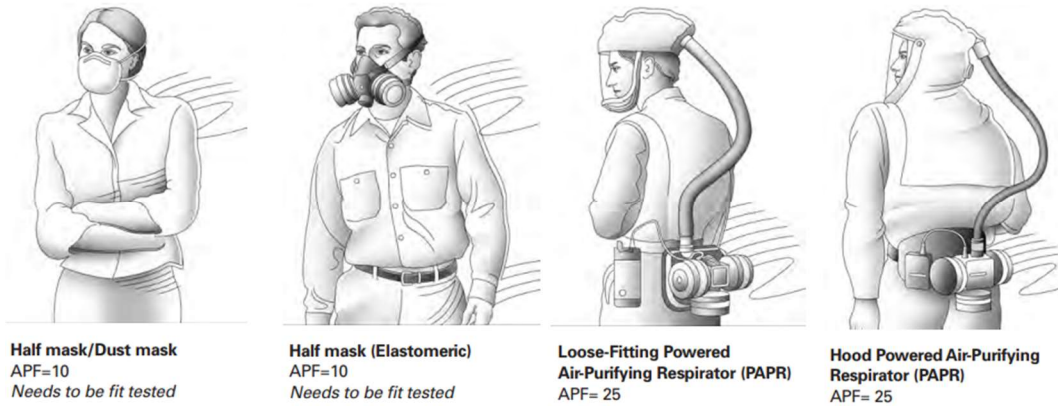
1. Provide support, where needed, to properly implement the exposure control measures of this program.
2. When applicable, select and implement the appropriate control measures in accordance with Exhibit A (OSHA's Table 1: Specific Control Methods when Working with Silica-Containing Materials). This table lists several common tasks along with OSHA/ WI DSPS accepted control methods and work practices that limits silica exposure.
3. For any work tasks/operations outside of those identified in Exhibit A, develop, and follow a project-specific silica exposure control plan (see sample under Exhibit B).
4. Ensure that applicable employees have received training in the hazards of silica exposure and how to work safely with silica in accordance with applicable OSHA / WI DSPS standards.

B Employees:

1. When applicable, follow the control methods and work practices as specified in Exhibit A (OSHA's Table 1: Specific Control Methods when Working with Silica-Containing Materials) or those methods and practices as established in the project-specific silica exposure control plan.
2. Use the assigned personal protective equipment in an effective and safe manner.
3. Attend any silica safety training provided by the City.
4. Participate in respirable crystalline silica exposure monitoring and the medical surveillance program, as needed.
5. Report any unsafe conditions or acts to their direct supervisor.

V. DEFINITIONS

- A. Action Level: A concentration of airborne respirable crystalline silica of $25 \mu\text{g}/\text{m}^3$ (micrograms of respirable crystalline silica per cubic meter of air), calculated as an 8-hour time weighted average ("TWA"). Exposures at or above the action level triggers the requirements for an exposure assessment.
- B. Assigned Protection Factor ("APF"): The workplace level of respiratory protection that a respirator or class of respirators is expected to provide to employees when the employer implements a continuing, effective respirator protection program. APF's are used to select the appropriate respirators that will provide the necessary level of protection as specified under Exhibit A: OSHA's Table 1 Specific Control Methods when Working with Silica-Containing Materials (e.g., APF10 and APF 25). Examples of these respirators can be seen on the following page (source: OSHA).



- C. **Competent Person:** an individual who can identify existing and foreseeable respirable crystalline silica hazards in the workplace and who has authorization to take prompt corrective measures to eliminate or minimize them.
- D. **Employee Exposure:** the exposure to airborne respirable crystalline silica that would occur if the employee were not using a respirator.
- E. **High-Efficiency Particulate (“HEPA”) Filter:** a filter that is at least 99.97% efficient in removing monodispersed particles of 0.3 micrometers in diameter.
- F. **Objective Data:** information, such as air monitoring data from industry-wide surveys or calculations based on the composition of a substance, demonstrating employee exposure to respirable crystalline silica associated with a product or material or a specific process, task or activity. The data must reflect workplace conditions closely resembling or with a higher exposure potential than the processes, types of materials, control methods, work practices, and environmental conditions in the employer’s current operations.
- G. **Permissible Exposure Limit (“PEL”):** employers shall ensure that no employee is exposed to an airborne concentration of respirable crystalline silica more than 50 $\mu\text{g}/\text{m}^3$, calculated as an 8-hour TWA.
- H. **Physician or Other Licensed Health Care Professional (“PLHCP”):** an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows them to independently provide or be delegated the responsibility to provide some or all the health care services required by the medical surveillance section of OSHA’s respirable crystalline silica standard.

VI. EXPOSURE CONTROL METHODS

- A. When possible and applicable, the City will conduct all activities with potential silica exposure to be consistent with OSHA’s Table 1 Specific Control Methods when Working with Silica-Containing Materials (Exhibit A). Other general exposure control methods include using water in sufficient quantities to minimize visible dust, isolating employees from silica dust using enclosed cabs or booths, wetting down silica containing materials before sweeping them up, and scheduling work that involve high silica exposures when

minimal employees are in the area. Any silica-producing tasks not identified in this table will be assessed by the City in accordance with OSHA's alternative exposure control methods.

B. Alternative exposure control methods: This process applies to all tasks not listed in OSHA's Table 1 (Exhibit A) or when the City cannot fully and properly implement the engineering controls, work practices, or respiratory protection described within this table. The City will assess our employee's exposure by utilizing the performance option or the scheduled monitoring option as detailed below.

1. Performance Option: The City will assess the 8-hour time weighted average for each employee based on any combination of air monitoring data or objective data. Examples of objective data includes air-monitoring from industry-wide surveys, calculations based on the composition of a substance, area sampling results or historical air monitoring collected by the City.
2. Scheduled Monitoring Option: The City will perform initial air monitoring to assess the 8-hour time weighted average for respirable silica exposure. If this initial monitoring indicates that employee exposures are below OSHA's action level, the City will discontinue monitoring for those employees whose exposures are represented by such monitoring. If the monitoring results indicate employee exposures are at or above OSHA's action level but are at or below OSHA's permissible exposure limit, the City will repeat such monitoring within six months. If the initial monitoring results indicate employee exposures are above OSHA's permissible exposure limit, the City will repeat such monitoring within three months. If this repeat monitoring indicates that employee's exposures are below OSHA's action level, the City will repeat such monitoring within six months until two consecutive measurements are below OSHA's action level at which time the City will discontinue monitoring except when a reassessment is required.

The City will reassess employees exposures to respirable silica whenever there is a change in production, process, equipment or work practices that may reasonably cause new or additional exposures at or above OSHA's action level. All respirable crystalline silica monitoring will be performed by a qualified individual (e.g., an industrial hygienist) and the monitoring samples are evaluated by a qualified laboratory. Within five working days after receiving the exposure monitoring results, the City will notify all affected employees of the results or will post the results in an appropriate location accessible to all affected employees. If these results indicate that employee exposure exceeds OSHA's permissible exposure limit, the City will provide employees with the corrective actions (such as engineering controls, work practices controls, respiratory protection, etc.) that will be taken to reduce employee exposure at or below this limit.

C. Respiratory Protection: Respiratory protection will be required where specified within Table 1 (Exhibit A) or whenever the City has not fully implemented the engineering

controls and work practices described in this table. Other situations which would require respiratory protection includes: where exposures exceed or might exceed OSHA's PEL to install or implement feasible engineering and work practice controls, in certain maintenance and repair tasks for which engineering and work practices are not feasible, and during tasks that all feasible engineering and work practice controls have been implemented but are not sufficient to reduce employee exposure at or below the PEL.

Mandatory Respiratory Protection Use and Medical Surveillance: OSHA / WI DSPS requires employers to provide a medical surveillance evaluation for any employee who will be required to use a respirator for 30 or more days each calendar year due to their respirable crystalline silica exposure. Note: if an employee is required to wear a respirator at any time during the workday; it counts as one day of respirator use. This evaluation will be performed by a PLHCP, provided at no cost to the employee, and within 30 days after their initial job assignment which requires respiratory protection. The medical evaluation must consist of the following items: medical and work history evaluation, physical examination (with emphasis on the respiratory system), chest X-ray, pulmonary function test, testing for latent tuberculosis infection and any other tests deemed appropriate by the PLHCP. These evaluations will be provided (except for testing for latent tuberculosis infection) at least every three years or more frequently, if recommended by the PLHCP. The City will provide the following information to the PLHCP: description of employee's duties as they relate to their occupational exposure to respirable silica and the known or anticipated levels of occupational exposure to respirable silica. The PLHCP will provide the City with a written opinion on the following: any recommended limitations on the employee's use of respirators and any recommended limitations on the employee's exposure to respirable crystalline silica.

D. Written Exposure Control Plan (see Exhibit B for sample plan): When employee exposure to respirable silica is expected to be at or above OSHA's action level, when the controls methods specified in OSHA's Table 1 (Exhibit A) are not followed or when the level of silica exposure has not been determined through previous air monitoring for a work task, a written exposure control plan ("ECP") must be developed and implemented. The ECP must contain the following elements:

- A description of the task that involves exposure to respirable crystalline silica,
- A description of the engineering controls, work practices and respiratory protection used to limit employee exposure,
- A description of the housekeeping measures used to limit employee exposure, and
- A description of the procedures used to restrict access to work areas, when necessary, to minimize the number of employees exposed to respirable crystalline silica.

The ECP must designate a competent person to make frequent inspections of the affected job site to ensure the ECP is being followed. ECP's will be reviewed annually to evaluate their effectiveness and be updated as necessary.

- E. Employee Training: Applicable employees will receive training on the following items: health hazards associated with exposure to respirable crystalline silica, specific tasks in the workplace that could result in this exposure, measures taken by the City to protect employees such as engineering controls, work practices and respiratory protection, contents of the applicable OSHA standard, identity of the competent person(s) within the City and the purpose/description of the medical surveillance program (as needed). Employees will be trained at the time they are initially assigned to a position which might involve working with respirable crystalline silica.

VII. RECORD-KEEPING

The City will maintain an accurate record of all air monitoring results taken to assess employee exposure to respirable crystalline silica. This record will include at least the following information: date of air monitoring, task involved, sampling and analytical methods used, number, duration and results of samples taken, identity of the laboratory that performed the analysis, types of personal protective equipment worn by the employees monitored, and name and job classification of employees that were monitored. Additionally, the City will maintain an accurate record for any employee enrolled in the medical surveillance portion of this program. These records shall include the following information about each affected employee: name, a copy of the PLHCP's written medical opinion and a copy of the information provided to the PLHCP. In accordance with OSHA 29 CFR 1910.1030, these records will be kept for at least 30 years. A brief summary of previous air monitoring results for silica exposure can be found under Exhibit C of this policy.

VIII. POLICY EVALUATION

This policy will be reviewed and evaluated on an annual basis by the central safety committee unless there are changes to operations, OSHA's / WI DSPS's respirable crystalline silica standard, or another applicable OSHA / WI DSPS standard which would require an immediate re-evaluation of this policy.

IX. EXHIBITS

- A. Exhibit A – Specific Exposure Control Methods When Working with Silica Materials [acquired from OSHA Standard 29 CFR 1926.1153(c)(1)]
- B. Exhibit B – Sample Exposure Control Plan from OSHA's Silica Small Business Guide
- C. Exhibit C – Previous Air Monitoring Results for Respirable Crystalline Silica (Note: copies of the full air sampling reports can be requested from the Human Resources Department.)

Table 1: Specific Exposure Control Methods when Working with Silica Containing Materials

Note: For tasks performed using wet methods (i.e., water delivery system), apply water at flow rates sufficient to minimize the release of visible dust. When using equipment with an enclosed cab or booth to control silica exposure, ensure that the enclosed cab or booth: is maintained as free as practical from settled dust, has door seals and closing mechanisms that work properly, is under positive pressure maintained through continuous delivery of fresh air, has heating and cooling capabilities and has intake air that is filtered through a filter that is 95% efficient in the 0.3-10.0 microgram range for particles. When an employee performs more than one task from this table during a shift and the total duration of all tasks combined is less than four hours, the required respiratory protection for each task is in the less than four hours per shift column. If the total duration of all tasks combined is more than four hours per shift, the required respiratory protection for each task is in the greater than four hours per shift column. The City does not allow dry sweeping or dry brushing where such activity could contribute to employee exposure to respirable crystalline silica unless wet sweeping, HEPA-filtered vacuuming or other methods are not feasible. The City does not allow compressed air to be used to clean clothing or surfaces where such activity could contribute to employee exposure to respirable crystalline silica unless: the compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud or no alternative method is feasible.

Work Task or Equipment Operation		Engineering and Work Practices Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
			≤ 4 hours / shift	>4hours/shift
1	Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
2	Handheld power saws (any blade diameter) when used outdoors	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. <ul style="list-style-type: none"> • When used outdoors. • When used indoors or in an enclosed area. 	None APF 10	APF 10 APF 10
3	Handheld power saws for cutting fiber-cement board (with blade diameter of 8 inches or less)	For tasks performed outdoors only. Use saw equipped with commercially available dust collection system. Operate and maintain tool in accordance with manufacturer's instruction to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with a 99% or greater efficiency.	None	None
4	Walk-behind saws when used outdoors	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. <ul style="list-style-type: none"> • When used outdoors. • When used indoors or in an enclosed area. 	None APF 10	APF 10 APF 10

5	Drivable saws	<p>For tasks performed outdoors only.</p> <p>Use saw equipped with integrated water delivery system that continuously feeds water to the blade.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust.</p>	None	None
6	Rig-mounted core saws or drills	<p>Use tool equipped with integrated water delivery system that supplies water to cutting surface.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust.</p>	None	None
7	Handheld and stand-mounted drills (including impact and rotary hammer drills)	<p>Use drill equipped with commercially available shroud or cowling with dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust.</p> <p>Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter cleaning mechanism.</p> <p>Use a HEPA-filtered vacuum when cleaning holes.</p>	None	None
8	Dowel drilling rigs for concrete	<p>For tasks performed outdoors only.</p> <p>Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</p> <p>Use a HEPA-filtered vacuum when cleaning holes.</p>	APF 10	APF 10
9	Vehicle-mounted drilling rigs for rock and concrete	<p>Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector.</p> <p style="text-align: center;">OR</p> <p>Operate from within an enclosed cab and use water for dust suppression on drill bit.</p>	None None	None None
10a	Jackhammers and handheld powered chipping tools	<p>Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.</p> <ul style="list-style-type: none"> • When used outdoors. • When used indoors or in an enclosed area. 	None APF 10	APF 10 APF 10
10b	Jackhammers and handheld powered chipping tools	<p>Use tool equipped with commercially available shroud and dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</p> <ul style="list-style-type: none"> • When used outdoors. • When used indoors or in an enclosed area. 	None APF 10	APF 10 APF 10

11	Handheld grinders for mortar removal (i.e., tuckpointing)	<p>Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</p>	APF 10	APF 25
12	Handheld grinders for uses other than mortar removal	<p>For tasks performed outdoors only.</p> <p>User grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p style="text-align: center;">OR</p> <p>Use grinder equipped with commercially available shroud and dust collection system.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p>Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.</p> <ul style="list-style-type: none"> • When used outdoors. • When used indoors or in an enclosed area. 	None None None	None None APF 10
13	Walk behind milling machines and floor grinder	<p>Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.</p> <p style="text-align: center;">OR</p> <p>Use machine equipped with dust collection system recommended by the manufacturer.</p> <p>Operate and maintain tool in accordance with manufacturer's instructions to minimize dust.</p> <p>Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.</p> <p>When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.</p>	None None	None None

14	Small drivable milling machines (less than half-lane)	Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None	None
15	Large drivable milling machines (half-lane and larger)	For cuts of any depth on asphalt only: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions.	None	None
		For cuts of four inches in depth or less on any substrate: Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays to suppress dust. Operate and maintain machine to minimize dust.	None	None
		OR Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust.	None	None
16	Crushing machines	Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyors, sieves/sizing or vibrating components, and discharge points). Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a remote-control station.	None	None
17	Heavy equipment used to abrade or fracture silica-containing materials or used during demolition activities involving silica-containing materials	Operate equipment from within an enclosed cab.	None	None
		When employees, outside of the cab, are engaged in the task, apply water and/or dust suppression as necessary to minimize dust emissions. Note: Includes utility vehicles in addition to heavy equipment.	None	None
18	Heavy equipment and utility vehicles for tasks such as grading/excavating; not for demolition, abrading or fracturing	Apply water and / or dust suppressants as necessary to minimize dust emissions.	None	None
		OR When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None	None

Sample Exposure Control Plan
(From OSHA's Silica Small Business Guide)

Company Name: XYZ Renovators

Person Completing this Plan & Title: John Doe, Safety Coordinator

Description of Task: Demolishing concrete and tile floors inside homes or public buildings using a jackhammer.

Description of Controls:

- Engineering Controls:
 - Use jackhammer equipped with the appropriate, commercially available shroud and vacuum dust collection system with the flow rate recommended by the jackhammer manufacturer, a filter that is at least 99% efficient, and a filter cleaning mechanism.
 - Use a portable fan to exhaust air to prevent the buildup of dust.
- Work Practices:
 - Check shrouds and hoses to make sure they are not damaged before starting work.
 - Make sure the hoses do not become kinked or bent while working.
 - Use switch on vacuum to activate filter cleaning at the frequency recommended by the manufacturer.
 - Replace vacuum bags as needed to prevent overfilling.
 - Use the jackhammer and vacuum controls according to the manufacturer's instructions for reducing the release of visible dust.
 - If visible dust increases, check engineering controls and adjust as needed.
- Respiratory Protection:
 - Use respirator with an APF of 10 the entire time the task is being performed.
 - See the company's written respiratory protection policy for information on selection, training, and fit testing requirements, in addition to the instructions on the proper use of respirators (for example, being clean shaven when using a respirator that seals against the face).
- Housekeeping Measures:
 - Dust containing silica on work surfaces and equipment must be cleaned up using wet methods or a HEPA-filtered vacuum.
 - Do not use compressed air or dry sweeping for removing dust and debris containing silica from work surfaces.
 - Dispose of used vacuum bags in a container keep the container sealed when not in use.
- Procedures Used to Restrict Access to Work Areas:
 - Schedule the work so the only employees who are engaged in the task (the jackhammer operator and employees helping the operator) are in the area.

City of Appleton Previous Respirable Crystalline Silica (RCS) Air Monitoring Results

Sample Date	Task Sampled	Sample Results
July 5, 2022	DPW – Asphalt Pavement Crack Router Operation	Eight (8)-hour TWA RCS: 12% of OSHA’s Permissible Exposure Limit (PEL) and 24% of OSHA’s Action Level. Sample results did not exceed OSHA’s Action Level or PEL.
July 5, 2022	DPW – Asphalt Pavement Crack Blow Out Operation with Compressed Air	Eight (8)-hour TWA RCS: 22% of OSHA’s Permissible Exposure Limit (PEL) and 44% of OSHA’s Action Level. Sample results did not exceed OSHA’s Action Level or PEL.
July 5, 2022	DPW – Milling Machine Operation on Concrete (Trackless MT Equipment)	Eight (8)-hour TWA RCS: less than 5% of OSHA’s Permissible Exposure Limit (PEL) and less than 10% of OSHA’s Action Level. Sample results did not exceed OSHA’s Action Level or PEL.
July 5, 2022	DPW – Concrete Crack Blow out with Compressed Air	Eight (8)-hour TWA RCS: less than 6% of OSHA’s Permissible Exposure Limit (PEL) and less than 12% of OSHA’s Action Level. Sample results did not exceed OSHA’s Action Level or PEL.
July 14, 2023	Golf Course – Prepare divot mix (not to exceed 1 ½ hours in duration).	Eight (8)-hour TWA RCS: 20% of OSHA’s Permissible Exposure Limit (PEL) and 40% of OSHA’s Action Level. Sample results did not exceed OSHA’s Action Level or PEL.
July 13, 2023	DPW – Use of Concrete Dowel Drilling Rig with Hilti VC 150-6 XE Vacuum Collection (Two Samples Taken)	Results for Both Samples: Eight (8)-hour TWA RCS: less than 5.2% of OSHA’s Permissible Exposure Limit (PEL) and less than 10.4% OSHA’s Action Level. Sample results did not exceed OSHA’s Action Level or PEL.
July 13, 2023	DPW – Asphalt Crack Blow Out (Two Samples Taken)	Results for Both Samples: Eight (8)-hour TWA RCS: less than 5.2% of OSHA’s Permissible Exposure Limit (PEL) and less than 10.4% OSHA’s Action Level. Sample results did not exceed OSHA’s Action Level or PEL.

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 November 2021 October 2022	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: Applies to all All employees and volunteers	TOTAL PAGES: 7 8
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 October 10, 2022	Council Approval Date: November 2000 October 2003 March 1, 2006 December 15, 2010 July 24, 2013 February 19, 2014 June 2020 (informationally) October 19, 2022

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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~~during 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~~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 or immediate family member 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 agreement or Family Medical Leave Act (FMLA) requirements.

If an employee is sick or desires to use leave for an absence, ~~they will speak directly with their supervisor or designated back up as early as possible, but no less than one hour prior to the start of their shift. Documentation may be requested by the supervisor. they should use their department's call in procedure and call in each time they are absent.~~Employees should also be conscientious of patterns of leave (e.g., sick leave taken each Thursday).

Employees are also 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 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). -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.

7. Accurate books and records

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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.

8. 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.

9. 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.

10. 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.

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).

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.

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.

14. Gambling

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

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.

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)

17. Bidding on City Property

When the City sells surplus items (~~e-g-c-g~~, through GovDeals), City employees, elected officials or volunteers shall:

- a. Not bid when have knowledge about the item that is not available to the ~~general~~

~~public~~public.

- b. Not bid when they have been involved in the decision to sell the item as surplus, or they are directly involved in the selling process.
- c. Follow all provisions of the Procurement and Contract Management policy.

B. Responsibilities

1. Supervisory Responsibilities

Supervisors shall be responsible for ensuring an ethical, positive, ~~productive~~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~~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;

~~2.~~

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~~3.~~ Employees are expected to cooperate fully in any investigation, whether or not they are directly involved in the alleged inappropriate behavior.

~~—~~ Employees shall comply with reasonable direct orders from supervisors. Insubordination will not be tolerated.

Any employee or volunteer who fails to comply with this policy or who withholds information ~~during the course of~~during 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.

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CITY OF APPLETON PERSONNEL POLICIES	TITLE: CONDITIONS OF EMPLOYMENT	
ISSUE DATE:	LAST UPDATE: October 2022 <u>July 2023</u>	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All employees. All employees <i>(last section as noted applies only to employees not covered by a CBA)</i>	TOTAL PAGES: 5
Reviewed by Legal Services Date:	Committee Approval Date:	Council Approval Date:

I. PURPOSE

The purpose of this policy is to outline the Conditions of Employment for all City of Appleton employees, including full-time and part-time.

II. POLICY

It is the policy of the City of Appleton to treat employees consistently and fairly in matters affecting the conditions of their employment.

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

III. DISCUSSION

The City of Appleton shall enforce all conditions of employment as outlined in this policy. Failure to comply with this policy may result in corrective action up to and including discharge.

Hours of Work

The normal work week for full-time City employees shall be forty hours per week, except in those departments where the nature of work requires more than forty hours. ~~Each Department Director/ or designee~~ Hours of work shall be determined and subject to change at the discretion of each Department Director or designee ~~the hours~~ based on the needs of the department.

Employees will be at their assigned work area, in the proper uniform or attire, and ready for work at the start of their shift.

~~Paid~~ **Breaks and Clean Up Time**

~~Paid Breaks:~~ Employees may be allowed up to 30 minutes for break(s) per 8-hour shift based on supervisory approval. If the break is at least 30 consecutive minutes and the employee is completely

relieved of duty, the break time will be unpaid. Breaks not taken are lost. Breaks cannot be accumulated or used to shorten the work-day, unless approved by a supervisor in advance and on an infrequent basis. Break times are to be arranged between the employee and their supervisor or Department Director provided time permits. It is the Department Director's responsibility to assure that adequate staff coverage is provided if breaks are scheduled. Department Directors may use discretion to provide "on duty" breaks up to a maximum of 20 minutes per shift.

Clean up time may be approved based on the needs of the department and supervisory approval.

Review Period

Original appointments to regular positions will normally-typically be made with a review period of 3 and 5 months, and annually thereafter. Employees may be subject to periodic reviews and goal setting after the completion of the initial review period.

-Auto Insurance

The City does not provide insurance coverage for an employee's privately owned vehicle, with the exception that all Valley Transit employees are covered by Transit Mutual Insurance when using personal vehicles while conducting Valley Transit business. Employees who use non-City-owned vehicles for City business should confirm that their personal auto insurance policy provides coverage for this use.

All employees who drive non-City-owned vehicles for City business shall be required to purchase (at their own expense) and maintain auto insurance at a level that meets one of the following minimum standards:

- (a) Single limit of liability - \$200,000 for bodily injury and property damage.
- OR
- (b) Split limit of liability with limits of; \$100,000 each person bodily injury, \$300,000 each accident bodily injury, \$50,000 property damage

Inclement Weather

If, during periods of inclement weather, conditions begin to reach the stage where travel may become extremely hazardous, the Mayor may deem it appropriate to allow non-essential personnel to return home for their own safety. The time lost for any employee who chooses to leave or not come in to work shall be without pay. An employee may use compensatory time, paid leave such as vacation, PTO or floating holiday pay, or may request approval of their department director to make the time up within the payroll period.

Department Directors may use discretion to offer employees remote work options on an ad hoc basis during inclement weather events. Ability to offer remote work options may vary based on position demands and business needs.

Lay-Offs

Lay-off plans shall be approved by the Human Resources Director before they are implemented and shall be based on the needs of the organization. Any layoffs for budgetary reasons shall first

go through the committee of jurisdiction and are subject to final council approval before they are implemented. Lay-offs as a result of elimination of grant funding will be reported as information to the ~~C~~committee of ~~J~~jurisdiction.

Complaint Procedure

Employees who have work-related concerns are encouraged to discuss them with their supervisor as soon as possible after the event(s) that cause the concern. If the concern is not resolved with the employees' supervisor, the employee may bring the issue to Human Resources. Human Resources will mediate and facilitate towards a workable solution. Any complaint of harassment or discrimination shall be covered under the City's Harassment and Discrimination in the Workplace policy and complaints involving employee discipline, employee termination and workplace safety shall be covered under the City's Grievance Procedure policy.

Position Elimination

No position will be eliminated from the table of organization without the approval of Council. Individual(s) in the eliminated position will remain in service until the change to the table of organization is approved by Council.

Corrective Action

The purpose of corrective action is to correct job behavior and performance problems of employees. Employees shall be informed of standards of conduct and performance by their respective departments and such rules and standards shall be consistently applied. All copies of documented verbal reprimands, written reprimands, suspensions, demotions, and terminations shall be provided to the employee, employees' supervisor, Department Director and Human Resources Director, and kept in the employee's Personnel File located in Human Resources. Demotions and suspensions shall be discussed with the Department Director and Human Resources Director before such action is taken. Terminations shall be discussed with the Department Director, Human Resources Director and the City Attorney. In the event that immediate action is required, and the Human Resources Director or City Attorney cannot be reached, the employee can be placed on administrative leave with pay pending investigation. Employees shall have access to the City's grievance procedure provided the issue is related to discipline, termination or safety reasons. A complaint procedure will be available for issues not covered by the grievance procedure.

Return of City Equipment

Employees leaving City employment must return uniforms, cell phones, ~~pag~~ers, keys, key cards, ~~credit cards or~~ procurement cards, tools and equipment on or before their last day of work. It will be the supervisor's responsibility to ensure that all City property is returned.

Outside Forms of Compensation

All fees, gratuities, witness fees, honorarium or any other form of compensation for outside service's performed while being paid by the City shall be turned over to the City and any such activities for which such compensation is paid shall be reported to their Department Director.

This subsection shall not be construed to apply to situations which result from a non-work related situation, while an employee is on a bona fide vacation, PTO day, taking floating or other holidays, or to part-time employees except during those times when they are actually performing services to the City, and it shall not apply to the reimbursement of actual and necessary expenses occurring under such circumstances.

Police and Fire Protective employees reaching age 55

Protective employees who reach age 55 are required to complete an annual physical, determined by the City with the City's Occupational Health provider. The [National Fire Protection Association NFPA](#) physical for Fire employees shall suffice for this requirement provided they are deemed Fit for Duty by the City's Occupational Health provider.

THE SECTIONS LISTED BELOW APPLY TO ALL EMPLOYEES WHO ARE NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT.

Outside Services or Employment

The City's policy on outside duties or employment shall be as follows:

- (a) City employees may not engage in outside employment which conflicts with or affects the performance of their duty with the City.
- (b) No person shall hold more than one full or part-time City position at the same time without the Department Director and Human Resources Director approval.

-Severance Pay

The Human Resources Director, City Attorney and Mayor shall be responsible for developing and offering severance packages if applicable. The accepted package shall be reported to the Human Resources Committee in a closed session.

Transfers

Employees may apply for transfer to another vacant City position for which they are qualified. Such application should be made to the Human Resources Department. If the employee is selected and if the work performance of the transferred employee is not regarded as satisfactory, the Department Director involved may agree to the return of the employee to their former department if a vacancy is available.

Resignations

Employees in pay grades 1 ~~through~~-7 of the Compensation Plan wishing to leave City employment shall submit a resignation in writing to their Department Director at least two weeks in advance of their planned departure. Employees in pay grades 8 through 15 of the Compensation Plan shall submit a resignation in writing to their Department Director or the Mayor, whichever is appropriate, at least four weeks in advance of their planned departure. ~~All other employees shall submit a resignation in writing to their Department Director at least two weeks in advance of their planned departure.~~ All notices shall be exclusive of any accrued paid time off taken unless for unavoidable circumstances, or if prior approval is obtained from the Department ~~Head~~Director. Employees who give the above noted notice shall be paid out for accrued benefits ~~owed them as outlined in the Fringe Benefit policy. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new staff members.~~

Commented [AKK1]: Repetitive of first sentence in section

The Human Resources Department shall initiate an exit interview for all regular full-time and part-time employees who retire or voluntarily terminate their employment with the City. The exit interview shall be used to gain insight into the effectiveness of City resources and managerial practices. Information gathered from the exit interview process may be shared with the applicable supervisor, Department Head, and Human Resources staff.

Last Day of Work

Employees retiring or resigning from their position may not extend their final date of employment by using unused paid time off (i.e., vacation, PTO, Floating Holiday, Sick). The employee's last day of employment shall be defined as the last day the employee is physically at work unless special circumstances exist where the employee is unable to return to work due to an FMLA qualifying event or other medical condition.

~~At-will~~ Will Status

Employment with the City is strictly "at-will" unless you are a non-probationary employee covered under a collective bargaining agreement, department director or the terms of your employment are subject to a written contract or other express legal authority. As an at-will employee, you may terminate your employment at any time for any or no reason at all. Likewise, the City has the right to terminate your employment at any time, with or without notice, and for any or no reason at all.



Exit Interview		
CITY OF APPLETON POLICY	SECTION:	Human Resources
ISSUE DATE:	August 2001	LAST UPDATE:
POLICY SOURCE:	Human Resources Department	
POLICY AUDIENCE:	All Regular FT & PT employees	

I. PURPOSE

The exit interview shall be used to gain insight into the effectiveness of City resources and managerial practices, to determine where Human Resources policies and procedures are in need of review or revision, and to determine where supervisory or managerial practices need modification or improvement.

II. POLICY

The Human Resources Department shall initiate either a written or personal exit interview for all regular full-time and part-time employees who retire or voluntarily terminate their employment with the City.

III. DISCUSSION

Information gathered from the exit interview process may be shared with the applicable supervisor, Department Head, and Human Resources staff.

IV. PROCEDURE

A. An exit interview shall be conducted when possible regardless of length of service, or position:

(1) Department Heads shall notify the Human Resources Director or designee as soon as they learn that one of their employees is leaving. Human Resources staff shall then schedule a time and place for the exit interview, which shall normally take place prior to the employee's last workday.

(2) The Human Resources Director or designee shall analyze the results of each exit interview.

(3) If a face-to-face interview is not possible or preferred by the employee, Human Resources shall send an exit interview form to the employee with a return envelope to be returned to the Human Resources Department.

(4) All exit interview notes will be kept in the former employee's personnel file.

CITY OF APPLETON

**EMPLOYEE'S EXIT INTERVIEW
QUESTIONNAIRE**

NAME OF EMPLOYEE: _____

JOB TITLE: _____ DEPARTMENT: _____

LENGTH OF SERVICE: _____ SEPARATION DATE: _____

1. Why have you decided to leave your present position? If not retiring, what prompted your interest in seeking out new employment?

2. a. What did you find most satisfying about your job?

b. What did you find least satisfying about your job?

3. How do you feel about your current workload?

4. Did you have clear goals and know what was expected of you in your job?

5. Describe:

a. The positive traits of your supervisor.

~~b. — The traits he/she could improve on as a supervisor.~~

~~6. — Do you feel you had the resources and support necessary to accomplish your job? If not, what was missing?~~

~~7. — Did you feel free to go to your supervisor or manager to discuss problems about your job? Could you go up the chain of command if needed?~~

~~8. — How do you feel about the level of communication in your department (i.e. were you kept informed)?~~

~~9. — Were you satisfied with your compensation (fringe benefits, pay, etc.)? What suggestions would you have to improve our compensation system?~~

~~10. — Did you feel satisfied with your career progress while employed?~~

~~11. — What suggestions do you have for improving: a) your position; b) your department as a whole?~~

~~12. — Is there anything the Human Resources Department can do to provide better service to you as an employee?~~

~~13. — What suggestions do you have to help us find your replacement?~~

~~14. — What three things could your successor most benefit from by knowing up front?~~

~~15. — Any other comments or observations you would like to make.~~

~~INTERVIEWED BY _____ DATE _____~~

~~GENERAL COMMENTS OR OBSERVATIONS:~~

CITY OF APPLETON POLICY	TITLE: RECRUITMENT AND SELECTION	
ISSUE DATE: November 18, 1999	LAST UPDATE: October 1999 September 10, 2003 October 30, 2006 March 2011 May 2018	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All Employees with Hiring Responsibilities	TOTAL PAGES: 5
Reviewed by Attorney's Office Date: October 21, 1999 September 12, 2003 March 10, 2011 March 19, 2018 & July	Committee Approval Date: November 15, 1999 September 24, 2003 February 28, 2007 April 27, 2011 May 9, 2018, July 11, 2018	Council Approval Date: November 17, 1999 October 1, 2003 March 7, 2007 May 4, 2011 May 16, 2018, July 18, 2018

I. PURPOSE

To outline the process of recruitment and selection of applicants to fill open positions with the City of Appleton.

II. POLICY

The City of Appleton will recruit and select the best qualified persons for positions with the City. The Human Resources Department, under the guidance of the Human Resources Director, is responsible for developing and conducting an active recruitment and selection program designed to meet current and projected City employment needs. The procedure will be consistent with the City Affirmative Action Program and will comply with all Equal Employment Opportunity guidelines.

III. DISCUSSION

The hiring process is designed to ensure that the City of Appleton hires the best candidate for the job. The City of Appleton uses established, objective hiring criteria to ensure equal and unbiased treatment of all applicants.

These guidelines complement, but do not supersede, the statutory authority of the Library Board or the Police and Fire Commission.

IV. DEFINITIONS

- A. Request To Fill Form: A form that outlines the department, position, pay rate, justification for the position, impact of not filling the position, and alternate ways to complete the work.
- B. Posting: A formal announcement that a position is vacant. Postings may be internal or external. The decision of where to announce a position may involve many factors such as: the urgency to fill a position, the target audience, and any union contract obligations.
- C. Assessment Center: A series of exercises, which simulate "a day in the life of." These exercises generate observable behavior, which can be recorded and evaluated by trained

assessors. Behaviors can be utilized to predict successful job performance or evaluate potential future job performance.

- D. Vacant Position: An authorized position on the department's table of organization that becomes available by a voluntary or involuntary termination .
- E. Open Positions Listing: A predefined list of free community resources in which to announce a vacant position.
- F. Job Interest Cards: This is an on-line process in which applicants can express interest for future position vacancies. Once completed, applicants will receive an e-mail, for up to 12 months, of vacancies which match the employment category(s) they expressed an interest in.
- G. Equal Employment Opportunity Data: Voluntary data (gender, racial group, veteran status, and disability) collected during the application process. This information is not part of the application for employment and remains separate from the application.
- H. Recruitment Status Report: A summary report, which is updated weekly, that outlines the status of all City open positions.
- I. Applicant Database: A database that tracks applicant information and their disposition in the hiring process.
- J. Application Form: An on-line form to be completed by the applicant. This form gathers data regarding the applicant, including address, phone number, education, work experience, and applicable volunteer experience.
- K. Eligibility List: A list of candidates who went through an interview process but were not chosen and remain eligible if the position becomes vacant again. This list may include ranking of candidates on the list and will have an expiration date.

V. PROCEDURES

- A. Filling of a Vacant Position
To fill a vacant position, the hiring department must submit a completed Request to Fill form, updated job description, and updated job task analysis to the department designated Human Resources Generalist. Once the appropriate documentation is received, the process will move to the steps outlined below:
 - 1. Union Internal Posting
The department shall notify the designated Human Resources Generalist to initiate the posting process as outlined in the collective bargaining agreements. If no qualified internal applicants post to the position, the process will move to an External Posting as stated in 3 below.
 - 2. Non-represented Internal Postings
The department shall notify the Human Resources Department to initiate a posting announcement to either be announced only within the department where the vacancy exists; or to be announced to all City departments.
 - 3. External Postings
The department shall notify the Human Resources Department to initiate the recruitment process. This process will involve the following:

- a. **Job Announcement**
The Human Resources Department shall issue an Open Positions Listing of job announcements to publicize vacancies as deemed appropriate. This will be coordinated with the affected department to ensure the most efficient and cost effective means of advertising are included.
- b. **Application Forms**
All applications for employment must be submitted through the on-line application form process. Resumes and supporting documentation will be accepted as a supplement to the application, but an application must be completed for consideration. Applications will only be accepted when a position is available.
- c. The designated Human Resources Generalist (or representative), along with the department representative(s) involved with the hiring, will screen the applications based on the job requirements as outlined in the job description.
- d. Applicants whose applications are chosen from the initial screening may be invited to participate in telephone or Skype interviews, testing, an assessment center or other selection process (depending on the position) at the discretion of the hiring and Human Resources Departments. Applicants not chosen from the initial screening will receive a regret response.
- e. Those individuals who successfully complete the initial screening may be scheduled for panel interviews. The interview will be coordinated by the Human Resources Department.
- f. Members of the interview panel will make a recommendation to the Human Resources Generalist as to who they would like to hire. If consensus cannot be reached, then the Human Resources Generalist will consult with the Human Resources Director. If consensus is reached, the Human Resources Generalist will obtain the following checks prior to making the final job offer:
 - 1. At least two positive reference checks from previous employers: (if two positive checks cannot be obtained the Human Resources Representative must consult with the hiring supervisor and the Human Resources Director).
 - 2. Appropriate background checks, physicals, drug screens, psychological testing, etc.
- g. The Human Resources Generalist will make the job offer contingent upon appropriate background information using the existing pay structure. Human Resources will consult with the hiring supervisor to determine appropriate pay level.
- h. Human Resources will develop an offer letter and coordinate with the hiring department a start date. The new employee on-boarding process will be initiated at this point.
- i. Human Resources shall conduct an orientation process with all new employees.

- j. Human Resources will provide the hiring supervisor with a checklist of items that should be shown or explained to the new employee.
- 4. Employment Agencies
Outside agencies may be used to recruit regular and/or temporary employees. The hiring supervisor must consult with his/her department's designated Human Resources Generalist prior to using the outside agency.
- 5. Internal Promotions
If the successful candidate is an existing employee, the original date of hire will be used for the purposes of benefits. The salary will be determined based on skills and experience and in accordance with the Salary Administration Policy and/or with the collective bargaining agreement.
- 6. Eligibility Lists
Eligibility lists may be established and applicants will be informed of the expiration of the list.
- 7. Testing and Selection
The selection process shall maximize reliability, objectivity and validity through a practical and job-related assessment of applicant attributes necessary for successful job performance and career potential. The selection process shall also be balanced to provide promotional opportunities as well as open competitive opportunities at various levels of City employment.
 - a. Selection Tools – The Human Resources Director shall be responsible for determining when formal selection tools will be used to screen applicants for job vacancies, except for those positions that fall under jurisdiction of the Police and Fire Commission (Wis. Statute 62.13) and the Library Board (Wis. Statute 43.58(4)). Such tools may include, but need not be limited to, a review of training and experience, work sample and performance tests, practical written test, assessment center, interviews, physical fitness examinations, and background reference inquiries. In the development of selection tools, the Human Resources Director may confer with the Department Director of the hiring department or others familiar with the knowledge, skills and abilities required in order to determine the specific devices to best measure these factors.
 - b. Security – Formal selection materials shall be maintained and administered only by the Human Resources Department. Every precaution shall be exercised by all persons participating in the development and maintenance of materials to ensure a high level of integrity and security.
 - c. Notification of Applicants – Each person competing in the selection process shall be given written notice of his/her status within a reasonable time of the completion of the process.
 - d. Confidentiality – The City will protect applicant names, scores, and process information to its fullest ability under the law.
- 8. Part-time (non-benefitted) and Seasonal Employees
When it is determined to be in the best interest of the City of Appleton, part-time (non-benefitted), seasonal, limited term or temporary employees may be hired as

budgeted. Such employees shall not be eligible to receive City of Appleton fringe benefits unless specifically provided for elsewhere in policy (refer to the Employee Status policy for more information).

9. Limited Term Appointments

- a. Emergency Appointments – Whenever there is an urgent need to fill a vacancy the Human Resources Director may authorize filling the vacancy by emergency appointment until proper recruitment can take place.
- b. Temporary Appointments – The Human Resources Director may authorize the appointment of a qualified individual on a temporary basis when the need exists. Such appointments shall not exceed 1,000 hours in a 12-month period without prior authorization by the Human Resources Director. All departments shall arrange for their temporary manpower needs by calling their Human Resources Generalist. The following points apply when temporary staff are needed:
 1. The Department in need must have sufficient money budgeted to cover the cost of the temporary employee over the anticipated period of need.
 2. Notification shall be given to the Human Resources Department when temporary staffing is scheduled.
- c. Persons Hired Under Federal or State Manpower Programs - No person shall be hired under Federal or State Manpower programs without prior approval of the Human Resources Director. Persons employed under such programs are considered limited term employees and are not considered regular City of Appleton employees unless specific action is taken to appoint such employee to a regular City of Appleton position after he/she has been duly certified as eligible for such employment by the Human Resources Director.
- d. No department shall employ or use volunteers, interns, seasonal employees, temporary employees or co-op students, or participate in other wage sharing programs without prior discussion/notification of the Human Resources Department. If such position/program is authorized, the department will coordinate the employment conditions, offer letter, approvals, paperwork, and training requirements with the Human Resources Department.

10. Applicant Travel Expenses

With the exception of Director level positions, all applicants invited to participate in the City of Appleton selection process will do so at their own expense, unless approval by the Department Director and the Human Resources Director. The City of Appleton may elect to reimburse an applicant for reasonable expenses incurred, including travel, meals and overnight accommodations as deemed appropriate by the Human Resources Director.

11. Employment Eligibility Verification and New Hire Reporting

The Employment Eligibility Verification form (Form I-9) must be completed by all newly hired employees to verify their identity and eligibility to work in the United States. Employees are considered hired as of the actual commencement of employment for wages. The employee must fill out Section 1 of the form and

present documents establishing both identity and employment eligibility within three days of hire.

All new hires must be reported to the Department of Workforce Development within a specified length of time. Reports must include the employee's name, address, date of birth, Social Security number, date of hire, and the City of Appleton address and federal employer identification number. A copy of the employee's W-4 form or Wisconsin WT-4 form will meet the reporting requirements. (Reports may be filed by mail at: Wisconsin New hire Reporting, P.O. Box 14431, Madison, WI 53708; by fax at 1-800-277-8075; by telephone at 1-888-300-4473; or electronically at: <https://wi-newhire.com/default>)

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CITY OF APPLETON PERSONNEL POLICY	TITLE: Employment Eligibility Verification (I-9 Form)	
ISSUE DATE: December 20, 2007	LAST UPDATE: September 14, 2018 <u>2023</u>	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All employees	TOTAL PAGES: 6
Reviewed by Legal Services Date: November 13, 2007 —— May 31, 2013	Committee Approval Date: December 12, 2007 July 15, 2013	Council Approval Date: December 19, 2007 July 24, 2013

I. ~~PURPOSE~~

~~The Immigration and Nationality Act (INA), which the Immigration Reform and Control Act of 1986 (ICRA) amended, required that employers verify the identity and work eligibility of every employee hired after November 6, 1986. An I-9 form must be completed for all employees.~~

H. ~~POLICY~~

~~To ensure compliance with federal laws and regulations concerning verification of employment eligibility and associated record keeping for employees hired to work in the United States, an I-9 form must be completed for all employees. Human Resources or designated staff in other departments will complete the form for all newly hired benefited employees and outlying departments may complete them for seasonal, part time and temporary employees. Employee violations of this City policy could lead to discipline up to and including termination of employment.~~

~~The most current I-9 form can be found on the U.S. Citizen and Immigration Services website at (www.uscis.gov/i-9). The Employment Eligibility Verification pages of the I-9 must be printed and completed.~~

III. ~~DISCUSSION~~

~~The information collected is for the City of Appleton to verify the eligibility of an individual for employment and to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States. The information will be used by the City of Appleton as a record of the basis for determining eligibility of an employee to work in the United States.~~

IV. — DEFINITIONS

~~Employer: City of Appleton.~~

~~Employment Eligibility Verification Form (I-9): The most current form used to verify identity and work eligibility of everyone hired after November 6, 1986 in the United States. (Attachment 1)~~

~~INA: The Immigration and Nationality Act.~~

~~IRCA: Immigration Reform and Control Act of 1986.~~

V. — PROCEDURES

~~**Section 1.** Employee Responsibilities. The employee must complete Section 1 of the I-9 form no later than the close of business on his/her the employees first day of employment. No documentation is required to substantiate Section 1 information provided by the employee. The City of Appleton is responsible for ensuring that Section 1 of the I-9 form is properly completed by the employee and on time. Employees must enter NA in fields that do not apply. The employer may not request this form be completed prior to the offer of employment.~~

~~Preparer/Translator Certification. The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his/her own without assistance. The employee must still sign Section 1 personally.~~

~~**Section 2.** Employer Responsibilities. The employer must complete section 2 of the I-9 form. This must be done no later than the close of business on the employee's third day of employment. The employer must review documentation presented by the employee and record the information on the I-9 form. Proper documentation establishes both that the employee is authorized to work in the U.S. and that the employee who presents the document is the person to whom it was issued. The employer may accept any List A document, establishing both identity and work eligibility, or a combination of a List B document (establishing identity) and a List C document (establishing work eligibility) that the employee chooses from the list on the I-9 form. The employer must examine the documents and accept documents that appear to be genuine. The person examining the documents must attest under penalty of perjury that, to the best of their knowledge, the employee is eligible to work in the United States and, if the employee presented documents, the City employee completing Section 2 must sign and complete the entire certification section. The City of Appleton will not employ an employee who cannot present documentation that meets the requirements.~~

~~**Section 3.** Updating and Re-verification. If the City of Appleton hires a legal alien and that person is still working for the City when the employee's permit expires, the City of Appleton must re-verify his/her employment eligibility on or before the expiration date recorded in~~

Section 1 of the I-9. If this does occur, refer to the I-9 instructions for more details. Documents that expire that do not need reverification are: U.S. Passport, U.S. Passport Card, Alien Registration Receipt Card/Permanent Resident Card (form I-551).

Retention: All completed I-9 forms shall be sent to ~~maintained~~ by Human Resources for retention. All completed I-9 forms are to be kept in confidential files (separate from the employee's Personnel File) for 3 years after the date of hire or (1) one year after the date the employee's employment is terminated, whichever is later.

Fines: The City of Appleton is subject to periodic audits by the US Federal Government and can be fined for incorrect or missing I-9 forms. Fines range from \$1,000-\$10,000 and could be warranted for issues like information omissions, completing an I-9 more than (3) three days after the date of hire, as well as offenses such as not having an I-9 on file for an employee or knowingly hiring an illegal immigrant. Pattern or practice violations could result in fines and up to six months in prison.



Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ <small>Some aliens may write "N/A" in the expiration date field. (See instructions)</small>

<p>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	<p>QR Code - Section 1 Do Not Write In This Space</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------

Signature of Employee	Today's Date (mm/dd/yyyy)
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Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
 (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code

STOP Employer Completes Next Page STOP



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)	City or Town	State ZIP Code

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
----------------------------------------------------	---------------------------	-----------------------------------------------

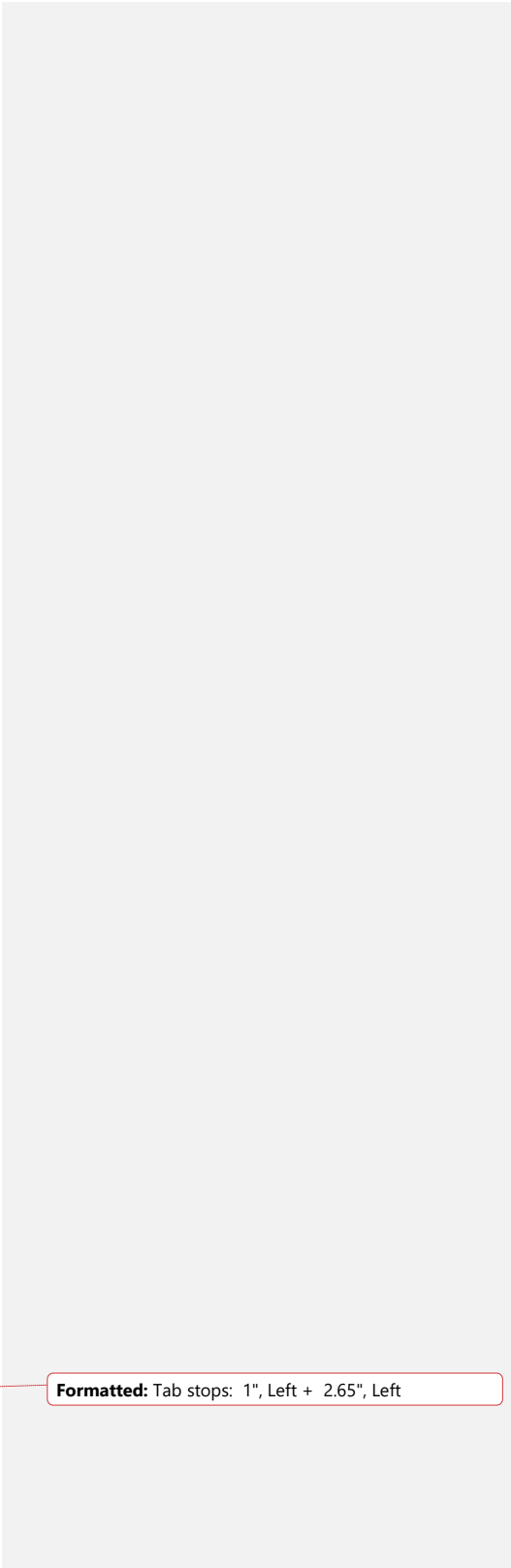
LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



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Recruitment Status Report

Updates thru 12/07/2023

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	Civil Engineer	DPW	09/25/23	09/22/23	1	Background pending on top candidate.
	Administrative Services Coordinator	PRFM	02/03/24	10/30/23	1	Panel interviews: 12/12/23.
	Bus Driver	VT	Multiple	N/A	9	Application deadline: 12/31/23.
	Bus Driver - Part-Time	VT	N/A	N/A	N/A	Application deadline: 12/31/23.
	Utility Worker - Part-Time	VT	09/30/21	10/05/21	N/A	Application deadline: 12/31/23.
	Utility Worker	VT	New Position	08/01/23	1	Application deadline: 12/31/23. Medical pending on top candidate.
	Wastewater Plant Operator	Utilities	12/02/23	11/22/23	1	Application deadline: 12/31/23.
	Treatment Specialist - Utilities	Utilities	New Position	11/20/23	1	Application deadline: 12/17/23.
	Safety, Training and Public Relations Coordinator	Utilities	New Position	11/22/23	1	Application deadline: 12/17/23.
	Utilities Director	Utilities	01/04/24	11/27/23	1	Application deadline: 12/31/23.
Allison	Police Officer	Police	12/01/23	N/A	1 + Elig.	PFC interviews: 12/18/23. Conditional offer extended to 1 candidate.
	Community Service Officer	Police	01/10/24	11/09/23	1	Panel interviews: 12/14/23.
	Executive Assistant to the Police Chief	Police	01/03/24	10/06/23	1	Job offer accepted, start date: 12/18/23.
	Firefighter	Fire	Multiple	09/15/23	2	Background pending on 3 candidates.
	Executive Assistant to the Mayor	Mayor's Office	11/04/23	10/31/23	1	Panel interviews: 12/13/23.
	Librarian - Adult Services & Engagement	Library	08/29/23	10/30/23	1	Job offer pending.
	Library Assistant - Materials Mgmt (Catalog)	Library	New Position	11/13/23	1	Panel interviews: 12/11/23.
	Real Estate Property Lister	CED	New Position	11/09/23	1	Panel interviews: 12/13/23.
	Code Compliance Inspector	CED	New Position	11/27/23	1	Application deadline: 12/17/23.
	Property Tax Specialist	Finance	12/02/23	11/29/23	1	Panel interviews: 12/08/23.

Total Positions Open: 30

Total Eligibility Lists: 1

Positions on Hold

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
Allison	Library Clerk - Regular Part-Time	Library	07/01/22	1	Internal transfer. Position on hold.
	Operations Clerk	Library	12/02/23	1	Resignation. Waiting for RTF.
	Communication Specialist - .5FTE	Police	09/30/23	1	Reviewing position.
Jessie	Transit Maintenance Operations Supervisor	VT	03/25/23	1	Position on hold.
	Engineering Technician	DPW	07/14/23	1	Position on hold.

Total Positions On Hold: 5

