



# City of Appleton

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

## Meeting Agenda - Final-revised Human Resources & Information Technology Committee

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Wednesday, August 28, 2024

6:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting  
[24-1100](#) Minutes 8/14/24.

**Attachments:** [Minutes 8.14.24.pdf](#)

### 5. Public Hearing/Appearances

### 6. Action Items

- [24-1102](#) Wastewater Treatment Plant Table of Organization Change Proposal

**Attachments:** [WW TO Change 2024.pdf](#)  
[WW TO JD Update 2024.pdf](#)

- [24-1101](#) Approval of Alderperson Salaries.

**Attachments:** [Alderperson Comp 2024 Attorney Ltr.pdf](#)  
[Alderperson Comp 2024 Comparable.pdf](#)  
[Alderperson Comp 2024 History.pdf](#)

- [24-1095](#) Generative AI Policy.

**Attachments:** [Generative AI Technology Policy S&B 2024.docx](#)

### 7. Information Items

- [24-1091](#) Fall Protection Policy Update.

**Attachments:** [Fall Protection Policy S&B 5-16-24.docx](#)

[24-1096](#) Security Badge Access Policy Update.

**Attachments:** [Security Card Access Key-Identification Badge and Visitor Security Policy SB 2024.pdf](#)

[24-1097](#) Privacy Policy Update.

**Attachments:** [Privacy Policy Draft S&B 2024.docx](#)

[24-1098](#) Workplace Violence Policy Update.

**Attachments:** [Workplace Violence S&B 2024.docx](#)

[24-1103](#) Fringe Benefit Policy for Full/Part Time Update.

**Attachments:** [Fringe Benefit Policy Part-Time S&B 08.2024.pdf](#)  
[Fringe Benefit Policy 2024 - draft S&B 08.2024.pdf](#)

[24-1144](#) COBRA Policy

**Attachments:** [COBRA Policy complete strike 8 2024.pdf](#)

[24-1104](#) FMLA Policy Update.

**Attachments:** [Family Medical Leave Act S&B 08.2024.pdf](#)

[24-1099](#) Recruitment Status Report through 8/22/24.

**Attachments:** [RSR 8.22.24.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.*

*For questions on the agenda, please contact Vanessa Calder, 920-832-6458.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
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## Meeting Minutes Human Resources & Information Technology Committee

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Wednesday, August 14, 2024

6:30 PM

Council Chambers, 6th Floor

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

[24-1000](#)

Minutes 7/24/24.

**Attachments:** [7.24.24.pdf](#)

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

**Aye:** 4 - Jones, Hayden, Croatt and Hartzheim

**Absent:** 1 - Van Zeeland

5. **Public Hearing/Appearances**
6. **Action Items**
7. **Information Items**

[24-1007](#)

Information Technology 2024 Mid-year Budget Report.

**Attachments:** [2024 IT Mid-Year Report.pdf](#)

**This Presentation was received and filed**

[24-1001](#)

Human Resources 2024 Mid-year Budget Report.

**Attachments:** [Mid-year Report to HR IT Committee.pdf](#)

**This Presentation was received and filed**

[24-1002](#)

Directors Report.

**This Presentation was received and filed**

[24-1043](#)

Recruitment Status Report Through 8/7/24.

**Attachments:** [RSR 8.7.24.pdf](#)

**This Presentation 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 - Jones, Hayden, Croatt and Hartzheim

**Absent:** 1 - Van Zeeland



DEPARTMENT OF  
**UTILITIES**

**Department of Utilities**  
Wastewater Treatment Plant  
2006 East Newberry Street  
Appleton, WI 54915  
p: 920-832-5945  
f: 920-832-5949

[www.appleton.org/government/utilities](http://www.appleton.org/government/utilities)

## MEMORANDUM

**Date:** August 19, 2024  
**To:** Chairperson Vaya Jones and Members of the Human Resources & Information Technologies Committee  
**From:** Chris Stempa, Utilities Director  
**CC:** Jay Ratchman, Human Resources Director  
Ryan Rice, Utilities Deputy Director  
**Subject: Action: Wastewater Treatment Plant Table of Organization Change Proposal.**

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### BACKGROUND:

After careful consideration and thought by Utilities Management staff, I am proposing a Table of Organization (TO) change within the Wastewater Operations Division which would also include modifications to the exiting shift schedules being worked. Under the proposal, the Wastewater Plant Operators (WWPOs), Solid Operators (SOs) and Relief Operators (ROs) would be combined into one Operations group. The changes being recommended follow retention and recruitment challenges within the WWPO group over the past few years coupled with evolving operational needs that have been highlighted as part of recent and ongoing construction projects. Presently, the most senior WWPO has 12 years of experience at the AWWTP. Recent transitions have created two vacancies with the RO group. When factoring these vacant positions as prospective 2024 new hires, the average years of experience within the WW Operations Group is 3.7 years.

Stay and exit interviews have revealed a consistent theme amongst WWPO and RO staff which included:

1. The short turnaround associated with the cadence of a rotating shift schedule amongst the four member WWPO group
2. The lack of exposure with day shift staff and management including the inability for involvement in projects.
3. For ROs, the unpredictability associated with filling in for WWPO s or SOs.
4. Limited schedule flexibility, in particular for WWPOs.

This memorandum includes a summary of the current TO, proposed changes, and an overview of the organizational benefits that would follow the adoption of these changes if implemented. The current and proposed TO (Appendix 1), current and proposed Operations Division schedule (Appendix 2), and current and modified payroll exception codes (Appendix 3).

## **CURRENT WASTEWATER TREATMENT PLANT OPERATIONS STAFFING**

### **Wastewater Plant Operators (WWPO)**

There are currently four (4) WWPOs that are responsible for operational control and maintaining plant processes within the facility's Wisconsin Pollution Discharge Elimination System (WPDES) permit. The WWPO schedule consists of rotating shifts that presently include 0700-1500, 1500-2300, and 2300-0700. The current schedule has 12-hour shifts on the weekends (0300-1500 and 1500-0300) that are filled by the first and second shift WWPOs. The current schedule allows for WWPOs to work two weekends then get two weekends off.

### **Solids Operators (SO)**

There are currently two (2) SOs that are required to operate the belt filter press units to dewater anaerobically digested biosolids. They work fixed 10-hour shifts Monday through Friday. The Operator #1 schedule is from 0500-1500 and Operator #2 works 1900-0500. The 1500-1900 shift is filled on Monday through Thursday with a RO.

### **Relief Operators (ROs)**

There are four FTE (4) RO positions. ROs work involves a full range of process support duties along with coordinating operational tasks to accommodate maintenance activities. ROs are required to fill in for WWPOs and provide laboratory support. ROs are expected to perform with a comparable level of independence and judgment and within departmental procedures and regulatory rules to maintain compliance with the facility's WPDES permit. The typical RO schedule is Monday through Friday from 0700 -1500. The exception is when scheduled for the 1500-1900 Solids Operator shift (Monday through Thursday) or if filling in for WWPO or SO vacancies.

## **NEW ROLES AND RESPONSIBILITIES, PAYROLL, COMPENSATION, AND LEAD OPERATOR ASSIGNMENT**

### **New Roles and Responsibilities:**

To counteract the challenges previously noted, a change in the TO and new shift schedule is being proposed. The proposed TO change would combine the WWPOs, SOs and ROs into one Operator Group. By expanding the number of individuals in a unified Operator Group, the scheduled rotation would expand from a 4-week rotation amongst four Operators to a 10-week rotation among ten operators. During the 10-week rotation, each Operator would work three (3) weekends (0600-1600, 1400-0000 and 2200-0800) with day shift (0700-1500 or 0600-1600) schedule on each side of the weekend to make a 40-hour work week. The remainder of the schedule would comprise dayshift (0700-1500) work performing the job duties of the current RO and Solids Operator position.

The attached schedule depicts how the Operators would transition through each shift over a 10-week period. In summary, the proposed schedule consists of a 10-hour "Operations" shift that would provide a two hour overlap between the oncoming and off going Operators.

When not operating, personnel will be working 0700-1500 to accomplish needed duties performed previously by the ROs (e.g. preventative maintenance, laboratory,

and biosolids loading) along with tasks and responsibilities presently assigned to the SO position.

### **Timesheets/Payroll:**

ROs currently have their time entered from timesheets into the I-Series system. Effective January 1, 2025, all staff within the Operator Group will be expected to enter their payroll in the Tyler Munis Executime system.

### **Compensation:**

In recognition of the new TO, the position has graded out in pay grade 7 of the City's compensation plan for non-represented employees. Note that the change in pay grade does not mean WWPO staff will retroactively receive a pay increase; however, it does provide an opportunity to earn higher wages in the future.

With this change would be a reduction to payroll codes (see attached) while intending to preserve the incentives for staff to fill shifts. In particular, the traditionally less desirable time slots like the 2300-0700 shift, Sunday shifts, and Holidays. The \$0.50/hr shift differential would remain in effect for anyone working the 10 hour/day WWOP shift.

There will be known cost increases to payroll because of the two-hour Operations shift overlap on weekends and holidays (double Sunday and Holidays) including 7 day/365 day/year shift differentials that would total approximately \$22,000. The Lead Operator assignment would require \$2,080 in additional funding per year (assumes a minimum of one person for duration of year). Costs in 2024 will be paid through vacant salary dollars and will be part of our 2025 budget.

### **Fill-In Guidelines:**

The Fill-in Guidelines have been simplified as part of the TO change and with an expanded candidate pool that would be available when scheduled and/or unscheduled absences occur. Additionally, Utilities Department work rules will be modified following an approved TO change that will allow employees more freedom to select the type of benefited leave while still prioritizing the minimum staffing levels required to operate the treatment facility.

### **Lead Operator:**

The TO change also has allowed the Utilities Department to create a new "Lead Operator" assignment. The Lead Operator provides support to the Wastewater Treatment Plant Operations Supervisor while performing the full scope of assigned duties normally assigned within the Operations Group. Assignments would be received from the AWWTP Operations Supervisor, but the incumbent would exercise independent judgment in accomplishing the work. Interviews will be conducted for Lead Operator assignments. The successful incumbent would be compensated \$1/hour on top of their base pay rate. There may be more than one Lead Operator based on departmental needs and the qualifications of the candidates.

## **BENEFITS OF PROPOSED CHANGES**

Transitioning from three different wastewater operator job classes on different shifts to a unified job class with ten employees on rotating shifts offers several significant benefits. This approach can enhance operational efficiency, improve employee satisfaction, and optimize resource utilization. Here are the key advantages:

1. **Increased Operational Flexibility:** Rotating shifts ensures a uniform skill level and knowledge base available at all times, reducing the risk of operational downtime due to staff shortages or knowledge gaps. Operators have the opportunity to become proficient in all aspects of plant operations, allowing for greater flexibility in managing unexpected issues or peak demand periods.
2. **Enhanced Training and Skill Development:** Operators are exposed to a wider range of tasks and responsibilities, promoting cross-training and a more versatile workforce. Regular rotation through different shifts and tasks helps maintain and enhance skills, leading to a more competent and confident team.
3. **Improved Team Cohesion and Morale:** Having all employees in the same job class fosters a sense of equality and teamwork, as everyone shares the same responsibilities and challenges. Rotating shifts allow operators to interact with a wider range of colleagues, reducing the potential for isolation that can occur with fixed shifts and job classes.
4. **Streamlined Management and Administration:** Managing a single job class simplifies scheduling, making it easier to accommodate vacations, training, and other absences without disrupting operations. Uniform job responsibilities and expectations help ensure consistent performance standards and easier monitoring of operational metrics.
5. **Optimized Resource Utilization:** Rotating shifts help distribute workload more evenly across all employees, preventing burnout and ensuring that all shifts are adequately staffed. With a unified job class, management can deploy skilled operators where they are most needed, enhancing the overall efficiency of plant operations. The TO change will allow fill-in procedures will be simplified with an expanded candidate pool that will be available to fill-in when scheduled and/or unscheduled absences occur. Another benefit of the TO change is the absorption of tasks which are presently completed by Solids Operators. These tasks would be redistributed between shift Operators and dayshift staff. For example, the incoming Operator within the first two hours of their shift be assigned to rounds that would have formally been completed by a Solids Operator. Completion of more labor-intensive or time-consuming tasks like belt changes and acid washes would be assigned to the 0700-1500 staff.
6. **Enhanced Compliance and Safety:** Consistent training and certification across a single job class ensure all operators are equally knowledgeable about regulatory requirements and safety protocols. Regular shift rotation and overlapping shifts help reinforce safety practices and standards, as operators continuously apply and revisit



safety procedures in different contexts. For example, the two-hour scheduled overlap allows an Operator up to two hours of uninterrupted focus in the lab while the off-going Operator can remain focused on duties pertaining to treatment operations and security. The current schedule requires one Operator to be in the lab on weekends for up to 4 hours while only periodically monitoring SCADA, plant security cameras, and/or responding to the front gate.

7. **Employee Satisfaction and Retention:** Rotating shifts provide variety in work, which can increase job satisfaction and reduce monotony. Opportunities for skill enhancement and professional growth through exposure to different aspects of plant operations can improve job satisfaction and retention.
8. **Improved Communication:** The two-hour overlapping shifts provide greater opportunity for formal one-on-one exchange of pertinent operational information in lieu of only relying on written logs. With all operators rotating through shifts, there is a more consistent and reliable flow of information and knowledge transfer between shifts, reducing the risk of miscommunication.
9. **Resilience and Redundancy:** A unified Operator group trained to handle all aspects of treatment plant provides greater operational resiliency to staffing changes, ensuring continuity and reliability. Having multiple operators capable of performing all tasks ensures built-in redundancy so that critical functions are always covered, even in the event of absences.
10. **Costs:** There will be known cost increases to payroll because of the two-hour Operations shift overlap on weekends and holidays. The proposed pay grade change and Lead Operator assignment would also require additional funding that has been taken into consideration as part of the 2025 budget. It is anticipated that more balanced staffing levels have the potential to reduce overtime, leading to cost savings over time. Additionally, standardizing training for a single job class is more efficient and cost-effective than training for multiple job classes with different requirements. Also, the intent would be to reduce the number of payroll codes without eroding the incentives for staff to fill shifts. In particular, the traditionally less desirable time slots like the 2300-0700 shift, Sunday shifts, and Holidays.

#### **RECOMMENDATION:**

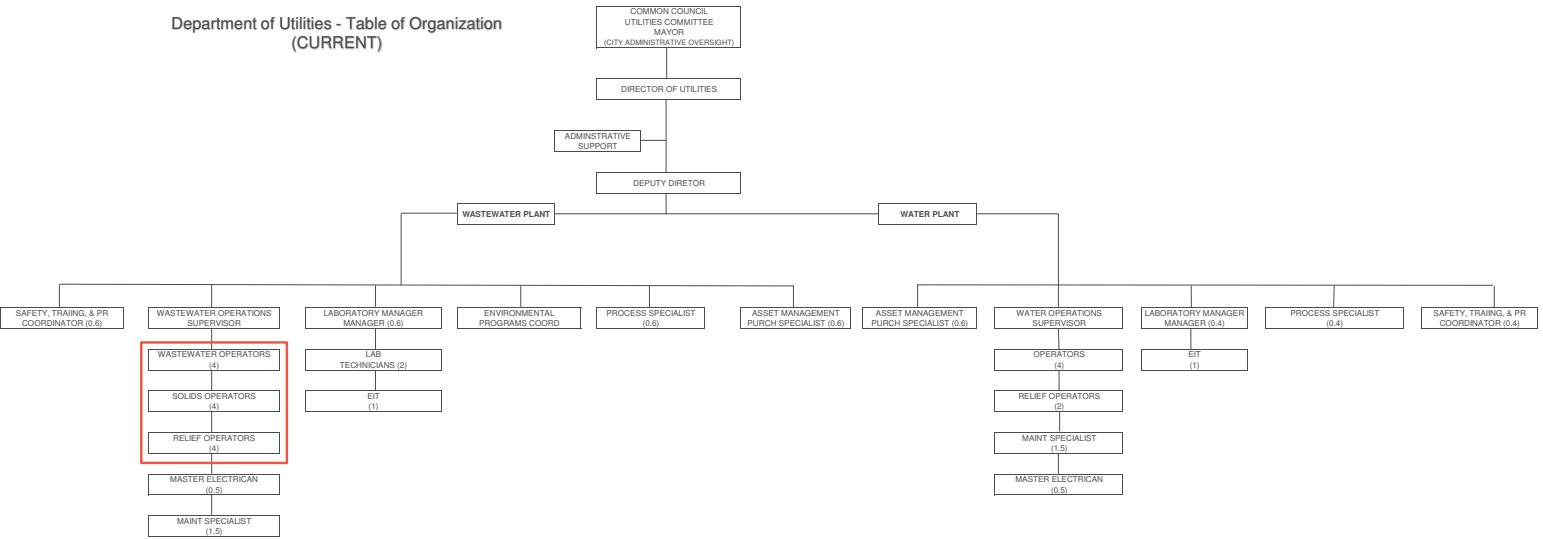
In conclusion, transitioning to one job class on rotating shifts can significantly improve the efficiency, effectiveness, and resilience of wastewater treatment operations. This approach fosters a more versatile and engaged workforce, enhances operational flexibility, and streamlines management processes, ultimately leading to a more robust and sustainable operation.

If you have any questions or require additional information regarding the proposed TO change, please contact Chris Stempa at 920-832-5945.

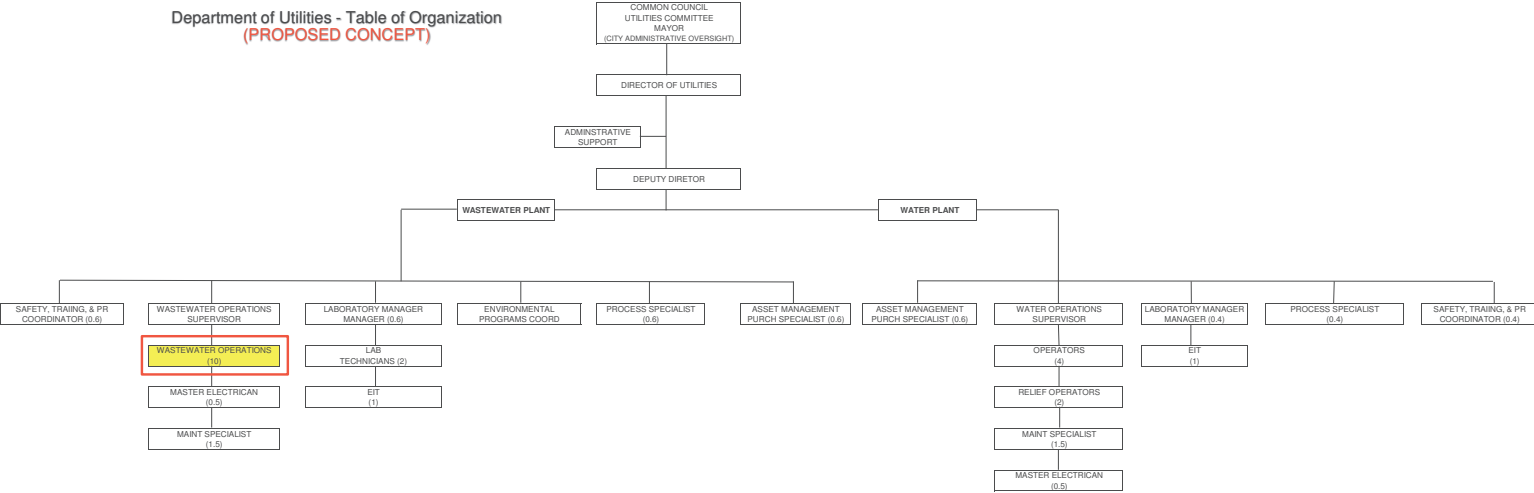
# **ATTACHMENT 1**

## **Current & Proposed Table of Organization**

Department of Utilities - Table of Organization  
(CURRENT)



Department of Utilities - Table of Organization  
 (PROPOSED CONCEPT)



## **ATTACHMENT 2**

### **Current & Proposed Operations Division Schedule**

AWWTP Current Schedule

KEY: 2300-0700 0700-1500 1500-2300 0300-1500 1500-0300 Sat/Sun 12 hour Operations Shift

Operator	WEEK 1							HOURS WORKED	WEEK 2							HOURS WORKED
	Sunday	Mon	Tues	Wed	Thur	Frid	Sat		Sun	Mon	Tues	Wed	Thur	Frid	Sat	
1		2300-0700 8	2300-0700 8	2300-0700 8	2300-0700 8	2300-0700 8			1500-2300 8	1500-2300 8	1500-2300 8	1500-2300 8	1500-0300 12	1500-0300 12	56	
2	0300-1500 12	0700-1500 8	0700-1500 8						2300-0700 8	2300-0700 8	2300-0700 8	2300-0700 8	2300-0700 8		40	
3	1500-2300 8				0700-1500 8	0700-1500 8	0300-1500 12		0300-1500 12	0700-1500 8	0700-1500 8				28	
4		1500-2300 8	1500-2300 8	1500-2300 8	1500-2300 8	1500-0300 12	1500-0300 12		1500-2300 8			0700-1500 8	0700-1500 8	0300-1500 12	36	
RO				0700-1500 8							0700-1500 8				8	

Operator	Sunday	WEEK 3					Total Hrs	Sunday	WEEK 4					Total Hrs	
		Mon	Tues	Wed	Thur	Frid			Sat	Sun	Mon	Tues	Wed		Thur
1		1700-0500 10	1700-0500 10	1700-0500 10	1700-0500 10	1700-0500 10			1700-0500 10	1700-0500 10	1700-0500 10	1700-0500 10	1700-0500 10		40
2		0500-1500m 10	0500-1500m 10	0500-1500m 10	0500-1500m 10				0500-1500m 10	0500-1500m 10	0500-1500m 10	0500-1500m 10			40
RO		1500-1900 4	1500-1900 4	1500-1900 4	1500-1900 4				1500-1900 4	1500-1900 4	1500-1900 4	1500-1900 4			16

Operator	Sunday	WEEK 3					Total Hrs	Sunday	WEEK 4					Total Hrs	
		Mon	Tues	Wed	Thur	Frid			Sat	Sun	Mon	Tues	Wed		Thur
1		11a-3p 4	11a-3p 4	11a-3p 4	11a-3p 4	0700-1500 8			0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8		24
2		0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8			11a-3p 4	11a-3p 4	11a-3p 4	11a-3p 4	0700-1500 8		24
3		0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8			0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8		40
4		0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8			0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8		40

Operator	WEEK 3							HOURS WORKED	WEEK 4							HOURS WORKED
	Sun	Mon	Tues	Wed	Thur	Frid	Sat		Sun	Mon	Tues	Wed	Thur	Frid	Sat	
1	1500-2300 8				0700-1500 8	0700-1500 8	0300-1500 12		0300-1500 12	0700-1500 8	0700-1500 8				28	
2		1500-2300 8	1500-2300 8	1500-2300 8	1500-2300 8	1500-0300 12	1500-0300 12		1500-2300 8			0700-1500 8	0700-1500 8	0300-1500 12	36	
3		2300-0700 8	2300-0700 8	2300-0700 8	2300-0700 8	2300-0700 8			1500-2300 8	1500-2300 8	1500-2300 8	1500-2300 8	1500-0300 12	1500-0300 12	56	
4	0300-1500 12	0700-1500 8	0700-1500 8						2300-0700 8	2300-0700 8	2300-0700 8	2300-0700 8	2300-0700 8		40	
RO				0700-1500 8							0700-1500 8				8	

Operator	Sunday	WEEK 3					Total Hrs	Sunday	WEEK 4					Total Hrs	
		Mon	Tues	Wed	Thur	Frid			Sat	Sun	Mon	Tues	Wed		Thur
1		1700-0500 10	1700-0500 10	1700-0500 10	1700-0500 10	1700-0500 10			1700-0500 10	1700-0500 10	1700-0500 10	1700-0500 10			40
2		0500-1500m 10	0500-1500m 10	0500-1500m 10	0500-1500m 10				0500-1500m 10	0500-1500m 10	0500-1500m 10	0500-1500m 10			40
RO		1500-1900 4	1500-1900 4	1500-1900 4	1500-1900 4				1500-1900 4	1500-1900 4	1500-1900 4	1500-1900 4			16

Operator	Sunday	WEEK 3					Total Hrs	Sunday	WEEK 4					Total Hrs	
		Mon	Tues	Wed	Thur	Frid			Sat	Sun	Mon	Tues	Wed		Thur
1		0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8			0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8		40
2		0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8			0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8		40
3		11a-3p 4	11a-3p 4	11a-3p 4	11a-3p 4	0700-1500 8			0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8		24
4		0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8	0700-1500 8			11a-3p 4	11a-3p 4	11a-3p 4	11a-3p 4	0700-1500 8		40

**AWWTP Proposed Concept Schedule**

**KEY:**

1st	2nd	3rd	
00:00-08:00, 22:00-24:00	06:00-16:00	14:00-00:00	10 Hour Operations Shift
	07:00-15:00		Day Shift (Relief Operator/Maint Helper)
	07:00-11:00 06:00-12:00		Partial Day Shift (Relief Operator/Maint Helper)

Operator	WEEK 1							HOURS WORKED	WEEK 2							HOURS WORKED	BI-WEEKLY TOTAL	
	Sunday	Mon	Tues	Wed	Thur	Frid	Sat		Sun	Mon	Tues	Wed	Thur	Frid	Sat			
1	06:00-16:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6		40		07:00-15:00 8	07:00-15:00 8	07:00-11:00 4		14:00-00:00 10	14:00-00:00 10	40	80	
2				06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	40	06:00-16:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6		40	80
3		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8		40				06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	06:00-16:00 10		40	80
4		14:00-00:00 10	14:00-00:00 10	14:00-00:00 10	14:00-00:00 10			40		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8			40	80
5	00:00-08:00, 22:00-24:00 10	00:00-08:00 8		07:00-15:00 8	07:00-15:00 8	06:00-12:00 6		40		14:00-00:00 10	14:00-00:00 10	14:00-00:00 10	14:00-00:00 10				40	80
6		06:00-16:00 10	06:00-16:00 10	07:00-15:00 8		22:00-24:00 2	00:00-08:00, 22:00-24:00 10	40	00:00-08:00, 22:00-24:00 10	00:00-08:00 8		07:00-15:00 8	07:00-15:00 8	06:00-12:00 6			40	80
7		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8		40		06:00-16:00 10	06:00-16:00 10	07:00-15:00 8		22:00-24:00 2	00:00-08:00, 22:00-24:00 10		40	80
8			00:00-08:00, 22:00-24:00 2	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00 8	40		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8			40	80
9	14:00-00:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6		40		22:00-24:00 2	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00 8			40	80
10		07:00-15:00 8	07:00-15:00 8	07:00-11:00 4		14:00-00:00 10	14:00-00:00 10	40	14:00-00:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6			40	80

Operator	WEEK 3							HOURS WORKED	WEEK 4							HOURS WORKED	BI-WEEKLY TOTAL	
	Sun	Mon	Tues	Wed	Thur	Frid	Sat		Sun	Mon	Tues	Wed	Thur	Frid	Sat			
1	14:00-00:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6		40		22:00-24:00 2	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00 8			40	80
2		07:00-15:00 8	07:00-15:00 8	07:00-11:00 4		14:00-00:00 10	14:00-00:00 10	40	14:00-00:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6		40	80
3	06:00-16:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6		40		07:00-15:00 8	07:00-15:00 8	07:00-11:00 4		14:00-00:00 10	14:00-00:00 10		40	80
4				06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	40	06:00-16:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6		40	80
5		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8		40				06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	06:00-16:00 10		40	80
6		14:00-00:00 10	14:00-00:00 10	14:00-00:00 10	14:00-00:00 10			40		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8			40	80
7	00:00-08:00, 22:00-24:00 10	00:00-08:00 8		07:00-15:00 8	07:00-15:00 8	06:00-12:00 6		40		14:00-00:00 10	14:00-00:00 10	14:00-00:00 10	14:00-00:00 10				40	80
8		06:00-16:00 10	06:00-16:00 10	07:00-15:00 8		22:00-24:00 2	00:00-08:00, 22:00-24:00 10	40	00:00-08:00, 22:00-24:00 10	00:00-08:00 8		07:00-15:00 8	07:00-15:00 8	06:00-12:00 6			40	80
9		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8		40		06:00-16:00 10	06:00-16:00 10	07:00-15:00 8		22:00-24:00 2	00:00-08:00, 22:00-24:00 10		40	80
10			00:00-08:00, 22:00-24:00 2	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00 8	40		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8			40	80

**AWWTP Proposed Concept Schedule**

**KEY:**

1st	2nd	3rd	
00:00-08:00, 22:00-24:00	06:00-16:00	14:00-00:00	10 Hour Operations Shift
	07:00-15:00		Day Shift (Relief Operator/Maint Helper)
	07:00-11:00 06:00-12:00		Partial Day Shift (Relief Operator/Maint Helper)

Operator	WEEK 5							HOURS WORKED	WEEK 6							HOURS WORKED	BI-WEEKLY TOTAL	
	Sun	Mon	Tues	Wed	Thur	Frid	Sat		Sun	Mon	Tues	Wed	Thur	Frid	Sat			
1		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8				06:00-16:00 10	06:00-16:00 10	07:00-15:00 8			22:00-24:00 2	00:00-08:00, 22:00-24:00 10	40	80
2		22:00-24:00 2	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00 8			07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8			40	80
3	14:00-00:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6										40	80
4		07:00-15:00 8	07:00-15:00 8	07:00-11:00 4		14:00-00:00 10	14:00-00:00 10		14:00-00:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6		40	80
5	06:00-16:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6			07:00-15:00 8	07:00-15:00 8	07:00-11:00 4		14:00-00:00 10	14:00-00:00 10		40	80
6				06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	06:00-16:00 10		06:00-16:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6		40	80
7		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8						06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	40	80
8		14:00-00:00 10	14:00-00:00 10	14:00-00:00 10	14:00-00:00 10					07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8		40	80
9	00:00-08:00, 22:00-24:00 10	00:00-08:00 8		07:00-15:00 8	07:00-15:00 8	06:00-12:00 6				14:00-00:00 10	14:00-00:00 10	14:00-00:00 10	14:00-00:00 10				40	80
10		06:00-16:00 10	06:00-16:00 10	07:00-15:00 8		22:00-24:00 2	00:00-08:00, 22:00-24:00 10		00:00-08:00, 22:00-24:00 10	00:00-08:00 8		07:00-15:00 8	07:00-15:00 8	06:00-12:00 6			40	80

Operator	WEEK 7							HOURS WORKED	WEEK 8							HOURS WORKED	BI-WEEKLY TOTAL	
	Sun	Mon	Tues	Wed	Thur	Frid	Sat		Sun	Mon	Tues	Wed	Thur	Frid	Sat			
1	00:00-08:00, 22:00-24:00 10	00:00-08:00 8		07:00-15:00 8	07:00-15:00 8	06:00-12:00 6				14:00-00:00 10	14:00-00:00 10	14:00-00:00 10	14:00-00:00 10				40	80
2		06:00-16:00 10	06:00-16:00 10	07:00-15:00 8		22:00-24:00 2	00:00-08:00, 22:00-24:00 10		00:00-08:00, 22:00-24:00 10	00:00-08:00 8		07:00-15:00 8	07:00-15:00 8	06:00-12:00 6			40	80
3		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8				06:00-16:00 10	06:00-16:00 10	07:00-15:00 8			22:00-24:00 2	00:00-08:00, 22:00-24:00 10	40	80
4		22:00-24:00 2	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00 8				07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8			40	80
5	14:00-00:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6				22:00-24:00 2	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00 8			40	80
6		07:00-15:00 8	07:00-15:00 8	07:00-11:00 4		14:00-00:00 10	14:00-00:00 10		14:00-00:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6			40	80
7	06:00-16:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6			07:00-15:00 8	07:00-15:00 8	07:00-11:00 4		14:00-00:00 10	14:00-00:00 10		40	80
8				06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	06:00-16:00 10		06:00-16:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6		40	80
9		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8						06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	40	80
10		14:00-00:00 10	14:00-00:00 10	14:00-00:00 10	14:00-00:00 10					07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8			40	80



**AWWTP Proposed Concept Schedule**

**KEY:**

1st	2nd	3rd	
00:00-08:00, 22:00-24:00	06:00-16:00	14:00-00:00	10 Hour Operations Shift
	07:00-15:00		Day Shift (Relief Operator/Maint Helper)
	07:00-11:00 06:00-12:00		Partial Day Shift (Relief Operator/Maint Helper)

Operator	WEEK 9							HOURS WORKED	WEEK 10							HOURS WORKED	BI-WEEKLY TOTAL		
	Sun	Mon	Tues	Wed	Thur	Frid	Sat		Sun	Mon	Tues	Wed	Thur	Frid	Sat				
1		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8							06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	40	80
2		14:00-00:00 10	14:00-00:00 10	14:00-00:00 10	14:00-00:00 10				07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8				40	80
3	00:00-08:00, 22:00-24:00 10	00:00-08:00 8		07:00-15:00 8	07:00-15:00 8	06:00-12:00 6				14:00-00:00 10	14:00-00:00 10	14:00-00:00 10	14:00-00:00 10					40	80
4		06:00-16:00 10	06:00-16:00 10	07:00-15:00 8		22:00-24:00 2	00:00-08:00, 22:00-24:00 10		00:00-08:00, 22:00-24:00 10	00:00-08:00 8		07:00-15:00 8	07:00-15:00 8	06:00-12:00 6			00:00-08:00, 22:00-24:00 2	40	80
5		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8			06:00-16:00 10	06:00-16:00 10	07:00-15:00 8			22:00-24:00 2			40	80
6		22:00-24:00 2	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00 8			07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	07:00-15:00 8				40	80
7	14:00-00:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6				22:00-24:00 2	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00, 22:00-24:00 10	00:00-08:00 8	00:00-08:00 8			40	80
8		07:00-15:00 8	07:00-15:00 8	07:00-11:00 4		14:00-00:00 10	14:00-00:00 10		14:00-00:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6				40	80
9	06:00-16:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6				07:00-15:00 8	07:00-15:00 8	07:00-11:00 4		14:00-00:00 10	14:00-00:00 10			40	80
10			06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	06:00-16:00 10	06:00-16:00 10		06:00-16:00 10		07:00-15:00 8	07:00-15:00 8	07:00-15:00 8	06:00-12:00 6				40	80

**ATTACHMENT 3**  
**Current & Proposed Payroll Codes**

**CURRENT PAYROLL CODES**

**RELIEF OPERATORS**

<i>I-Series Pay Codes : Call in / Stand By / Higher Rate</i>		<i>Condition</i>
<b>TC100</b>	Call Time (TC) Lump Sum \$100	--
<b>TC50</b>	Shift Change (TC) Lump Sum \$50	Notice <48 hours
<b>HR1</b>	Higher Rate (HR) \$1/hour	Assignment >1 week, Notice > 48 hours
<b>HR2</b>	Higher Rate (HR) \$2/hour	Assignment <= 1 week, Notice > 48 hours
<b>OH1</b>	Overtime Higher Rate (OH) \$1/hour stacked on x 1.5 rate	Assignment >1 week, Notice > 48 hours
<b>OH2</b>	Overtime Higher Rate (OH) \$2/hour stacked on x 2.0 rate	Assignment <= 1 week, Notice > 48 hours
<b>DH1</b>	Double Time Higher Rate (DH) \$1/hour stacked on x 1.5 rate	Assignment >1 week, Notice > 48 hours
<b>DH2</b>	Double Time Higher Rate (DH) \$2/hour stacked on x 1.5 rate	Assignment <= 1 week, Notice > 48 hours
<b>SB</b>	Stand By (1 hour pay/day)	--

**SHIFT OPERATORS**

<i>Tyler Munis Pay Codes: Shift Differential / Premium Pay / Overtime</i>	
--	Utilities Shift Differential -- (\$0.50/hr adder to base pay)
<b>220</b>	Holiday Worked (x 2.0)
<b>210</b>	Sunday Double-Time (x 2.0)
<b>205</b>	Overtime >40 hrs/wk (x 1.5)

**REVISED OPERATIONS GROUP PAYROLL CODES**

<i>Tyler Munis Pay Codes:</i>	
<i>Shift Differential / Premium Pay / Overtime / Call in / Stand By / Higher Rate</i>	
<b>709</b>	Call Time (TC) Lump Sum \$100
<b>708</b>	Shift Change or Stayover Coverage (TC) Lump Sum \$50
--	Utilities Shift Differential -- (\$0.50/hr adder to base pay)
<b>220</b>	Holiday Worked (x 2.0)
<b>210</b>	Sunday Double-Time (x 2.0)
<b>205</b>	Overtime >40 hrs/wk (x 1.5)

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# Wastewater Plant Operator

Class Code:  
260-8 (CC-5)

Bargaining Unit: Non-union Non-  
Exempt

CITY OF APPLETON  
Revision Date: Jun 13, 2022

## SALARY RANGE

\$25.58 - \$35.80 Hourly  
\$53,193.00 - 74,474.00 Annually

## NATURE OF WORK:

This is a technically skilled, professional, state certified position responsible for successful continuous, real-time operations of a 15.5 MGD advanced secondary wastewater treatment plants, and operation of solids dewatering processes and final deposition procedures in accordance with within the facility's Wisconsin Pollution Discharge Elimination System (WPDES) permit and local, state, and federal standards for municipal wastewater treatment residuals and agricultural land application practices. The Wastewater Plant Operator is responsible for operational control and maintaining plant processes within the facility's Wisconsin Pollution Discharge Elimination System (WPDES) permit. Systems include:

- Sanitary Collection Systems (monitoring and troubleshooting the operation of 15 lift stations)
- Preliminary Treatment Systems (fine screen and wash, vortex grit removal and classification).
- Primary Treatment
- Secondary Treatment Systems (conventional activated sludge, with single stage nitrification and secondary clarification).
- Disinfection Systems (pathogen destruction with chlorination and dechlorination)

- Solids Thickening (dissolved air flotation, primary and receiving station processing).
- Digestion (anaerobic digestion, methane production, gas compression, storage/use).
- Chemical phosphorous precipitation.
- Inventory Systems (include secondary digesters, digested sludge wells, filtrate delivery and storage system, water treatment residuals delivery and storage, and the biosolids conveyance system)
- Dewatering Equipment (belt filter presses, chemical feed and mix systems, biosolids storage and out loading (containment and out loading systems that utilize forklift and payloader operations to maintain physical inventory).

Wastewater Plant Operator responsibilities involve the comprehensive monitoring, testing, and control of the chemical, physical and biological processes at the wastewater treatment plant. The operator completes analytical testing to maintain plant processes and for regulatory reporting requirements. Operators control equipment, pumps, valves, chemicals, etc. in order to affect efficient, compliant discharge effluent and digestion product. Work is performed under general supervision of the Operations Manager.

## **JOB FUNCTIONS:**

### **ESSENTIAL JOB FUNCTIONS**

- Monitors, determines necessary adjustments of unit processes to optimize wastewater treatment performance. Determines, adjusts, and monitors chemical dosage for treatment including flocculants, ferrous sulfate, ferrous chloride, sodium hypochlorite, and sodium bisulfite.
- Develops process control strategies and responds to abnormal conditions with appropriate corrective measures using accepted wastewater practices to re-establish compliant plant performance.
- Retrieves samples and performs required preservation and regulatory analysis to comply with WPDES permit and Wisconsin Administrative Code. Regulatory testing requirements include the following: Biochemical Oxygen Demand (BOD), pH, fecal coliform, and chlorine residual. Process analyses includes: settability testing, suspended solids and volatile suspended solids to derive MCRT and SVI's. Volatile acids, alkalinity and carbon dioxide to determine anaerobic digester performance.
- Monitors flows, levels, pressures, data and trends. Utilizes information in troubleshooting and controlling plant processes.
- Controls and processes wastes transported to facility for treatment.
- Conducts microscopic analysis of process microlife to determine and control biological treatment performance.
- Monitors for and identifies equipment malfunctions and initiates work requests. Safely starts, stops and isolates treatment processes and equipment.
- Makes process and maintenance observations and maintains accurate benchsheets, worksheets, records, requests, and reports.
- Completes chronological log and communicates relevant information to operations, maintenance and laboratory staff.
- Compiles and enters computer data from system monitoring activities using standard and

process specific software.

- Leads plant operation during emergency events including peak flow, power outage, and emergency response.
- Responsible for immediate security and as contact of the facility during non-business hours, responds to security system and facilitates response as appropriate.
- Responds to public inquires regarding the wastewater treatment as appropriate.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.
- Monitors and manipulates process variables including digested sludge inventory levels, feed rates, chemical feed rates, and belt filter press settings to ensure consistent throughput.
- Collects process control and regulatory compliance sampling as required for total solids, total volatile solids, pH, fecal coliform, nitrogen, phosphorus, potassium, calcium, and RCRA metals.
- Monitors biosolids storage distribution and building configuration appropriately for inventory levels, moves materials, loads trucks, and produces scale records for material tracking.
- Assists with bulk chemical delivery, relocates chemical totes and containers, and maintains chemical inventory information.
- Maintains and cleans solids dewatering facilities and equipment.
- Identifies necessary corrective maintenance, initiates work orders, and monitors status of repairs where appropriate.
- Assists mechanical, electrical, or instrumentation technician in troubleshooting and repair of related equipment and systems.
- Enters areas of facility and sewer system structures designated as "confined space" per CFR 1910.146

#### **OTHER JOB FUNCTIONS**

- Maintains awareness of potential adverse impacts of inadvertent industrial discharges, responds to industrial notifications as necessary and communicating information and plant response actions to Pretreatment Coordinator or supervisor.
- Responsible for the operation of the stand-by electrical generators (includes 1500 kW on-site electrical generation).
- Utilizes lockout tagout, personal protective equipment and department and city safety procedures to perform work safely.
- Monitors raw material consumption, initiates purchase order requests to maintain adequate inventories, and coordinates receipt of incoming chemical shipments and supplies.
- Participates and contributes to research and development.
- Performs laboratory bench scale process simulation tests to optimize chemical and biological treatment.
- Utilizes engineering drawings including general, mechanical, and process instrument and diagrams.
- Performs off-site sampling, testing, and maintains field data logs for biosolids compost.
- Communicates compost process status with the Biosolids Program Coordinator.

#### **REQUIREMENTS OF WORK:**

- Post-secondary education or training in wastewater treatment technology with a college degree preferred.
- Possession or the ability to obtain WDNr Advanced Wastewater Operator certification

(certification subgrades A1, B, C, D, L, P and SS) preferred within 48 months of employment and maintain the certificate when employed.

• Possession or the ability to obtain WDNR general operator certification with mechanical sludge handling subgrade (certification subgrade G) preferred within 48 months of employment and maintain the certificate when employed.

- Three to five years of operating experience in a wastewater treatment facility, manufacturing environment, industrial maintenance environment or any equivalent combination of education, experience, and training desired.
- Routinely rotating through three duty shifts providing twenty-four hour coverage on a seven day per week basis including holidays.
- Valid Wisconsin driver's license.
- Mechanical systems including centrifugal and positive displacement pumps, turbines, compressors, generators, as well as their control mechanisms.
- Safety requirements in an industrial environment including precautions associated with working with mechanical equipment and industrial grade chemicals.
- State and Federal regulation governing operation of wastewater treatment plants.
- Exercise independent judgment based on available information when necessary.
- Read engineering drawing and utilize operations and maintenance manuals.
- Increase unit performance with arithmetic calculations to determine process flow, loadings, and chemical dosing set points.
- Perform analytical procedures according to method protocols and quality control standards.
- Use computer interfaces including Supervisory Control and Data Acquisition (SCADA) systems and reporting software to enter data, produce records and develop reports.
- Understand and follow oral or written instructions.
- React promptly and efficiently in emergencies.
- Maintain effective relations with other employees and deal with the public in a courteous and tactful manner.
- Withstand various weather conditions, fumes, odors, and dust generally associated with wastewater treatment processes.
- Perform tasks which require frequent standing, climbing, reaching, squatting, bending, pushing, pulling, lifting and carrying.
- Safely operate hand-trucks, forklifts, man-lifts, and similar equipment.
- Perform all duties in a safe manner consistent with department and city safety policies and procedures.
- Follow confined space entry procedures.
- Use a variety of personal protective equipment effectively, including respirators and self-contained breathing apparatus (SCBA).

## **SUPPLEMENTAL INFORMATION:**

### **COMPETENCIES**

Customer Focus  
Adaptability/Flexibility  
Technical Skills  
Communication  
Positive Attitude

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





DEPARTMENT OF  
**LEGAL AND  
ADMINISTRATIVE  
SERVICES**

**CITY ATTORNEY'S OFFICE**  
100 North Appleton Street  
Appleton, WI 54911  
p: 920.832.6423  
f: 920.832.5962  
www.appleton.org

TO: Alderperson Vaya Jones, Chair  
Members of the Human Resources / Information Technology Committee

From: Zak Buruin, Assistant City Attorney

Date: August 1, 2024

RE: Alderperson Salary Adjustment  
City Attorney File No. A19-0536

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Alderperson salaries are reviewed annually. Historically this item is placed on the agenda as an action item every Fall to give Council the ability to review and adjust the Alderperson salary for a future Council. On November 1, 2023, the Common Council voted to maintain the \$6,750 annual salary of all Alderpersons, effective April 2025.

Wisconsin Statutes § 62.09(6)(am)2 prohibits changing Alderperson salaries after the “earliest time for filing nomination papers for the office” and no changes can be made in the compensation during “the term of office for which the deadline applies.”

Therefore, Council has the following options available depending on whether it wants different salaries for half of the Council, or one across-the-board adjustment for a future Council:

- 1) *For staggered salaries:* Council may establish alderpersons' salaries for terms starting in April 2025 (Districts 1, 3, 5, 7, 9, 11, 13, and 15) prior to December 1, 2024, and subsequently establish salaries for Alderpersons for terms starting in April 2026 (Districts 2, 4, 6, 8, 10, 12, and 14) prior to December 1, 2025: or,
- 2) *For a single adjustment:* establish the salary for all alderpersons seated on the Council in April 2026 prior to December 1, 2024.

If you have any questions or concerns, please do not hesitate to get in touch.



**Alderspersons 2024**

<b>Municipality</b>	<b>Population</b>	<b># of Council/Board</b>	<b>Salary</b>	<b>Benefits</b>	<b>Expense Account</b>
Appleton	74,370	15	\$6,750	Parking pass, EAP	None
EauClaire	<b>70,587</b>	11	\$3000; President = \$3600	\$10/mo cell phone allow, \$88.43 auto allow	None
Green Bay	107,015	12	\$10,287	Health, Dental, Deffered Comp	None
Kenosha	99,877	17	\$6,000	None	\$50 per diem per 1/2 day; \$100 per diem per 6 hour day; \$50 per meeting; \$100 per month expense allowance; \$130 per month technology stipend
La Crosse	51,834	13	\$8,400.00	WRS, ICI, Section 125	Yes
Manitowoc	34,547	10	\$5,400.00	City issued iPad, which is kept upon conclusion of term	None
Neenah	26,137	9	\$5,280	None	None
Menasha	17,856	8	President \$5808; others \$5508	None	None
Oshkosh	66,607	7	\$5,000.06		None
Sheboygan	48,329	10	\$6,084	None	None
Wausau	39,994	11	\$5,354.96	None	None
West Bend	32,000	9	\$4,236.00	None	\$30/month
De Pere	25,525	8	\$7792 (2024-2025) \$7948 (2025-2026)	EAP	None
Grand Chute	23,964	5	Chairman = \$20,500; Board Supervisors = \$10,812	None	None
Fond du Lac	44,678	7	President - \$6,000; others \$5,000	None	None

## ELECTED ALDERPERSON SALARIES

<b>Council Date</b>	<b>Election Year</b>	<b>Salary</b>	<b>Benefits</b>	<b>Notes</b>
9-17-2014	2016	\$5921	Parking pass	Addition of parking pass and wage 2% increase
11-18-2015	2017	\$5980	Parking pass	1% increase. *See note below
10-19-2016	2018	\$6129.50	Parking pass	2.5% increase
10-18-2017	2019	No increase	Parking pass	
11-7-2018	2020	No increase	Parking pass	
11-6-2019	2021	\$6221.44	Parking pass	1.5% increase
n/a (year 2020)	2022			HR did not get on committee agenda timely. Currently no 2022 rate change approved.
9-15-2021	2023	\$6750	Parking pass	
11-16-2022	2024	\$6750 (no increase)	Parking pass	HR committee special session 11/16/2022
11-15-2023	2025	\$6750 (no increase)	Parking pass	

\*An error from 2017 was discovered in August 2024. The Council approved no increase on 11/18/2015 for election year 2017; however, a 1% adjustment was provided, bumping the salary to \$5890.

City of Appleton Human Resources Policy	TITLE: <b>Generative AI (Artificial Intelligence) Technology Policy</b>	
Issue Date June 17, 2024	Last Update:	Section: Human Resources
Policy Source: Human Resources Department	Audience: All City Departments	Total Pages: 2 pages
Reviewed by Legal Services:	Committee Approval Date:	Council Approval Date:

**I. PURPOSE**

The purpose of this policy is to outline the responsible use of generative artificial intelligence (AI) such as Open AI’s ChatGPT, Microsoft Copilot, and Google’s Gemini within our organization. The City values public service innovation to meet our residents’ needs and is committed to adopting new technologies, such as generative AI to aid our mission while ensuring responsible use. In addition, the City values transparency and accountability and understands the importance of these values in our use of AI systems.

The risks in using this technology are not limited to the following: accuracy of the content, bias, misinformation, ownership and copyrights (intellectual property rights of others), security risks, transparency, privacy of personal and sensitive information (e.g. about employees, clients, customers, etc.), and existential risk.

**II. SCOPE**

This policy applies to all City employees and volunteers who have access to generative AI technology or are involved in using generative AI technology tools or platforms on behalf of our organization. Any violations of this policy may result in disciplinary action, up to and including termination.

**III. DEFINITIONS**

Generative Artificial Intelligence (Generative AI): a class of computer software and systems, or functionality within systems, that use large language models, algorithms, deep-learning, and machine-learning models, and can generate new content, including but not limited to text, images, video, and audio, based on patterns and structures of input data.

**IV. POLICY**

Use of Generative AI Technology

Use of generative AI technology will be allowed while performing work for the City of Appleton with the prior approval of your Department Director (or designee). Employees wishing to use generative AI technology should discuss the parameters of their use with their Department Director (or designee) prior to use. The Department Director (or designee) may verbally approve, deny, or modify those parameters that best meets City policy, legal requirements, or

other business needs. With prior approval, City email addresses, credentials or phone numbers may be used to create an account for use with these technologies.

All AI-generated content must be reviewed for accuracy and possible intellectual property right (copyright) infringement prior to each use in an official City capacity. If a reliable source cannot be found to verify information generated by the AI, that information cannot be used for work purposes.

Utilization of generative AI technology must be in accordance with all applicable City policies and procedures.

Acceptable uses include, but are not limited to, the following:

- For general-knowledge questions meant to enhance your understanding on a work-related topic.
- To brainstorm ideas related to projects that are being worked on.
- To create formulas for Excel spreadsheets or similar programs.
- To draft a correspondence (e.g. an email, letter, memo, etc.).
- To create outlines for content projects to assist in full coverage of a topic.

Unacceptable uses include, but are not limited to, the following:

- Copying and pasting, typing or in any way submitting City content or data of any kind into AI technology that discloses personal identifiable information.
- Failing to properly cite AI technology when used as a resource.

#### Attribution, Accountability and Transparency of Authorship

All images and videos created by generative AI systems must be attributed to the appropriate generative AI system. Wherever possible, attributions and citations to the City of Appleton should be embedded in the image or video (e.g., via digital watermark). If text generated by an AI system is used substantially in a final product, attribution to the relevant AI system is required. All attributions should include the name of the AI system used plus an assertion which should include the department or group who reviewed/edited the content. *For example: "Some material in this brochure was generated using ChatGPT version 4.0 and was reviewed for accuracy by a member of the Health Department before publication."*

#### V. ACCESS

The City reserves the right to revoke access to specific resources should they determine that a particular tool presents too much risk that cannot be mitigated with responsible use.

#### VII. POLICY REVIEW

This policy will be reviewed periodically and updated as necessary to address emerging risks, technological advancements, regulatory changes, etc. Any questions regarding this policy should be directed to your supervisor.



<b>Fall Protection Policy</b>			
<b>CITY OF APPLETON POLICY</b>		<b>SECTION:</b>	Safety
<b>ISSUE DATE:</b>	January 2005	<b>LAST UPDATE:</b>	Revised April 2024
<b>POLICY SOURCE:</b>	Human Resources Department		
<b>POLICY AUDIENCE:</b>	All Employees		

**I. PURPOSE AND SCOPE**

This fall protection policy was developed to provide criteria for the recognition, control and/or elimination of potential fall hazards which includes slips, trips and falls on the same walking/working surface level and elevated falls at a level of four feet or greater that may require the use of fall protection systems. This program is intended to meet the requirements of Occupational Safety and Health Administration’s (“OSHA”) walking and working surfaces standard (29 CFR 1910.21-1910.30) and personal fall protection systems standard (29 CFR 1910.140) which have been adopted by the Wisconsin Department of Safety and Professional Services (“WI DSPS”) by Wis Stat. §101.055 (2021-22).

**II. POLICY**

The City of Appleton is committed to providing a safe workplace. All employees and contractors are expected to follow all procedures set forth in this policy. Failure to comply with this policy may lead to disciplinary action up to and including discharge.

**III. RESPONSIBILITIES**

The City of Appleton 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 to properly implement fall protection control systems and equipment as those systems and items are needed or required.
2. Either perform the responsibilities of a competent person (see below) or select a designee(s) to serve as a competent person.
3. Enforce the use of selected fall protection systems and equipment.
4. Ensure employees are trained in the proper use of fall protection systems and equipment.

**B. Competent Person(s) (as designated by Department Director):**

1. Regularly conduct fall hazard audits/assessments to identify potential slip, trip and fall hazards, as well as falls from height hazards and take corrective action as needed.
2. Identify and implement the appropriate fall protection control methods when hazards cannot be eliminated.
3. Ensure all persons working at heights over four feet have received proper training.

4. Ensure fall protection is taken “out of service” following impact loading so all components can be inspected.
5. Ensure a rescue plan is in place beforehand in the event of an employee fall when personal fall arrest systems are used.
6. Ensure fall protection equipment is properly and periodically inspected according to manufacturer’s guidelines, manufacturer’s instructions, and applicable standards.

C. Employees:

1. Attend appropriate training as assigned.
2. Inspect fall protection systems and equipment prior to each use in accordance with manufacturer’s guidelines and instructions.
3. Utilize fall protection systems and equipment as required.
4. Wear all other required personal protective equipment (“PPE”).
5. Comply with all aspects of this policy.

#### IV. **FALL ASSESSMENT(S)**

A. Each department should regularly inspect and maintain their walking-working surfaces in a safe condition. A sample walking-working inspection form can be found under Appendix A to provide guidance on what to inspect and to document during this inspection (though documentation of this inspection is not required by either OSHA or WI DSPS). In addition, each department is responsible for evaluating their workspaces and operations for fall hazards and determining the best control method(s) to protect their employees. A sample fall hazard assessment can be found under Appendix B to provide guidance on what to inspect and to document during this assessment (though documentation of it is not required by either OSHA or WI DSPS). Consideration should be given to the hierarchy of hazard control, which organizes risk control techniques from the most effective to least effective (examples are shown below in order of decreasing effectiveness and preference):

1. Elimination of the fall hazard by bringing the work down to safe ground level.
2. Passive fall protection systems, such as guardrails, safety nets and hole covers that do not require active participation by an employee.
3. Active fall protection systems that require employee involvement, training, and proper use such as:
  - i. Travel restraint systems that prevent an employee from reaching a fall hazard.
  - ii. Personal fall arrest systems that utilize equipment that stops/limits a fall after it occurs.
4. Administrative controls such as work practices or procedures to signal or warn an employee to avoid approaching a potential fall hazard.

#### V. **FALL PROTECTION CONTROL SYSTEMS**

With the passage of OSHA’s walking-working surface standard in January 2017, employers are no longer required to make guardrails the primary means of fall protection. Instead, employers may choose from a range of the following accepted fall protection control systems that is appropriate for the situation:

A. Walking and Working Surfaces – General Controls:

1. All passageways, storerooms, service rooms, and walking/working surfaces must be kept clean, orderly, sanitary, and if feasible, dry condition.
2. Maintain drainage in areas where wet processes are used, and provide dry standing places such as false floors, platforms, and mats, if feasible.
3. Maintain walking/working surfaces free of sharp or protruding objects, loose boards and flooring, corrosion, leaks, spills, snow, ice and other slip, trip and fall hazards.
4. Ensure there is sufficient clearance in aisles, at loading docks, and wherever turns or passage must be made when using material handling equipment.
5. All walkways or paths used in building egress in the event of an emergency must always be kept clear and free of any obstructions.
6. Any deficiency identified must be corrected or repaired prior to employee use.

B. Guardrail Systems:

Guardrail systems are installed on open sides of elevated locations. The guardrail consists of a vertical barrier with a top-rail, mid-rail, toe board (for certain applications) and intermediate vertical rails erected along an unprotected or exposed side, edge, or other area of a walking-working surface to prevent employees from falling to a lower level. Departments utilizing guardrail systems must follow OSHA's specifications as listed under 29 CFR 1910.29(b).

C. Personal Fall Arrest System ("PFAS"):

Personal fall arrest systems consist of an anchorage point, connectors, full-body harness, deceleration device, lifeline, or suitable combinations. PFASs limit the maximum arresting force on an employee that has fallen and is rigged so an employee cannot free fall more than six feet or contact any lower level. Departments utilizing personal fall arrest systems must follow OSHA's specifications as listed under 29 CFR 1910.140.

D. Travel Restraint (Tether) System:

Travel restraint systems prevents employees from falling by keeping them from reaching an area where a fall hazard exists. An employee is secured to an anchorage point using a travel restraint (tether) line short enough to prevent the person's center of gravity from reaching a fall hazard. Departments utilizing travel restraint systems must follow OSHA's specifications as listed under 29 CFR 1910.140.

E. Safety Net System:

A horizontal or semi-horizontal, cantilever-style barrier that uses a netting system to stop falling employees before they contact a lower level or obstruction. Safety nets can be used where the use of ladders, scaffolds, temporary floors or safety lines are impractical. Departments utilizing safety net systems must follow OSHA's specifications as listed under 29 CFR 1910.29(c).

F. Warning Line System:

Warning line systems are typically composed of a physical barrier located near an unprotected side or edge to warn employees they are approaching a fall hazard area during roofing projects affecting large areas of the roof. Warning line system use is restricted to low slope roof top work and shall be used in conjunction with a safety

monitoring system at a minimum. These systems may also utilize a guardrail, personal fall restraint system or personal fall arrest system to minimize/eliminate the fall hazard. Warning line systems consist of supporting stanchions and ropes, wires or chains erected around all sides of open edged work areas. Departments utilizing warning line systems must follow OSHA's specifications as listed under 1910.29(d).

G. Leading Edges (unprotected sides and edges):

Each employee working on or near a leading edge four feet or more above a lower level must be protected by either a guardrail system, safety net system, travel restraint system or a personal fall arrest system.

H. Ladder Safety System (for fixed ladders)

This is a system or device that attaches to a fixed ladder designed to eliminate or reduce the possibility of an employee falling off a fixed ladder. A ladder safety system usually consists of a carrier, safety sleeve, lanyard, connectors and fall body harness. Ladder safety systems must be installed on all existing fixed ladders more than twenty-four feet above a lower level before November 18, 2036. Ladder safety systems must be equipped on any newly installed ladder after November 19, 2018, that is more than twenty-four feet above a lower level. Departments utilizing ladder safety systems must follow OSHA's specifications as listed under 29 CFR 1910.28(b)(9) and 29 CFR 1910.29(i).

I. Floor Openings:

All floor holes two inches in diameter or more must be guarded by one of the following methods (29 CFR 1910.28(b)(3)):

1. A standard guardrail on all exposed sides.
2. A covering of sufficient strength and construction to handle the heaviest load that could be placed on it. The cover must be secured in place and must not create a tripping hazard. It must also be clearly marked/labeled as "Hole" or "Cover".

J. Wall Openings:

All wall opening four feet or more above an adjacent surface must be protected using any of the following control methods: guardrail systems, safety net systems, travel restraint systems or personal fall arrest systems. If the wall opening extends to the floor, a toe board at least four inches high shall be installed to prevent materials accidentally falling from the edge. 29 CFR 1910.28(b)(1)

K. Skylights

Skylights are considered an opening when present on a roof. A standard guardrail or skylight screens capable of supporting, without failure, at least twice the maximum intended load that may be imposed on the cover at one time to prevent accidental displacement shall be installed. 29 CFR 1910.28(b)(3)(i)

L. Loading Docks (four feet or higher)

Loading docks must be protected by a guardrail or barricade system when loading is not in progress and the dock door is kept open.



## M. Work Above Dangerous Equipment or Materials

When working at any height above dangerous equipment or materials, each applicable employee must be protected from falling into or onto the dangerous equipment or materials by either a guardrail system, equipment guards, safety net system, travel restraint system or a personal fall arrest system. 29 CFR 1910.28(b)(6)

## N. Building Rooftops

On buildings where fall restraint or fall protection is installed, only authorized personnel may perform work. On buildings where no rooftop fall protection is provided by a permanent guardrail system, such as a parapet, or personal fall arrest/travel restraint system, the Director or designee must create a fall protection plan, based on the work being done, prior to employees accessing a rooftop. Control measures include the following:

1. Work on Low-Slope Roofs: Fall protection control measures when working on low sloped roofs (less than or equal to 4/12 pitch) that has one or more unprotected side or edge shall include one of the following, as listed under OSHA standard 29 CFR 1910.28(b)(13):
  - i. Work performed less than 6 feet from the roof edge – utilize either of the following: guardrail system, safety net system, travel restraint system and/or personal fall arrest system.
  - ii. Work performed more than 6 feet from the roof edge but less than 15 feet from the roof edge – utilize either of the following: guardrail system, safety net system, travel restraint system, personal fall arrest system and/or a designated work area (only if the work being performed is infrequent and temporary). OSHA defines “temporary” as the duration of the task the worker performs is brief or short and can be performed in less time that it takes to install or set up conventional fall protection. OSHA defines an “infrequent” task as one that is performed only on occasion (e.g., once a month, once year), when needed (e.g. equipment breakdowns, etc.) or at sporadic or irregular intervals. Infrequent tasks do not include those tasks that workers perform as a primary or routine part of their job or repeatedly at various locations during a work shift.
  - iii. Work performed more than 15 feet from the roof edge – utilize either of the following: guardrail system, safety net system, travel restraint system, personal fall arrest system and/or a designated work area. Note: these fall protection systems are not required when the work being performed is infrequent, temporary and when there is a work rule that is implemented and enforced prohibiting employees from going within 15 feet of the roof’s edge.
2. Work on Steep-Slope Roofs: Fall protection control measures when working on steep-sloped roofs (greater than 4/12 pitch) that has one or more unprotected side or edge shall include one of the following:
  - i. Guardrail System with Toe Boards
  - ii. Safety Net Systems
  - iii. Personal Fall Arrest System

## O. Excavations

Excavations four feet or more deep shall be protected by a guardrail system, fence, or barricade when the excavation cannot be readily seen because of plant growth or another visual barrier. Each employee at the edge of a well, pit, or shaft four feet deep or more must be protected from falling by guardrail systems, fences, barricades, or covers.

## P. Scaffolds and Aerial Lifts

Scaffolding is any temporary elevated or suspended platform and supporting structure used for supporting workers and/or materials. This includes supported and suspended scaffolds as well as aerial lifts (e.g., scissors lift, boom lift, etc.). Only authorized employees may utilize scaffolding/aerial lifts and only after receiving proper training. Appropriate fall protection when using scaffolds or aerial lifts includes any of the following: personal fall arrest system and/or a guardrail system. Employees must use fall protection when on a scaffold that is ten (10) feet or more above a lower level.

## Q. Vehicle Repair and Service Pits

Employers do not have to provide fall protection systems for vehicle service and repair pits that are less than ten feet deep, provide the following:

1. Access within six feet of the pit edge is limited to trained and authorized employees only;
2. Floor markings or warning lines and stanchions are applied at least 6 feet from the pit edge; and
3. Visible caution signs are posted that state "Caution – Fall Hazard – Open Pit", or similar verbiage.

Departments utilizing fall control methods around vehicle repair and service pits must follow OSHA's specifications as listed under 29 CFR 1910.28(b)(8).

## VI. RESCUE PLAN AND PROCEDURES

When personal fall arrest systems are used, special consideration must be given to promptly rescuing an employee should a fall occur. The Fall Rescue Plan Form ([Appendix C](#)) can be used to assist in the development of a rescue plan. When conducting this assessment, evaluate the availability of rescue personnel, ladders, or other rescue equipment for situations where an employee cannot perform self-rescue. Emergency contact information should be posted at the work area if relying on outside organizations for rescue.

## VII. TRAINING

A. Initial Training: Any employee who is exposed to fall hazards, who use fall protection control systems, or will be required to create a fall protection plan will receive training that includes the following:

1. The nature of fall hazards in the work area and how to recognize them.
2. The procedures to be followed to minimize those hazards.
3. The correct procedures for selecting, installing, inspecting, operating, maintaining, and disassembling the fall protection systems that the employee uses.

4. The limits of all protection systems.
  5. The correct use of personal fall protection systems and equipment including, but not limited to, proper hook-up, anchoring, tie-off techniques, inspection, and storage, as specified by the manufacturer.
- B. Retraining: Employees will receive re-training when there is reason to believe that the employee does not have the understanding and/or skills required to use fall protection systems or equipment safely. Situations requiring retraining, include, but are not limited to, the following:
1. When changes in the workplace render previous training inadequate or obsolete.
  2. When changes in the types of fall protection system or equipment to be used render previous training inadequate or obsolete.
  3. When inadequacies are observed or identified in an employee's knowledge or use of fall protection systems or equipment.
  4. When the employee performs any task or uses equipment in an unsafe manner.

## **VIII. APPENDICES**

- A. Appendix A – Sample Walking-Working Surface Inspection Form
- B. Appendix B - Sample Fall Hazard Assessment Form
- C. Appendix C – Sample Fall Rescue Plan Form

**Appendix A: Sample Walking-Working Surface Inspection Form  
(for Slip, Trip and Fall Hazards)**

Location Assessed:		Assessed by:		Date:
<b>Walking – Working Surfaces</b>				
<b>Surface Conditions:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Floors are kept clean, orderly, sanitary, and dry (except where wet processes are necessary).				
2. Where wet floors or processes are necessary, proper drainage and/or raised surfaces, dry standing platforms, mats, or other non-slip materials are provided.				
3. Floors are free of leaks, spills, water, snow, ice, and other slip hazards.				
4. Floors are free from protruding nails, loose boards, cracked tiles, and other tripping hazards.				
5. Holes are repaired or covered.				
6. Surfaces in poor condition are repaired or guarded by visible barricades.				
7. Carpeting and floor mats/trim, lay flat and are securely fixed.				
8. Entryways have absorbent mats to prevent slips due to wet conditions.				
9. Adequate headroom is provided for the entire length of all walkways.				
10. There is adequate clearance in aisles, through doorways, and at loading docks.				
11. Floors can support the maximum intended load.				
12. Parking lots and sidewalks are free of broken pavement, potholes, and gaps.				
<b>Housekeeping Hazards:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
13. Work areas, aisles, and walkways are free of debris or clutter.				
14. Walkways are free of cords and wiring.				
15. Exit and entrances are kept unobstructed.				
16. Emergency exits are clearly marked.				
17. Landings and stairways are free of debris and storage.				
18. Containers are readily available for the disposal of trash.				
19. Equipment and materials are cleaned up and properly stored when not in use.				
20. All spilled materials are cleaned up immediately.				
21. There are adequate supplies for spill clean-up, barricading and wet-floor signs.				
<b>Stairs and Guardrails:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
22. Handrails are present if stairs have one or more risers.				
23. Handrails and stair rails are securely fastened and at the proper height (between 30-38”).				
24. Guardrails are provided wherever walking surfaces are elevated more than 48 inches above the floor.				
25. Doors to stairways open onto stairway landings, not directly on a step.				
26. Standard guardrails are provided at every stairway or ladderway floor opening.				
<b>General:</b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>
27. Adequate lighting is provided and functioning in all work areas.				
<b>Required Actions / Recommendations (use back of form as needed)</b>				
Hazard (question # from above)				
<b>Additional Comments (use back of form as needed)</b>				

## Appendix B: Sample Fall Hazard Assessment Form

(This form may be used to assess work involving fall hazards of four feet or more in height.)

Location / Work Task Assessed:	Assessed by:	Date:
Description of Work Activity / Scope of Work:		
<b>1. Identify potential fall hazards (check all that apply):</b>		
<input type="checkbox"/> Mobile Elevating Work Platforms	<input type="checkbox"/> Excavation / Trench Edges	<input type="checkbox"/> Floor Openings
<input type="checkbox"/> Wall Openings	<input type="checkbox"/> Skylight Openings	<input type="checkbox"/> Roof / Hatch Openings
<input type="checkbox"/> Elevator Shaft	<input type="checkbox"/> Scaffold Erection/Disassembly	<input type="checkbox"/> Fixed Ladder (over 24 ft.)
<input type="checkbox"/> Unprotected Sides or Edges	<input type="checkbox"/> Roof Steep Slope (> 4:12 pitch)	<input type="checkbox"/> Slip/Trip Hazards
<input type="checkbox"/> Roof Work (> 15 ft. of edge)	<input type="checkbox"/> Roof Low Slope (<4:12 pitch)	<input type="checkbox"/> Vehicle Repair/Service Pit
<input type="checkbox"/> Roof Work (within 6 ft of edge)	<input type="checkbox"/> Roof Work (6 ft to 15 ft of edge)	<input type="checkbox"/> Difficult Access
<input type="checkbox"/> Debris/objects falling to lower level	<input type="checkbox"/> Work over dangerous equipment / materials	
<input type="checkbox"/> Other:		
<input type="checkbox"/> Other:		
<input type="checkbox"/> Other:		
<b>2. Describe the fall hazard(s) in more detail (use the back of this form as needed):</b>		
<b>3. Identify fall protection systems to be used:</b>		
<input type="checkbox"/> Guardrail System	<input type="checkbox"/> Covers/Hatches	<input type="checkbox"/> Warning Line w/ Stanchions
<input type="checkbox"/> Mobile Elevating Work Platforms	<input type="checkbox"/> Personal Fall Arrest System	<input type="checkbox"/> Travel Restraint System
<input type="checkbox"/> Ladder Safety Device	<input type="checkbox"/> Scaffold with Guardrail	<input type="checkbox"/> Horizontal Lifeline
<input type="checkbox"/> Controlled Access Zones	<input type="checkbox"/> Safety Net System	<input type="checkbox"/> Warning Signs
<input type="checkbox"/> Vertical Lifeline	<input type="checkbox"/> Safety Monitor Posted at Controlled Access Zone	
<input type="checkbox"/> Other:		
<input type="checkbox"/> Other:		
<b>4. Identify methods for overhead protection for workers who may be in, or pass through the area below the worksite:</b>		
<input type="checkbox"/> Barricading	<input type="checkbox"/> Hard Hats Required	<input type="checkbox"/> Warning Line
<input type="checkbox"/> Toe Boards	<input type="checkbox"/> Floor Covers	<input type="checkbox"/> Catch Net
<input type="checkbox"/> Screens on guardrails	<input type="checkbox"/> Tool Tethers or Lanyards	<input type="checkbox"/> Warning Signs
<input type="checkbox"/> Attendant Posted	<input type="checkbox"/> Other:	
<b>5. Additional requirements, considerations or task modifications needed:</b>		

## Appendix C: Sample Fall Rescue Plan

(ANSI Z359.2-6.1 recommends that rescue of a suspended worker be performed in less than six minutes to help prevent suspension trauma.)

Location:	Date:	
Description of Work Activity to be Performed:		
<b>1. Name and phone number of authorized rescue team members if not using Appleton Fire Department to perform rescue:</b>		
<b>2. Method(s) of communication to be used between elevated worker and others to maintain regular communication:</b>		
<input type="checkbox"/> Verbal (face to face)	<input type="checkbox"/> Mobile or Regular Phone	<input type="checkbox"/> Two-way Radio / Headset
<input type="checkbox"/> Other:		
<b>3. What equipment is needed to ensure prompt response for a suspended worker:</b>		
<input type="checkbox"/> Ladder	<input type="checkbox"/> Scaffold	<input type="checkbox"/> Roof Access (Keys Needed?)
<input type="checkbox"/> Mobile Elevating Work Platform	<input type="checkbox"/> Worker will perform self-rescue	<input type="checkbox"/> First Aid Kit
<input type="checkbox"/> Rescue Kit w/ Winch	<input type="checkbox"/> Aerial Ladder Truck	<input type="checkbox"/> Climbing / Rope Rescue System
<input type="checkbox"/> Stretcher	<input type="checkbox"/> Life Ring	<input type="checkbox"/> Alternative Lowering Device
<input type="checkbox"/> Other:		
<input type="checkbox"/> Other:		
<b>4. How will others be protected:</b>		
<input type="checkbox"/> Assign someone to direct traffic	<input type="checkbox"/> Set up barriers / barricades	<input type="checkbox"/> Other:
<b>5. Check if completed (include any comments):</b>		
<input type="checkbox"/> Have alternatives to using fall arrest equipment been considered?		
<input type="checkbox"/> Has rescue equipment been inspected and in good shape?		
<input type="checkbox"/> Is equipment adequate for this rescue plan?		
<input type="checkbox"/> Have communication devices been identified, located, and tested?		
<input type="checkbox"/> Are all rescuers familiar with the use of the rescue equipment?		
<input type="checkbox"/> If working over water, is there a boat available?		
<b>6. Critical Rescue Factors:</b>		
<input type="checkbox"/> Where is the anchor point(s) for assisted rescue, if applicable?		
<input type="checkbox"/> Where is the landing area to be used for rescue, if applicable?		
<input type="checkbox"/> Are there any rescue obstructions or potential hazards?		
<b>7. Rescue response procedures (use the back of this form as needed):</b>		
<input type="checkbox"/> 911 should be the 1 <sup>st</sup> call for the Appleton Fire Department.		
<input type="checkbox"/> If possible, have the suspended employee perform a self-rescue.		
<input type="checkbox"/> Notify authorized rescue team members to perform or assist in the rescue of a suspended employee.		
<input type="checkbox"/> As needed, assign employee(s) to direct traffic away from the scene, but direct emergency personnel to scene. As needed, assign employee(s) to set up barriers or barricades.		
<input type="checkbox"/> Other:		



<b>Security: Access Cards/Keys/Identification Badges/Visitor Access to Secured Areas</b>			
<b>CITY OF APPLETON POLICY</b>		<b>SECTION:</b>	Human Resources
<b>ISSUE DATE:</b>	May 2006	<b>LAST UPDATE:</b>	August 2020
<b>POLICY SOURCE:</b>	Human Resources Department		
<b>POLICY AUDIENCE:</b>	All Departments		

**I. PURPOSE**

To maintain a safe and secure workplace to protect City staff, visitors and assets by ensuring the proper usage of access cards, keys and identification badges and implementing procedures for unvetted visitors that access secured areas of any city buildings.

- Access cards required for the Appleton Police Department and Library will be issued and managed by the department themselves.
- Facility keys will be provided by the Parks & Recreation Department. Departmental keys will be issued and managed by the department themselves.
- City of Appleton Employee Identification badges will be printed by the City Clerk’s office with door accessibility added by the Human Resources department. Some departments have specific departmental badges/fobs, which will be issued by those departments.
- Access cards for all other departments will be issued under the direction of the Human Resources department. Employee requests to access the City Hall building for after-hours should be made by Department Heads or their designee(s) to the Human Resources department.

**II. DEFINITIONS**

- A. Access Cards – an electronic key, generally the size of a credit card, that allows access to restricted areas. Access cards add more security than keys through programming that can restrict access by both location and time and maintain a record of the location and time the access card is used. Access cards allow entry by presenting the card in close proximity of a card reader next to an entryway.
- B. Identification Badges – a plastic card the same size of a credit card that identifies the person to whom it was assigned. The identification

badge can be combined with the Access Card to serve both functions or be issued as a separate card. Cards issued to employees will include a photograph of the employee, their first name, department and City of Appleton logo.

- C. Keys – a metal key provided as a means of entry designed to open or close a lock. Areas are restricted and access is granted to those that require entry to perform their job.
  - Facilities Keys – are those keys issued for the entry of buildings or department spaces. Generally, these keys would allow access to interior and exterior doors of a facility.
  - Departmental Keys – are those keys issued for non-building related spaces such as cabinets, toolboxes, equipment operation, etc.
- D. Secured Areas – Those areas beyond common areas of which visitors do not readily have access to. Common areas include, but are not limited to the following: public elevators, public bathrooms, council chambers (when public meetings are occurring), lobby areas, etc.
- E. Unvetted Visitor – A visitor that has not previously undergone a background check, pre-approval process or screening process by the City. Note: City volunteers are considered vetted visitors (for more information, see the “Volunteer Policy”).

### III. **POLICY**

#### A. General Responsibilities

1. Access cards, keys and identification badges will be issued directly by, and returned directly to, authorized personnel. The person receiving the access card, key or identification badge will follow the employee responsibilities as outlined in this policy. This includes access cards or keys being requested on behalf of contractors and vendors. It will remain the responsibility of the requestor to ensure compliance with this policy.
2. Department Heads or their designee(s) are the only staff with authorization to request an access card, key or identification badge, request modifications, or to request the deletion of an access card for an employee within their department or for an outside contractor.
3. It is necessary at times that access cards or keys be issued to vendors or contractors to perform work within a City of Appleton facility. Access cards and keys can be obtained and will be issued



directly by authorized personnel to the department head or designee whom requested the access card or key. It is the department head's or designee's responsibility to inform the vendor or contractor of the access card or key terms, to report lost access cards or keys immediately, to ensure proper usage and to ensure the access card, identification badge or key is returned. The Human Resources Department will assist city departments with conducting periodic audits to determine if there are any access issues as well as any outstanding access cards, keys, or identification badges due back from employees, vendors or contractors. Contractors or vendors may be charged for the cost of lost replacement cards, keys and/or replacement of the applicable locks.

- a. Contractors with short-term work are to pick-up and return the access card daily from the department head or designee they are doing City business with. A contractor is never to leave City of Appleton premises with access cards unless arranged with the department head or designee they obtained the card from.
  - b. Contractors with long-term contracts, who return on a daily, weekly or monthly basis, may be issued access cards for the duration of the contract. For example, this may be necessary when work is to be completed on an ongoing basis. Cards are to be given back to the department head or designee they obtained the access card from at the termination of the contract or when no longer required.
4. Tampering, duplication of any component or any other inappropriate use relating to any City of Appleton security system, access cards, keys or identification badges may result in discipline up to and including termination of employment.

#### B. Employee Responsibilities

1. Ensure that any unvetted visitor(s) that is conducting business within a secured area in a city building is always accompanied by a city employee.
2. Identification badges, access cards and/or key(s) are issued to employees for the purposes of employment and are to be used only by the person they were issued to. The card(s) or key(s) will be used only for employment with the City and for employment-related purposes.
3. Identification badges and access cards must be in possession of the employee at all times during working hours and the employee is

responsible for any use of card(s) and/or key(s). Access cards and keys are an integral part of security for City facilities. Allowing others to use an access card or key or allowing others unaccompanied/unauthorized access to any secured area is prohibited.

4. If an identification badge, access card and/or key(s) are lost, employees will immediately report the lost card(s) or key(s) to their supervisor and will make a written request to the Department Director (or designee) for authorization of a replacement. Waiting to report lost access cards, keys or identification badges allows for a greater potential for security to be jeopardized. Employees may be charged for the cost of a replacement card and/or key.
5. Employees will report malfunctions of an access card immediately to the Human Resources department.
6. Failure to comply with the provisions outlined herein may result in disciplinary action up to and including termination.

#### IV. **PROCEDURES**

A. To request, modify or return an access card/identification badge or key:

1. Location: All facilities and departments other than the **Appleton** Police Department and Library.

The employee's department head or designee shall submit a card access request to authorized human resources personnel or key request to the **Parks and Recreation Department**. Access is to be granted only for those areas required to perform an employee's normal duties. If the request for access is to a location other than the employee's department in which they are employed, it is necessary to obtain authorization from that department head or designee for that location.

- Access cards/identification badges - will be programmed and will be available for pick-up from the Human Resources office or will be sent by inner-office mail. If an employee picture has not been previously taken or is outdated, a picture will be taken in the City Clerk's office which will be on the front of the access card and serve as the employee's ID.
- Keys – will be cut and issued to the department head or designee that submitted the request.

- Return all cards, identification badges and keys to your immediate supervisor who will return the access cards/identification badges to Human Resources and keys to the Parks and Recreation Department or to the authorized representative for all other facilities if no longer required to perform your job functions or employment is terminated with the City of Appleton. Access cards/identification badges are to be destroyed when no longer needed.

2. Location: Appleton Police Department or Library.

Please follow established departmental procedure(s).

#### B. Unvetted Visitor Access to Secure Areas within City buildings:

This process outlines the procedures that should be followed anytime visitors access secured areas of city buildings. These procedures do not apply to City contractors or vendors as this is covered elsewhere within this policy.

1. Upon arrival, visitors that will be accessing a secure area should proceed to the designated visitor check-in area. For example, in city hall, the visitor check-in areas are as follows: 1<sup>st</sup> Floor – Finance Customer Service, 5<sup>th</sup> Floor – DPW Customer Service and 6<sup>th</sup> Floor – City Clerk.
2. Visitors should be asked to state the purpose of their visit and who they are scheduled to see. This information will help direct customer service to the appropriate contact person.
3. Visitors entering secured areas must be accompanied always by a city employee of the appropriate host department(s). This includes walking the visitor out of the secured area after their business is complete.
4. The host department is responsible for visitor safety, including leading the visitor through any sort of emergency event (e.g. severe weather or fire emergency procedures, etc.).



Privacy			
CITY OF APPLETON POLICY		SECTION:	Human Resources
ISSUE DATE:	August 2000	LAST UPDATE:	June 2019 2024
POLICY SOURCE:	Human Resources Department		
POLICY AUDIENCE:	All Employees		

**I. PURPOSE**

To respect the privacy rights of the City of Appleton and its employees while maintaining a safe and professional workplace.

**II. POLICY**

All City of Appleton facilities and equipment are to be used for **City-related** business. All information or materials stored on City of Appleton premises is presumed to be related to City business. The City reserves the right to inspect and monitor any documents, computer data/history, electronic media or devices, social media or **third-party** applications, voice mail messages, facsimiles, mail, packages, desks, offices, lockers, general working areas and **City-provided** vehicles and equipment at any time and without notice. Employees found to be in violation of this policy will be subject to disciplinary action up to and including discharge.

**III. DISCUSSION**

- A. The City of Appleton may search/inspect facilities, desks, lockers, **offices, work areas** or equipment without prior notice or work-related justification.
- B. The City of Appleton reserves the right to use video equipment to monitor areas of its facilities. Images, electronic media or devices may be monitored as a security measure to ensure employee compliance with City policies.
- C. Employees should not have any expectations of privacy with respect to passwords, combinations, desk drawers, key locks, lockers, etc. Employees will be required to provide supervisors with passwords and keys upon request. Employees may only use personal locks on City of Appleton property if approved by their ~~department's supervisor/department head~~ **supervisor or department director**.
- D. Employees will be required to immediately comply with a request from management to inspect or access any City facility or City property.
- E. The City of Appleton Human Resources Department will maintain personnel files for all employees. Supervisors may have access to such records only on a "need-to-know" basis. Any supervisor who has access to these files will maintain this information in confidence. Information in the City of Appleton personnel and medical files may be used for business purposes subject to any limitations by applicable Federal or State law. As outlined in the Privacy Act of 1986, information contained in an employee's medical file will be strictly confidential and will not be used in any manner which could discriminate towards an employee.

The City has an obligation to comply with State laws protecting access to records of library use by patrons. Access to library records should be requested through Library Administration.

- F. Personal belongings such as wallets, purses, cell phones and electronic devices, pockets, coats, etc. will be subject to inspection if reasonable suspicion exists. Employees should limit the amount of personal belongings that are carried or kept on City of Appleton premises.
- G. All personal mail and e-mail should be directed to the employee's residence or private accounts unless an emergency exists. Employees will be allowed to make and receive a reasonable amount of personal phone calls or e-mails during breaks and standby times.
- H. A supervisor may access any documents, computer data/history, electronic media or device, social media or **third-party** applications, voice mail messages, facsimiles, mail, packages, desks, offices, lockers, general working areas or City provided vehicles/equipment to locate work related materials needed, including during an employee's absence.

#### **IV. PROCEDURE**

- A. An inspection or search may be initiated due to an investigation or may simply occur if a supervisor is attempting to locate materials related to City business that are believed to be in the area being searched. A supervisor may also periodically inspect locker rooms, work areas and materials, or electronic files.
- B. The City has an obligation to comply with open records requests. This means information regarding an employee may have to be disclosed pursuant to Wisconsin Statute section 19.35. Employees who **share store** City related files in a personal hard drive/home computer or any other personal electronic device (e.g. cell or Smartphone) may be subjecting their personal computers/devices to an open records request inspection. **If an employee connects their personal social media account to a City-sponsored account, they may be subjecting their personal social media account(s) to an open records request inspection as well.**
- C. Refusal to cooperate in a search or inspection, or obstructing or preventing access to facilities, equipment or property, may lead to disciplinary action up to and including discharge, or the involvement of the appropriate authorities. Employees will be offered an opportunity to explain their actions.
- D. To protect the privacy interest of individuals who use a locker room, only authorized investigators may enter and remain in the locker room to interview or seek information from any individual in the locker room.
- E. When others are present, audio recording devices may be used in the locker room when conducting an investigation. If no person other than the investigators are present, then audio/visual recording devices may not be used.
- F. No person may use a cell phone or recording devices to capture, record or transfer images in **a the** locker room **or bathroom.**
- G. Supervisory Responsibilities
  1. Periodically complete a visual inspection of work areas and materials.
  2. Contact Human Resources or the **City Attorney's Legal Services** Office prior to beginning a search of any documents, computer data/history, computer disks, voice mail messages, facsimiles, mail, packages, desks, offices, locker rooms/lockers, general working areas or City provided vehicles/equipment.

#### H. Employee Responsibilities

1. Cooperate fully in any request to inspect or search any documents, data/history, computer disks, voice mail messages, facsimiles, mail, packages, desks, offices, lockers, cell phones/electronic devices, general working areas, or City provided vehicles/equipment.
2. Provide combinations, keys, and pass codes for City electronic systems to their supervisors or Information Services **Technology** staff upon request. If a password is so provided or compromised in any fashion, it should immediately be reported to Information Services **Technology**.
3. Contact Human Resources **immediately** if this policy has not been followed in the course of a search or inspection.



<b>Workplace Violence</b>			
<b>CITY OF APPLETON POLICY</b>		<b>SECTION:</b>	Human Resources
<b>ISSUE DATE:</b>	November 1999	<b>LAST UPDATE:</b>	May 2024
<b>POLICY SOURCE:</b>	Human Resources Department		
<b>POLICY AUDIENCE:</b>	All City Employees		

**I. PURPOSE**

The purpose of this policy is to provide a preventive plan to protect all employees, visitors, and customers from aggressive behavior and violent acts.

**II. POLICY**

It is the policy of the City of Appleton to provide an environment free from violence. All aggressive behavior and violent acts are unacceptable conduct and will not be tolerated. Under this policy, no acts or threats of physical or verbal violence which affect City of Appleton employees, visitors or customers will be tolerated. Employees who demonstrate such conduct will be subject to corrective action up to and including termination and/or possible civil/criminal prosecution.

The City of Appleton will take appropriate steps to prevent workplace violence from occurring, to enable employees to respond appropriately in the event of workplace violence, and to provide for follow up in the event workplace violence does occur.

**III. DEFINITIONS**

- A. Violent behavior or conduct – any action or threat which is intended to harm or intimidate any person. Violent behavior is also any action or threat to damage property. It does not matter who owns the property that was damaged.
- B. Aggressive behavior or conduct – any action that is threatening in nature and includes, but is not limited, to: verbal assaults, harassment and intimidation, threats, hazing and other forms of verbal abuse.
- C. Weapons – something used to injure, defeat, or destroy (e.g., any type of gun, archery or hunting equipment, non-household purpose knife with a blade more than 3” long, electronic weapons, brass knuckles, throwing stars, billy club, etc.).

**IV. PROCEDURES**

- A. Prevention
  - 1. City of Appleton employees are expected to conduct themselves in a manner conducive to positive relationships and effective teamwork. Behavior that escalates a situation toward aggressive or violent acts is not appropriate for employees or visitors.
  - 2. City of Appleton employees are required to report all restraining orders that they file. The report should be made to any supervisor or the Human Resources (H.R.) Department. The restraining order will be kept in the employee’s confidential personnel file and disposed of when it expires.
  - 3. City of Appleton employees are prohibited from bringing firearms or weapons into any City-owned or occupied building or facility, or carrying firearms or weapons in/on any City-owned vehicle or City equipment during the course of their job duties unless a weapon is part of the standard equipment required for the job. If a City employee chooses to bring a firearm in their personal vehicle on to City grounds, the firearm must be unloaded and stored out of sight in the vehicle.

Notes: Employees may carry pepper spray or other similar legal products for purposes of personal protection. With the Department Director's authorization, members of the Appleton Fire Department, Appleton Police Department-Facilities, Grounds and Construction 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.

## B. Awareness

City of Appleton employees should be aware of behaviors that may be early warning signals of potentially aggressive or violent conduct. Training will be provided to help all employees understand potential warning signs. Such behaviors may include but are not limited to:

1. Verbal or written threats
2. Threatening actions to intimidate or instill fear in ~~coworkers~~ others
3. Bizarre or obsessive behavior.

A sign prohibiting employees and visitors from bringing firearms and weapons into City buildings and facilities shall be posted at the entrances of every City-owned or occupied building.

## C. Reporting

### All Civilian Employees:

1. For any situation that involves an immediate threat of violence, an employee should notify local law enforcement immediately.
2. Employees who believe they have been or are currently subjected to aggressive or violent conduct should report the occurrences to any available supervisor or H.R. immediately.
3. An employee who receives information of a potential occurrence involving aggressive or violent conduct towards them or another employee should contact any available supervisor or H.R. immediately.
4. An employee who is threatened outside of work is advised to report the occurrence to law enforcement. The employee is also encouraged to contact any available supervisor or H.R. immediately regarding the threat.
5. If an employee sees another employee or visitor with a firearm or dangerous weapon and there is an imminent threat, the employee should call 911 immediately. If there is not an immediate threat, the employee should contact the police department non-emergency number (832-5500) as soon as possible to report the incident, and notify his/her supervisor. The supervisor should then contact H.R.

### Sworn Employees:

#### 1. Citizen vs. Employee Violence

City of Appleton police officers have the statutory authority and responsibility to investigate crimes committed against them. If the investigating officer determines that a violation of the law has occurred, then the officer may make a custodial arrest, refer the complaint to the district attorney's office, or issue a municipal summons. He/she should follow the reporting procedures set by the Appleton Police Department to report such crimes.

#### 2. Employee vs. Employee Violence

- a. Employees who believe they have been or are currently subjected to aggressive or violent conduct or for any situation that involves an immediate threat of violence should call 911, then report the occurrences promptly to an on-duty supervisor or H.R.
- b. An employee who receives information of a potential occurrence involving aggressive or violent conduct towards them or another employee should contact an on-duty supervisor or H.R. immediately.
- c. If an employee is threatened outside of work, the employee should notify an on-duty supervisor or H.R. immediately.



D. Response and follow-up

The nature and circumstances of each occurrence involving aggressive or violent conduct will dictate the response.

1. If an employee is injured (physically or psychologically) by aggressive or violent conduct, ~~he/she~~ they should seek appropriate medical care. The employee will be required to complete an accident investigation report to be given to ~~his/her~~ their immediate supervisor. A copy of this report should be forwarded to H.R. within 48 hours of the incident.
2. Employees who have been affected by aggressive or violent conduct will be encouraged to utilize the City's Employee Assistance Program (EAP).
3. Employees who are victims of aggressive or violent behavior should report the incident to a supervisor or H.R. so that steps may be taken to protect the employee and co-workers from further aggressive or violent behavior. Depending on the circumstance, considerations will be given to notifying law enforcement. Supervisors should notify H.R of any threats made towards ~~his/her~~ their employees.
4. With the assistance of the Appleton Police Department, the H.R. Director will evaluate the need for additional security measures after an incident. (The Appleton Police Department will evaluate and determine the need for additional security measures for all sworn personnel incidents.)
5. All victims will also receive information regarding the options available to them, both civil and criminal.



<b>Fringe Benefits and Salary Administration for Part-Time</b>			
<b>CITY OF APPLETON POLICY</b>		<b>SECTION:</b>	Human Resources
<b>ISSUE DATE:</b>	March 2000	<b>LAST UPDATE:</b>	February 2017
<b>POLICY SOURCE:</b>	Human Resources Department		
<b>POLICY AUDIENCE:</b>	Non-Represented Part-Time, Community Service Officers, Seasonal, and Temporary Employees		

**I. PURPOSE**

To outline fringe benefits available to Part-Time, Seasonal, Community Service Officers, and Temporary non-represented employees.

**II. POLICY**

It is the policy of the City of Appleton to make available fringe benefits as outlined in this policy to Part-Time, Seasonal, and Temporary non-represented employees.

**III. DISCUSSION**

This policy provides the current fringe benefits available. These benefits are subject to change with approval of the Common Council.

**IV. DEFINITIONS**

- A. Part-Time: Employees who normally work less than 1040 hours per year.
- B. Temporary: Employees hired to fill in on a limited basis with no specific start or end date.
- C. Seasonal: Employees hired to perform seasonal work for a specific time period. Seasonal employees shall not exceed 1200 hours in any 12 month period. Employment terminates at the end of the season.
- D. Community Service Officers (CSO): The purpose of the CSO program is to give students or those considering a law enforcement career an opportunity to explore and learn about the profession. Employees hired to perform CSO work are employed on a limited term basis, generally no longer than 3 years. The granting of an extension shall be the sole discretion and approval of the Chief of Police and the Human Resources Director, or designee. Eligibility requirements include either having obtained a minimum of 60 college credits (to be earned by the time the application is submitted), or must be a student who is actively enrolled in a post high school institution.
- E. Non-represented: All employees except employees who are members of Valley Transit Teamster Local 663, Appleton Professional Police Association, and the Appleton International Association of Firefighters Local 257.

**V. BENEFITS**

- A. Wisconsin Retirement System (WRS): Employees shall pay the full cost of the employee’s portion of the premium to the Wisconsin Retirement Fund, effective the first day the employee becomes qualified.
- B. FICA Alternative Retirement Program: All employees who work less than 1200 hours per year and who are not already enrolled in the WRS system will be enrolled in this program. The City of Appleton will deduct from the employee’s salary, on a pre-tax basis, an amount equal to the

employee portion of the FICA tax and will deposit that amount into a FICA Alternative Investment account in the employee's name.

- C. Unemployment Compensation: City employment is covered by Wisconsin Unemployment Compensation laws. Under provisions of that law, employees who lose their jobs through no fault of their own may receive limited financial allowance during the period they are out of work and seeking re-employment if determined eligible by the unemployment compensation laws.
- D. Worker's Compensation: Employees shall receive worker's compensation benefits based on state worker's compensation laws.
- E. Direct Deposit: All employees are required to have their payroll checks direct deposited into the bank or credit union of their choice. The full amount of the deposit must go into one account.

F. Salary Administration

(a) A newly hired employee will be placed in the appropriate salary schedule and pay grade ~~of either the Part Time Non-Benefited salary schedule or the Seasonal salary schedule.~~

~~(b) Existing or returning employees~~

~~Employees will have an evaluation completed annually or at the end of the season. Based on the results of the evaluation, the employee will or will not be eligible for a step progression in their applicable pay plan. Non-represented staff will need to receive at least a consistent performance evaluation or above as outlined in the Salary Administration Policy. Seasonal staff will need to receive at least "meeting minimum requirements of position" and "eligible for rehire" on their end-of-season Seasonal Performance Evaluation Form.~~

~~Once an employee reaches the top step of the pay grade for that position, they will no longer be eligible for step progressions. However, based on their evaluation, they will be eligible for a pay adjustment if one is given to the entire pay plan.~~

~~(c) The step increase will be based on their anniversary date. Employees already in the City payroll system as of 1/1/14 will use 1/1 as their anniversary date.~~

G. Performance Evaluations

Initial Appointment to a Position: Each CSO and part-time employees shall be formally evaluated at least one time per year following appointment to a position. Employees will be evaluated by their supervisor on basic expectations for the position, ~~along with the five competencies for their position.~~

Goals: The employee should work with their supervisor to add goals to his/her evaluation form based on his/her job description. ~~The five competencies for the position will be pre-loaded into the employee's evaluation form.~~ The employee's supervisor shall determine the number of goals, no more than five, based on the position.

~~Step Increases: Part Time employees shall be eligible to receive a step increase on their anniversary date provided they have a consistent evaluation on file with Human Resources.~~



<b>Fringe Benefits</b>			
<b>CITY OF APPLETON POLICY</b>		<b>SECTION:</b>	Human Resources
<b>ISSUE DATE:</b>	April 2000	<b>LAST UPDATE:</b>	July 2023
<b>POLICY SOURCE:</b>	Human Resources Department		
<b>POLICY AUDIENCE:</b>	All Employees Excludes Valley Transit, Police and Fire protective employees covered by a collective bargaining agreement.		

**I. PURPOSE**

To outline for employees the fringe benefits available to all employees, excluding represented Valley Transit, Police and Fire protective employees.

**II. POLICY**

It is the policy of the City of Appleton to make available fringe benefits as outlined in this policy. It is also the policy of the City of Appleton to provide incentives, recognize significant levels of responsibilities, and to attract and retain qualified employees by offering comparable benefits.

**III. DISCUSSION**

This policy provides the current fringe benefits available. These benefits are subject to change with approval of the Common Council.

**IV. DEFINITIONS**

- A. Regular Full-Time (exempt): Employees who work a minimum of 2080 hours per year or 80 hours bi-weekly and not eligible for overtime or compensatory time for any hours worked beyond 40 hours per week. A full-time exempt employee is expected to work whatever hours necessary to complete the job they have been hired for. Employees who are classified as exempt are paid on a "salaried basis" meaning that the person will be paid the same full salary for any week in which work is performed without regard to the number of hours worked.
- B. Regular Full-Time (non-exempt): Employees who work 2080 hours per year and are eligible for overtime after working 40 hours per week.
- C. Regular Part-Time (exempt): Employees who are normally scheduled to work a minimum 1040 hours per year but less than 2080 hours per year and are not eligible for overtime or compensatory time for any hours worked beyond their standard bi-weekly hours.
- D. Regular Part-Time (non-exempt): Employees who are normally scheduled to work a minimum 1040 hours per year but less than 2080 hours per year and are eligible for straight time pay for hours worked beyond their standard biweekly hours and for overtime after working 40 hours per week.
- E. Non-represented: All employees whose benefits are not covered by a Collective Bargaining Agreement.
- F. Represented: Employees whose benefits are covered by a Collective Bargaining Agreement. Those include: Valley Transit Teamster Local 662, Appleton Professional Police Non-supervisory Unit and the Appleton International Association of Firefighters Local 257.
- G. Domestic Partner: Persons without registration that meet the following criteria:
  - a. Each individual is at least 18 years old and competent to enter into a contract;

- b. Neither individual is married to, or in a domestic partnership with, another;
- c. They share a common residence
- d. Their partnership must not violate Wisconsin Statutes which bar marriage between certain persons based on kinship and divorce;
- e. They must consider themselves to be members of each other's immediate family and
- f. They must agree to be responsible for each other's basic living expenses.

Employees who wish to utilize the funeral leave benefits available for domestic partners must submit in writing to the Human Resources Department proof that the criteria listed above in (a-f) are met. Human Resources will make a determination on eligibility based on the information provided by the employee.

- H. Look-Back Measurement Period: Rules set by Health Care Reform to offer coverage to an employee who at time of hire wasn't eligible for medical insurance coverage. If during measurement period the employee's hours increase to over 30 hours per week on average then must be offered medical insurance. Measurement Period is the 12 months the City will use to review hours worked in the calculation. Administrative Period is the 60 day period for the City to administratively compute hours work to know if insurance should be offered. Stability Period is the 12 month period of time that once an employee qualifies must be allowed to stay on medical insurance.

## V. BENEFITS

### A. Health and Dental Insurance

#### 1. Health Insurance:

Regular full-time and part-time employees working 30 hours or more per week, shall be eligible for the health insurance benefit plan ~~options as outlined in Attachment A.~~

Effective January 1, 2013 part-time employees who are enrolled in the City health insurance program shall be grandfathered and will continue to be eligible for health insurance benefits provided they maintain their enrollment in the plan. If said employee chooses to drop coverage the part-time employee must work 30 hours per week to re-enroll.

Health insurance is effective ~~upon~~ the 31<sup>st</sup> calendar day of employment. Employees who do not enrolling at this time ~~will be required to provide a certificate of previous insurance coverage or can make will have to wait until coverage elections during the open enrollment period for coverage for~~ the following calendar year. Employees who experience a qualifying status change may enroll mid-year.

Employees working with less than 40 hours per week (1.0 FTE) will have premiums will be prorated. Premiums will be deducted from the employee's payroll check. All premiums will be taken on a pre-tax basis unless the employee notifies the Human Resources Department in writing of their desire to have the premium deducted on a taxable basis. Any missed payments for insurance premiums ~~that cannot be taken through payroll will be deducted at a later date, or the employee will be invoiced. take when payroll can process the deduction. Or the employee will be invoiced for the missed premiums, are due on or before the first of the month for the month of coverage to the Human Resources Department.~~ Failure to make timely payments may cause cancellation of coverage.

Employees who have a spouse who also work for the City must select either one family plan or two single plans.

The City will follow the Health Care Reform Act look-back provision in order to determine if a previously not eligible employee becomes eligible for medical insurance. The Measurement

Period will be November 1 through October 31. The Administrative Period will be November 1 through December 31. The Stability Period will be January 1 through December 31.

2. Dental Insurance:

Regular full-time and part-time employees working 20 hours or more per week, shall be eligible for a the dental insurance benefit plan ~~as outlined in Attachment B.~~

~~Employees with working less than 40 hours per week (1.0 FTE) will have premiums will be prorated.~~ Premiums will be deducted from the employee's payroll check. All premiums will be taken on a pre-tax basis unless the employee notifies the Human Resources Department in writing of their desire to have the premium deducted on a taxable basis. Any missed payments for insurance premiums will be deducted at a later date, or the employee will be invoiced. that cannot be taken through payroll will be taken when payroll can process the deduction. Or the employee will be invoiced for the missed premiums., are due on or before the first of the month for the month of coverage to the Human Resources Department. Failure to make timely payments may cause cancellation of coverage.

Dental insurance is effective ~~upon~~ the 31<sup>st</sup> calendar day of employment. Employees who do not enrolling at this time can make coverage elections during will have to wait until the open enrollment period ~~for for coverage~~ the following calendar year. Employees who experience a qualifying status change may enroll mid-year.

Employees who have a spouse who also work for the City must select either one family plan or two single plans.

B. Life Insurance

1. Basic Life Insurance: Regular full-time and regular part-time employees are eligible for term life insurance in an amount equal to one times the employee's annual salary rounded to the next even thousand increment to a maximum of \$50,000. The City shall pay the full cost of the premium.
2. Optional Life Insurance: In addition to the \$50,000 term life insurance, regular full-time and regular part-time employees can purchase optional life insurance in \$10,000 increments. Optional life insurance can be purchased for spouse and dependent children. The employee must pay the full premium for all optional life insurance.

Life insurance is effective on the first of the month after thirty ~~one~~ (310) calendar days of employment.

C. Long-Term Disability Insurance

Regular full-time and regular part-time employees will be eligible for long-term disability insurance. Coverage will be provided at 60 % of the employee's salary for non-work related injuries or illnesses after a ninety (90)-calendar day waiting period. The carrier must deem employees eligible. The City shall pay the full cost of the premium.

Long-term disability insurance is effective on the first of the month after ninety (90) (uninterrupted) calendar days of employment.

D. Wisconsin Retirement System

The City shall pay one half of all actuarially required contribution for funding benefits under the retirement system for regular full-time and regular part-time employees, this excludes Police and Fire protective employees. Participation in the Wisconsin Retirement System is mandatory.

E. Deferred Compensation Program (Section 457 Plan)/Roth

Regular full-time and regular part-time employees are eligible to participate in the City Deferred Compensation Program upon enrollment into the program anytime on or after their first day of employment. Any amounts contributed to the program, which must be by payroll deduction, are paid for fully by the employee. Under this plan, you may contribute money (on a pre-tax basis) in a tax deferred investment of your choice to earn tax deferred interest until you are ready to receive distributions, usually at retirement. There is also a Roth option that must be by payroll deduction and is paid for fully by the employee. This allows you to contribute money (on an after tax basis) to investments of your choice.

F. Post Employment Health Plan (PEHP)

The City of Appleton participates in the PEHP for Non-Represented Public Employees in accordance with the terms and conditions of the Plan's Participation Agreement.

1. Monthly Contributions:

The City agrees to contribute to the Plan on behalf of all regular full-time non-represented employees. The City shall contribute for each Eligible Employee the amount of ten dollars (\$10) per month.

The City shall pay the annual administration fee on behalf of the eligible active employee. The procedure for payment of the administration fee shall be accomplished by a deduction and reimbursement directly into the employee's account.

Regular part-time employees are not eligible for payment of the annual administration fee or the monthly contribution to the PEHP.

2. Additional Contributions:

In addition to the monthly contribution amount, the City will contribute upon retirement, the value of unused sick leave of an Eligible Employee's accumulated sick leave balance to the maximum as follows:

90 days for formerly represented AFSCME employees;

90 days plus any accumulated physical fitness bonus incentive for Police Captains and Lieutenants and;

120 days plus any accumulated physical fitness bonus incentive for Police/Fire administrative protective status personnel and

120 days for all other employees

(For purposes of the additional contribution, an Eligible Employee is an employee who is qualified for an annuity under the Wisconsin Retirement System.)

PEHP contributions are not reportable earnings to the Wisconsin Retirement System.

Contributions to the PEHP may only be used after an employee leaves employment with the City of Appleton. Monthly contributions are placed into an account that may be used to pay for IRS qualified expenses. The additional contributions are placed into an account that may be used to pay for premium contributions only.

G. Flexible Spending Account: All regular full-time and regular part-time employees are eligible to participate in the dependent care flexible spending account program. Enrollment shall be January 1 of each year for existing employees or within thirty (30) calendar days for newly hired employees



or for qualifying status changes. This program allows the employee to use pre-tax funds to pay for IRS-qualified expenses. ~~It also allows pre-tax funds for dependent day care expenses~~ for children under the age of thirteen (13) or day care expenses for disabled dependents.

- H. Worker's Compensation: Regular full-time employees and regular part-time employees shall receive worker's compensation benefits based on state worker's compensation laws, with the exception's that there shall be no cap on the weekly (TTD) temporary total disability payments and they be compensated for the first three days at 66 2/3% following the date of injury, after the 7 day period is met. All protected police and fire personnel shall receive the same benefit afforded to the represented employees in the department.
- I. Tuition Reimbursement: All regular full-time non-represented employees who successfully complete job related continuing education courses toward a degreed program shall be reimbursed for fifty percent (50%) of the cost of tuition and books. The total amount reimbursed will not exceed fifty percent (50%) of the amount charged by the University of Wisconsin system for similar courses that is paid by the employee.

Library employees shall be reimbursed for up to 25% of the cost of tuition and books, paid by the employee, not to exceed that charged by the University of Wisconsin system for similar courses for graduate Library education.

The department head and the Director of Human Resources must approve participation in such courses, in advance. Successful completion shall mean a passing grade if the course or program is graded on a pass/fail basis or a grade of "C" or better if letter grades are issued. Class participation will be on the employee's own time.

All tuition reimbursement requests shall be subject to available departmental funds. Reimbursements from other sources will offset City contributions. (ie; grants).

- J. Direct Deposit: All employees are required to have their payroll checks direct deposited into a bank or credit union of their choice. The full amount of the deposit must go into one account.
- K. Employee Assistance Program (EAP): The City sponsors an EAP to help employees and those living in their households maintain healthy levels of emotional, work-life, and physical well-being, and to limit the effect of personal problems on job performance. All employees and those living in their households are eligible to utilize resources and services offered through the EAP. This benefit comes at no cost to the employee or participant and is designed to provide short-term confidential counseling and referral services, financial information and resources, legal support and resources, work-life solutions, and Guidance Resources Online. Services rendered by the EAP are provided through a contract with a private employee assistance consulting firm.

#### L. Vision Insurance

Regular full-time and part-time employees working 20 hours or more per week, are eligible to enroll in a voluntary vision insurance benefit plan.

Premiums will be deducted from the employee's payroll check. All premiums will be taken on a pre-tax basis unless the employee notifies the Human Resources Department in writing of their desire to have the premium deducted on a taxable basis. Any missed payments for insurance premiums



~~will be deducted at a later date, or the employee will be invoiced. that cannot be taken through payroll will be taken when payroll can process the deduction. Or the employee will be invoiced for the missed premiums. Failure to make timely payments may cause cancellation of coverage.~~

Vision insurance is effective upon the 31<sup>st</sup> calendar day of employment. Employees who do not enroll at this time can make coverage elections during the open enrollment period for the following calendar year. Employees who experience a qualifying status change may enroll mid-year.

Employees who have a spouse who also works for the City must select either one family plan or two single plans.

L.M. Other Benefits: Other voluntary benefits may be offered based on the City's discretion.

## **VI. PAID LEAVE**

Employees shall receive a total of twelve (12) holidays per year (this includes scheduled holidays, as listed below). When a holiday falls on Saturday or Sunday, it shall be determined by the Mayor in November of the previous year, if service to the public will be required on the Friday or Monday. If it is determined that service will be provided to the public, employees shall work those days as part of their normal workweek and will be given a floating holiday off in lieu of the Friday before and/or the Monday after a holiday to be scheduled with supervisory approval. Department Directors will inform employees the November prior to the beginning of the following year of any variations of the following schedules. For those employees who are not required to service the public as noted above, when New Years, Independence Day, or Christmas falls on Saturday they shall be observed on the preceding Friday and when they fall on Sunday they shall be observed on the following Monday.

A. Holidays: the City (excluding Valley Transit and Library) shall observe the following holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Day after Thanksgiving
7. Last working day before Christmas
8. Christmas Day
9. Four floating holidays
10. Any additional holidays granted by the Common Council

Valley Transit shall observe the following holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Day
7. Six floating holidays
8. Any additional holidays granted by the Common Council.

The Appleton Public Library shall observe the following holidays:

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day

5. Thanksgiving Day
6. Christmas Eve
7. Christmas Day
8. New Year's Eve
9. Four floating holidays
10. Any additional holidays granted by the Common Council and Library Board

Regular full-time employees are eligible for holidays based on eight (8) hours for each of the above listed holidays. Police Lieutenants and Captains who are required to work (minimum staffing) at least 8 (eight) hours on Thanksgiving Day, Day after Thanksgiving, Christmas Eve or Christmas Day shall be entitled to receive \$100 compensation.

Regular part-time employees are eligible for holidays pro-rated based on the approved budgeted position. If one of the above listed holidays falls on a regularly scheduled day off for a regular part-time employee, the employee may have the option, with department head approval, of taking pay for the holiday, taking an additional day off during the pay period or scheduling the holiday as a floating holiday to be used by December 31.

Floating Holidays may be charged in one quarter hour increments and/or pursuant to departmental policy. Floating Holidays must be used during the calendar year or they will be lost. Department directors/ or designee shall approve the number of employees off on a floating holiday at any one given time, as well as how employees will pick floating holidays and whether or not employees will be allowed to cancel scheduled floating holidays.

In order for regular full-time and regular part-time employees to be eligible for holiday pay, they must work their regularly scheduled work day immediately preceding and following the holiday, except in the case of an employee on an approved paid leave. Floating holidays will be pro-rated in the year of hire and termination/resignation/retirement as follows:

	Hired	Leaving
January-March	3	0
April-June	2	1
July-September	1	2
October-December	0	3

Non-exempt employees who work on any of the scheduled holidays shall receive double time pay for all hours worked on the holiday unless otherwise noted in departmental policies or have received an additional day off as noted above.

When an exempt employee is required to work one of the holidays listed above, that supervisor shall be given an additional floating holiday off, to be scheduled with supervisory approval. This provision shall not apply to Fire personnel working a 24-hour shift.

Non-represented Fire Personnel working a 24-hour shift shall be granted pay for scheduled holidays in accordance with the current International Association of Fire Fighters Local 257 collective bargaining agreement. In addition to the pay for scheduled holidays, 24-hour shift personnel shall be entitled to floating holidays based on the following schedule:

Upon promotion or year of hire:	one (1) floating holiday
After five (5) years of city service:	two (2) floating holidays
After eight (8) years of city service:	three (3) floating holidays

Floating Holidays shall be charged in one quarter hour increments and/or pursuant to departmental policies or guidelines.

- B. Vacation: All regular full-time employees shall be entitled to paid vacation benefits as of January 1 of each year based upon their length of continuous service. For purposes of determining future vacation eligibility, the year of hire shall be treated as a full year of service.

Regular part-time employees are eligible for vacation pro-rated based on the approved budgeted position. Regular part-time employees shall use vacation based on the number of hours scheduled to work on the day or days for which the vacation is requested.

Paid vacations shall be provided in accordance with the following:

Vacation Schedules: Existing employees shall be placed on the schedule below effective January 1, 2012. Employees will not lose earned vacation as a result of that placement and shall move to the next increment based on their years of service on the schedule below.

Year of hire: Persons hired prior to July 1 of any year shall receive one week (5 working days) of vacation during their year of hire subject to approval of their department head or Mayor if appropriate and in accordance with department policies.

1. Non-exempt:

After one year of continuous service: one week of vacation (five working days.)

After two years of continuous service: two weeks of vacation (ten working days.)

After six years of continuous service: two weeks plus two days of vacation (twelve working days.)

After eight years of continuous service: three weeks of vacation (fifteen working days.)

After twelve years of continuous service: four weeks of vacation (twenty working days.)

After fifteen years of continuous service: four weeks plus two days of vacation (twenty-two working days.)

After twenty-years of continuous service: five weeks

2. Exempt:

After one year of continuous service: two weeks (ten working days.)

After five years of continuous service: three weeks (fifteen working days)

After eight years of continuous service: three weeks plus three days of vacation (eighteen working days.)

After twelve years of continuous service: four weeks plus two-days of vacation (twenty- two working days.)

After twenty years of continuous service: five weeks plus four days of vacation (twenty-nine working days.)

3. Fire Personnel working a 24-hour shift:

After one year of continuous service: three days of vacation.

After two years of continuous service: six days of vacation.

After five years of continuous service: seven days of vacation.

After eight years of continuous service: ten days of vacation.

After twelve years of continuous service: thirteen days of vacation.

After sixteen years of continuous service: fourteen days of vacation.

After twenty years of continuous service: sixteen days of vacation.

### Administration of Vacation:

Department directors/or designee shall approve the number of employees off on vacation at any one given time, as well as how employees will pick vacations and whether or not employees will be allowed to cancel vacations.

With the exception of the year of hire, vacation credits are earned in one year and are available for use in the following year. All employees entitled to three (3) weeks or more of vacation must schedule and take at least two (2) weeks of vacation during the year of entitlement. All employees entitled to less than three (3) weeks of vacation must schedule and take at least one (1) week of vacation during the year of entitlement. Employees who do not schedule the minimum required vacation will have it scheduled for them at a time determined by the department. If a department is unable to schedule the minimum required vacation for the employee, the time will be lost.

Vacation benefits shall be charged in one quarter hour increments and/or pursuant to departmental policies or guidelines.

When a holiday falls during an employee's vacation, he/she shall not be required to use a vacation day in lieu of the holiday.

In the event an employee or family member becomes ill during an employee's vacation, the employee will not be allowed to substitute sick leave for vacation unless the need for sick leave commences prior to the start of the approved vacation.

Regular employees who move from one position to another by transfer, promotion, or demotion, in the City, shall be credited with accumulated vacation leave in their new position.

An employee whose employment status is changed from temporary to regular status without a break in service shall receive vacation credits from the original date of hire. Library employees whose status is changed from temporary to regular status will have their vacation based on their status effective date change.

No credit for vacation leave shall be granted for time worked by an employee in excess of their normal workweek.

Use of vacation time must be approved in advance by the department head.

#### Vacation Carry-Over:

Any employee may carry over, from one year to the next, up to a maximum of five (5) days (forty hours) vacation.

Non-represented Fire employees working a 24-hour shift may carry over, from one year to the next, three (3) days.

Any vacation time that is carried over into a subsequent year shall be considered the first vacation time used by the employee in the subsequent year. The process at year end for employees who have unused vacation will be as follows:

1. Any unused eligible balance up to forty hours will automatically be carried over to the next year.
2. Any remaining balance up to forty hours may be paid to the employees PEHP or H.S.A. account. (No more than a total of up to 40 hours for the two plans combined)

Any employee wishing to have their remaining balance paid to the PEHP (up to 40 hours maximum), must enter the hours of the remaining balance in the payroll system on the payroll that includes 12/31 and use a code of "VT" in Iseries or 822 in [Tyler](#) Munis.

Any employee wishing to have their remaining balance paid to their H.S.A. account (up to 40 hours maximum), must enter the hours of the remaining balance in the payroll system on the payroll that includes 12/31 and use the code of "XV" in Iseries or 818 in [Tyler](#) Munis.

Fire personnel employees who have vacation balances as of December 31, will have the unused eligible balance up to three days for Fire personnel working a 24 hour shift, automatically carried over to the next year and any remaining balance up to three days for Fire personnel working a 24 hour shift may be paid to their PEHP account or their H.S.A. account: (No more than a total of up to 40 hours for the two plans combined)

In both payout options, Fire employees working a 24-hour shift will have their shift hours converted to a 40 hour paid work week.

All eligible vacation not used in the year in which it is available and not carried over, must be entered into the payroll system with the VT or XV codes for payment to their PEHP or H.S.A. account or the vacation time will be lost.

At termination or retirement, any unused vacation will be paid to the employee in a lump sum. Vacation cannot be used over payroll periods to extend the last day of employment.

Exceptions to the above vacation carryover and PEHP/H.S.A. contribution beyond forty hours and three days for Fire personnel working a 24 hour shift, may be made in unusual circumstances as pre-approved by the Department Director or Mayor as appropriate and the Human Resources Director.

The Human Resources Director may request exceptions to the vacation provisions as it relates to placement on the schedule, on a case-by-case basis with a report to the Human Resources Committee.

- C. Paid Time Off: (PTO) Employees shall receive six (6) PTO days January 1 of each year to be used as paid time off. Part-time employees shall receive a pro-rated amount based on their approved budgeted position. For newly hired employees, PTO days shall be pro-rated based on the month hired. Employees will be allowed to carryover three (3) PTO days not used as of December 31<sup>st</sup>. Any request made for PTO days shall follow the normal procedure for the type of leave being requested. (e.g. vacation, floating holidays and sick leave must follow the normal guidelines used for requesting that type of benefit)

PTO days shall be pro-rated in the year of hire/termination/resignation/retirement as follows:

	Hired	Leaving
January-February	5	0
March-April	4	1
May-June	3	2
July-August	2	3
September-October	1	4
November-December	0	5

Fire employees working a 24-hour shift shall receive four (4) PTO days on January 1<sup>st</sup> of each year to be used as paid time off. Fire employees will be allowed to carryover two (2) PTO days not used as of December 31<sup>st</sup>.

PTO days for Fire employees working a 24-hour shift shall be pro-rated in the year of hire/termination resignation/retirement as follows:

	Hired	Leaving
January-March	3	0
April-June	2	1
July-September	1	2
October-December	0	3

Employees who use more PTO than they are entitled to in the year they leave employment shall owe the City the time back unless the employee leaves employment as a result of physician certified disability.

PTO days shall be charged in one quarter hour increments and/or pursuant to departmental policies or guidelines.

- D. Sick Leave: Employees who have sick leave on the books will have that balance grandfathered as of December 31, 2011 and employees will no longer earn sick leave.

Sick leave that has been grandfathered may be used for an absence due to illness of, or injury to, the employee or an immediate family member living in the employee's residence, unless otherwise qualified under the Family Medical Leave Act.

Sick leave cannot be used until all Paid Time Off (PTO) days have been exhausted unless otherwise qualified under the Family Medical Leave Act. Employees must use the 2<sup>nd</sup> sick leave bank before accessing the regular bank;

1. PTO
2. 2<sup>nd</sup> sick leave bank
3. Regular sick leave bank

Sick leave and PTO may be used for doctor or dental appointments, which cannot be scheduled during an employee's regular time off. Employees are encouraged to schedule routine appointments that minimize the operational impact to the department.

Sick leave and PTO shall be charged in no less than one quarter-hour increments provided it is pre-approved by the employee's supervisor and/or pursuant to departmental policies or guidelines

A regular employee who moves from one position to another by transfer, promotion, or demotion, in the City, shall have their total sick leave credits transferred to the new department.

Employees who wish to utilize the sick leave benefits available for domestic partners must submit in writing to the Human Resources Department proof that the criteria listed above in (a-f) under Definitions (G) are met. Human Resources will make a determination on eligibility based on the information provided by the employee.

- E. Funeral Leave: In the case of the death of the employee's spouse, domestic partner, child, or stepchild, regular full-time employees may be paid for scheduled time lost up to ten (10) working days, but not to exceed (80) eighty hours, at the employee's regular straight time rate. Leave must be taken within 60 days of the death.

In the case of death in the immediate family of a regular full-time employee, the employee will be paid for the scheduled time lost up to three (3) scheduled workdays, but not to exceed (24) twenty-four hours at the employee's regular straight time hourly rate.

For purposes of funeral leave, immediate family shall be defined as the employee's grandchild; mother or step-mother; father or step-father; legal guardian; sister or brother; mother-in-law or father-in-law; any other relative living in the employee's residence at the time of death; or the mother or father of the employee's domestic partner.

In the event of death of the grandparent of the employee, grandparent of the employee's spouse, or grandparent of the employee's domestic partner, the employee will be given leave for the day of the funeral, but not to exceed (8) hours at the employee's straight time hourly rate.

Fire employees working a 24-hour shift shall be eligible for funeral leave based on the following:  
Spouse, domestic partner, child or stepchild: 5 workdays without loss of pay  
Immediate Family: 2 workdays  
Grandparent: 1 workday

Employees who wish to utilize the funeral leave benefits available for domestic partners must submit in writing to the Human Resources Department proof that the criteria listed above in (a-f) under Definitions (G) are met. Human Resources will make a determination on eligibility based on the information provided by the employee.

Regular part-time employees are eligible for funeral leave pro-rated based on the approved budgeted position.

**F. Compensatory Time:** Non-exempt regular full-time employees will be paid-overtime at time and one-half for all hours in excess of forty hours worked in a pay week. Non-exempt regular full-time employees, with the prior approval of their supervisor, may have the option of converting additional time worked to compensatory time off up to a maximum of 40 hours. Request for usage of compensatory time shall be pursuant to departmental policies.

**G. Jury Duty/Witness Duty:** Regular full-time and regular part-time employees shall receive full pay for any work day the employee serves as a juror or if subpoenaed on witness duty if the employee was scheduled for work. In order for an employee to be eligible for witness duty pay, the reason for being a witness must be related to their employment with the City of Appleton. As a condition for such payment, the employee shall report for work for their regularly scheduled hours immediately before and following such duty when reasonably possible and shall immediately notify the Employer upon receipt of the jury summons or subpoena. The employee shall complete a Jury Duty Request form and submit it to their supervisor as soon as they are notified by subpoena of their requested appearance.

In order to receive full pay the employee is required to, upon receipt of jury or witness pay, submit their jury or witness pay to the City payroll office. The payroll office will cash the employees check, retain the portion of the check representing per diem payments, and give the employee the mileage and meal reimbursement portions of the check.

Employees, at their option, may use paid time off for a day of jury or witness duty and thereby retain the jury or witness pay as well as full pay for the day(s).

## **VII. LEAVE OF ABSENCE**

Leaves of absence may be granted without pay subject to the following conditions:

Leaves will be granted at the total discretion of the Department Head and the Human Resources Director. Any leave request from a Library employee must also be approved by the Library Board. A leave of absence must be requested at least 30 days prior to the taking of such leave, or in emergency cases as soon as reasonable or practicable. An acceptable physician's certification shall be required for all medical leaves of absences.

A leave of absence may be considered for up to one calendar year. If leave is needed beyond one calendar year and it is related to a medical condition, then employee may be placed on an inactive status. Inactive status may only be considered if:

- The employee is not permanently restricted from returning to their position.
- There is no financial impact to the City (e.g. salary or fringe benefits) while on an inactive status.
- The position will not be held vacant.
- All other requirements under Leave of Absence in this policy are followed.

Employees returning from an inactive status will be eligible to return to the same or a like position in that department, if one exists, when they are deemed fit for duty. The inactive status will end no later than three years from the date of leave, at which point employment will terminate.

The employee must exhaust all available paid time off benefits prior to the commencement of an unpaid leave of absence.

Return to work earlier than the scheduled termination of leave date may be arranged by the department head and the employee with the approval of the Human Resources Director, provided it does not conflict with the physician's certification.

Employees on an unpaid leave of absence with the City may not be employed elsewhere unless otherwise approved by the Human Resources Director.

If an employee is unable to return to work on the date stipulated, they may submit a written request to extend their leave of absence, subject to the approval of the Human Resources Director. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to their position, the employee shall be considered to have voluntarily resigned from City employment.

#### **VIII. BENEFIT STATUS DURING LEAVE OF ABSENCE**

~~Employees on an approved leave of absence without pay may elect to continue health, dental, and life insurance coverage during the period they are on leave beyond the first thirty days in addition to any voluntary insurance policies they may have elected. The employee shall be responsible for paying the full premium(s), due on or before the first of the month, in the Human Resources Department for all of the desired coverage. Failure to make timely payments will cause cancellation of coverage. An The employee on a leave of absence without pay (non-FMLA leave) will have coverage on the medical, dental, and vision plan until the end of the month which their leave started. CōbraOBRA continuation coverage will be offered the first of the month following the start of the leave.~~

~~Any missed premiums for optional life insurance voluntary disability, and accident insurance during this leave will be collected through payroll deduction(s) when the employee has returned to work. If the leave continues into the new year, the employee will receive an invoice on the missed premiums.~~

Paid time off and vacation shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-compensable status, (excluding approved FMLA)., sShould such period without pay exceed thirty (30) calendar days in any calendar



month. In this case, the employee's vacation, floating holiday and PTO entitlement for the following year shall be pro-rated.

## **IX. PHYSICAL FITNESS PROGRAM-POLICE & FIRE SWORN PERSONNEL**

Exempt non-represented protective status personnel shall have the option of participating in the Physical Fitness Salary Incentive and Physical Fitness Bonus Incentive program.

All participating protective status personnel will be tested on the schedule for the represented employees within their respective departments annually (Fire and Police)

### **A. Physical Fitness Salary Incentive:**

Annual Testing: Participating employees receiving a score of "excellent" will be paid a physical fitness salary incentive of 2% of base pay and those receiving a score of "good" will be paid a physical fitness salary incentive of 1% of their base pay until the next testing date. Such payment shall be in a lump sum payable within thirty (30) days of the finalization of the testing results and shall be calculated on the basis of 2% or 1% of the employee's annual base pay, calculated on the rate of pay at the time of the test. Employees receiving a score of "adequate" or "poor" will not be eligible for a physical fitness salary incentive.

### **B. Physical Fitness Bonus Incentive:**

Annual Testing: Participating employees shall be eligible for eight (8) hours of physical fitness bonus pay for each testing period that the employee receives a score of "excellent" and four (4) hours of physical fitness bonus pay for each testing period that the employee receives a score of "good". Employees who score as "adequate" or "poor" will not be eligible for a physical fitness bonus incentive.

The accumulated total physical fitness bonus incentive shall be paid to the eligible employee upon retirement (as defined by WRS) to the PEHP. Such payment will be made in accordance with and in addition to the retirement benefits outlined in section V. (Benefits) E. (Post Employment Health Plan) and section XI. (Termination Benefits) of this policy.

## **X. TERMINATION BENEFITS**

- A. Retirement: Employees retiring, with proper notice, at or above the normal retirement age established under the Wisconsin Retirement System and/or eligible for a retirement annuity from the Wisconsin Retirement System shall be eligible for the following benefits:
- A lump sum pay-out of their accumulated and carry-over vacation balance \*
  - A lump sum pay-out of floating holiday and PTO based upon the proration outlined in, Section IV-Paid Leave, of this policy.\*\*
  - A lump sum pay-out of their accumulated compensatory time.
  - Accumulated and unused sick leave to a maximum of one hundred and twenty (120) days, (90 days maximum for formerly represented AFSCME employees and Police Captains and Lieutenants), shall be paid to the Post Employment Health Plan. Additionally, any accumulated physical fitness bonus incentive for protective status personnel shall be paid to the PEHP).
  - If the employee has completed at least five (5) years of service with the City, the employee may be eligible for a medical plan option ~~exclusive-excluding-of Dental~~ and vision coverage. Such medical option may be made available to employees and spouses at their own expense, up to the time the employee and/or spouse turns age 65 or becomes eligible for Medicare, provided they exercise this option prior to their last day of work.
  - The option of continuing dental, and/or vision coverage under COBRA through the City's COBRA administrator for a period of eighteen (18) months following the month in which their retirement occurred, in accordance with state and federal laws.

- B. Resignation: Employees who resign their employment with proper notice shall be eligible for the following benefits:
- a. A lump sum pay-out of their accumulated and carry-over vacation balance. \*
  - b. A lump sum pay-out of floating holiday and PTO based upon the proration outlined in, Section IV Paid Leave, of this policy.\*\*
  - c. A lump sum pay-out of their accumulated compensatory time.
  - d. The option of continuing the medical, ~~and~~ dental, ~~and/or~~ vision coverage under COBRA through the City's COBRA administrator for a period of eighteen (18) months following the month in which their resignation occurred, in accordance with state and federal laws.
- C. Retirement or Resignation without proper notice: Employees who retire or resign their employment without proper notice (unless the reason for lack of proper notice is due to a physician certified disability) may be eligible for the following benefits:
- a. A lump sum pay-out of any carry-over vacation balance.\*
  - b. A lump sum pay-out of any accumulated vacation balance based upon the following pro-ration
    1. Employees required to give a (2) week notice will have a reduction of 10 days.
    2. Employees required to give a (30) thirty day notice will have a reduction of 30 days.
  - c. Floating holiday and/or PTO\*\*
  - d. Employees will receive a lump sum pay-out of their accumulated compensatory time.
  - e. The option of continuing the medical, ~~and~~ dental, ~~and/or~~ vision coverage under COBRA through the City's COBRA administrator for a period of up to eighteen (18) months following the month in which their retirement or resignation occurred, in accordance with state and federal laws.
  - f. Accumulated and unused sick leave to a maximum of one hundred and twenty (120) days, (90 days maximum for formerly represented AFSCME employees and Police Captains and Lieutenants), shall be paid to the Post Employment Health Plan. Additionally, any accumulated physical fitness bonus incentive for protective status personnel shall be paid to the PEHP).
- D. Termination: Employees benefits:
- a. A lump sum pay-out of any carry-over vacation \*
  - b. Floating holiday and/or PTO\*\*
  - c. Employees will receive a lump sum pay-out of their accumulated compensatory time.
  - d. The option of continuing the medical, ~~and~~ dental, ~~and/or~~ vision coverage under COBRA through the City's COBRA administrator for a period of up to eighteen (18) months following the month in which their termination occurred, in accordance with state and federal laws.
- E. Death of an employee: In the event of the death of an employee, the following benefits shall be direct deposited into the employee's account:
- a. A lump sum pay-out of their accumulated and carry-over vacation balance.\*
  - b. A lump sum pay-out of floating holiday and PTO based upon the proration outlined in, Section VI Paid Leave, of this policy.
  - c. A lump sum pay-out of their accumulated compensatory time.
  - d. A lump sum pay-out of accumulated and unused sick leave to a maximum of ninety (90) working days. For those employees who are eligible, up to an additional thirty (30) days of accumulated sick leave (beyond the 90 days) and any accumulated physical fitness bonus incentive for protective status personnel shall be paid to the employee's spouse and if no spouse is living, the employee's estate.
  - e. A medical plan option ~~exclusive excluding of dental, and vision,~~ may be made available to the employee's spouse at their own expense, up to the time the spouse turns age sixty-five (65) or becomes eligible for Medicare, provided they exercise this option within thirty days of the employee's death.
  - f. The spouse shall have the option of continuing dental ~~and vision~~ coverage under COBRA through the City's COBRA administrator for a period of eighteen (18) months following the

~~month in which the employee's death occurred,~~ in accordance with state and federal laws.

\*Employees leaving with less than twelve (12) months of service shall owe the City back all vacation time used.

\*\*Employees who have used more floating holiday and/or PTO benefit than they were entitled pursuant to Section VI Paid Leave, of this policy in the last year of their employment will have an amount equal to the paid but unearned benefit deducted from their final pay (unless the employee leaves employment as a result of a physician certified disability).



<b>COBRA Policy</b>			
<b>CITY OF APPLETON POLICY</b>		<b>SECTION:</b>	Human Resources
<b>ISSUE DATE:</b>	May 2000	<b>LAST UPDATE:</b>	March 2017
<b>POLICY SOURCE:</b>	Human Resources Department		
<b>POLICY AUDIENCE:</b>	Any Qualified Employee or Dependent		

**I. PURPOSE**

The purpose of this policy is to be in compliance with Federal regulations ensuring that employees and their dependents are offered insurance as required by law.

**II. POLICY**

It is the policy of the City of Appleton to follow the federally mandated Consolidated Omnibus Budget Reconciliation Act of 1985 (commonly known as COBRA) and the Health Insurance Portability and Accountability Act of 1996 (commonly known as HIPAA).

**III. DISCUSSION**

This policy defines how the City of Appleton will follow the federal regulations and any changes made to the laws.

**IV. DEFINITIONS**

- A. **COBRA (Consolidated Omnibus Budget Reconciliation Act):** A Federal law that requires employers who sponsor health care plans to offer its employees and their dependents continuation when coverage would otherwise end because of a qualifying life event.
- B. **Effective Date of COBRA Coverage:** The Qualified Beneficiary will be removed from the City's policy coverage as of the date of loss of coverage. If the Qualified Beneficiary elects coverage, then the City will reinstate their coverage retroactive to the date after the loss of coverage.
- C. **Election Notice:** A document specifying details for a qualified beneficiary of the opportunity to continue qualified health care plan coverage(s).
- D. **Election Period:** The time frame during which the qualified beneficiary may choose to elect continuous coverage.
- E. **Group Health and Dental Plans:** A plan to provide health and dental coverage to the employees, former employees or their dependents who were otherwise eligible for coverage. This plan will be rated as a group plan rather than an individual policy.
- F. **HIPAA:** is the acronym for the Health Insurance Portability and Accountability Act that was passed by Congress in 1996. HIPAA does the following:
  - Provides the ability to transfer and continue health insurance coverage for millions of American workers and their families when they change or lose their jobs;
  - Reduces health care fraud and abuse;
  - Mandates industry wide standards for health care information on electronic billing and other processes; and
  - Requires the protection and confidential handling of protected health information.

~~G. **Premium Payment Deadlines:** The Qualified Beneficiary has a forty-five day grace period after electing COBRA to make their initial payment. The Qualified Beneficiary must pay all premiums back to the COBRA effective date. After initial payment, the Qualified Beneficiary will have to make payment the first of each following month with a 30-day grace period each month.~~

~~H. **Qualified Beneficiary(s):** An individual covered under a group health plan the day before a qualifying event occurs (i.e., the employee, employee's spouse and employee's dependent children).~~

~~I. **Qualified Employee:** Any employee that would otherwise be eligible for benefits.~~

~~J. **Qualifying Event:** A specified event that results in the loss of group plan coverage.~~

## ~~V. **PROCEDURES**~~

### ~~A. **COBRA**~~

#### ~~1. **Employer Notification Requirements**~~

~~The City of Appleton shall send to each covered employee and spouse of the employee at the time of commencement of coverage under the plan, written notice of any rights provided under COBRA.~~

~~Notices will also be sent to newly covered spouses of current employees within 30 days of the date of marriage.~~

~~Election notices of COBRA rights will be mailed to all covered employees and spouses when their eligible group plan coverage(s) terminate(s).~~

#### ~~2. **Employee Notification Requirements**~~

~~It is the responsibility of the employee to notify the City of Appleton Human Resources Benefits Coordinator when a qualifying event occurs. The employee or family member must give this notice within 60 days after the qualifying event occurs.~~

~~Under the law, continuation coverage must be elected within 60 days after Plan continuation ends, or if later, 60 days after the date of the notice of the right to elect continuation coverage.~~

#### ~~3. **Coverage Periods & Qualifying Events**~~

~~a. **18 Months Coverage for Qualified Employee & Beneficiaries for:**~~

~~1. Any voluntary or involuntary termination of employment for any reason other than for "gross misconduct".~~

~~2. Reduction in employment hours which would result in the loss of coverage.~~

~~b. **24 Months Coverage:**~~

~~1. For employees who are absent due to service in the uniformed services and/or their dependents.~~

~~2. Coverage will continue until the earlier of 24 months beginning the first day of absence from employment due to service in the uniformed services or the day after the employee fails to return to employment as required by USERRA, after completion of a period of service.~~

~~3. Under federal law, the period of coverage available under USERRA shall run concurrently with the COBRA period available to an employee and/or eligible dependents.~~

~~c. **36 Months Coverage for Qualified Beneficiaries for:**~~

~~1. Employee's death~~

~~2. Employee's entitlement to Medicare~~

~~3. Divorce or legal separation from a covered employee~~

~~4. Loss of dependent status under the plan provisions~~

~~d.—29 Month Qualifying Event~~

~~1.—Any qualified beneficiary disabled within 60 days of the qualifying event is entitled to up to a total of 29 months of COBRA coverage in order to remain covered until Medicare. The qualified beneficiary must provide notice of such determination prior to the end of the initial 18 months continuation period to be entitled to the additional 11 months of coverage.~~

~~2.—HIPAA allows entire family of disabled individual to continue an additional 11 months~~

~~e.—Multiple Qualifying Event~~

~~1. When a death, divorce, legal separation or dependent ineligibility occurs during an 18-month continuation, qualified beneficiaries may extend coverage for 36 months from the original qualifying event date.~~

~~2. Employee's entitlement to Medicare—If the employee is entitled to Medicare at the time of an initial qualifying event due to termination or reduction of hours worked, then the period of continuation for other qualified beneficiaries is the later of 36 months from the date of Medicare entitlement, or 18 months from the date of the qualifying event. If, on the other hand, the employee becomes entitled to Medicare during the initial continuation period of 18 months following the original qualifying event, then the other qualified beneficiaries will be entitled to continuation not to exceed 36 months from the date of the original qualifying event.~~

~~An individual electing COBRA coverage must pay the current monthly premium directly to the City of Appleton.~~

~~4.—Termination of Coverage~~

~~The City will cancel COBRA coverage if:~~

~~a.—Qualified beneficiary fails to make timely payments. The first grace period is 45 days from date of election and subsequent grace periods is 30 days from beginning of each month.~~

~~b.—Qualified beneficiary becomes covered by another group health plan.~~

~~c.—Qualified beneficiary becomes entitled to Medicare.~~

~~d.—The City of Appleton terminates coverage for all similarly situated active employees.~~

~~e.—Qualified beneficiary ceases to be disabled according to Social Security after the 29-month extension has started. Qualified beneficiary is to notify the City of Appleton within 30 days of no longer qualifying for Social Security Disability.~~

~~f.—The occurrence of any event (e.g. submission of a fraudulent claim) permitting termination of coverage for cause under the Plan.~~

~~B.—Flexible Spending Account (FSA) Coverage Options~~

~~1.—Employee can cancel their Flex Account as of their last day of employment. The employee must submit any claims to the FSA vendor within 30 days from their last day to request their money out of their account. Dates of service being submitted must be prior to the last day of employment with the City.~~

~~2.—Elect COBRA continuation for the remainder of the plan year. The City can take the remaining annual election off the final paycheck on a pre-tax basis. This will give the employee the ability to claim all the money elected for the year for any claims dated through December 31<sup>st</sup>.~~

~~3.—Elect COBRA continuation for a selected number of months. Payments would be made monthly to the City with after tax dollars but would allow the employee to extend the date of service claims during the additional months paid for. (For example—employee terms May 25 but dependent child is getting braces on July 15. This allows employee to pay for two months~~

~~COBRA flex spending and allows all money contributed through July 31 to be withdrawn for any claims dated January 1 through July 31.)~~

- ~~4.—Requirements: Employee must elect continuation coverage within 60 days of the loss of coverage date. Elections made after the final payroll check is cut will be paid with after tax dollars. Employee must make timely payments to the City.~~

### ~~C.—HIPAA~~

#### ~~1.—Requirements~~

~~If the qualified employee or dependent is losing eligibility on another group health plan, they may have the right to special enroll (enroll without waiting until the next open season for enrollment) in the City's group health coverage. To have a special enrollment opportunity, the employee or dependent must have had other health coverage when they previously declined the City's coverage. They must request special enrollment within 30 days from the loss of their job-based coverage with the Human Resources Benefits Coordinator.~~

#### ~~2.—Certificate of Coverage~~

- ~~a.—“On Request” certificates of creditable coverage will be provided: whenever an individual requests a certificate. When requested within 24 months after coverage ceased for the individual. Whenever a request has been made in a reasonable and prompt manner.~~
- ~~b.—A certificate of creditable coverage will be requested of the employee if they are electing coverage in the City's plan outside of the regular open enrollment process. The certificate would be provided by the Employer of the plan they are losing or from the insurance company of the prior plan.~~





<b>FMLA (Family Medical Leave Act)</b>			
<b>CITY OF APPLETON POLICY</b>		<b>SECTION:</b>	Human Resources
<b>ISSUE DATE:</b>	February 2003	<b>LAST UPDATE:</b>	February 2022
<b>POLICY SOURCE:</b>	Human Resources Department		
<b>POLICY AUDIENCE:</b>	All Employees		

**I. PURPOSE**

To outline the conditions that permit an employee to request time off for a period as prescribed by law with no loss of benefits or accumulated service if the employee returns to work. This policy will also serve to document employee rights and responsibilities.

**II. POLICY**

It is the policy of the City of Appleton to comply with all applicable State and Federal laws concerning military family leave, family, medical or caretaking leave.

This policy applies only to leave designated under State or Federal law. Leave designated under this policy may overlap or duplicate leave available under collective bargaining agreements or other personnel policies. Sick leave, vacation and leave of absence provisions under any collective bargaining agreements remain in effect.

Leave provided by the City which is taken for the same reasons as leave covered by the FMLA is not in addition to leave provided under the FMLA. If leave qualifies for family or medical leave under either or both the Federal and State laws, the leave used counts against the employee's entitlement under both State and Federal FMLA concurrently. Leave covered by the FMLA will be deducted from the entitlement under the FMLA.

Both State and Federal Family and Medical Leave entitlement will be counted based on a calendar year (January-December).

In order for employees to be eligible for leave under the Federal Family Medical Leave provisions, they must have been employed by the City for at least 12 months (whether consecutive or not) and must have worked for at least 1250 hours during the 12-month period immediately preceding the commencement of the requested leave. (Periods of employment preceding a 7-year break in service shall not count toward the 12 months.

- a. Any absence from work due to military service covered under the Uniformed Services Employment and Reemployment Rights Act (USERRA) must be counted toward the employee's 12-month employment period when determining FLMA eligibility.
- b. Time spent on paid or unpaid leave does not count in determining the 1,250 hour eligibility.

In order for employees to be eligible for leave under the Wisconsin Family Medical Leave provisions, they must have been employed by the City for at least 52 consecutive weeks and must have been paid for at least 1000 hours during the preceding 52-week period. If an employee is maintained on the payroll for any part of the week, the week counts as a week of employment.

Wisconsin law allows employees:



1. Up to 6 weeks of family leave for the birth or adoption of a child. This leave must commence within 16 weeks of the birth or adoption of a child. If nonconsecutive leave is taken, the last increment of the nonconsecutive leave must commence no later than 16 weeks after the birth or adoption date.
2. Up to 2 weeks of family leave to care for a child, legal ward, spouse, or parent (including parent-in-laws) suffering from a serious health condition.
3. Up to 2 weeks of medical leave for an employee to care for his/her own serious health condition which renders him/her unable to perform the essential functions of the job.

Federal law allows employees a total of 12 weeks for:

1. Family leave for the birth of an employee's child or because of the placement of a child with the employee for adoption or foster care.
2. Family leave to care for a child, legal ward, spouse, parent, or covered servicemember suffering from a serious health condition.
3. Medical leave for an employee to care for their own serious health condition which renders them unable to perform the essential functions of the job.
4. Exigency leave due to a spouse, child or parent who is on active military duty, or has been notified of an impending call to active-duty status in the National Guard or Reserves, in support of a contingency operation. Also included are servicemembers in the regular armed forces who are on active duty in a foreign country or are called to active duty in a foreign country.
  - a. Eligible employees may take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty.
  - b. The amount of time an eligible employee may take for Rest and Recuperation qualifying exigency leave is expanded to a maximum of 15 calendar days.

Federal law also allows employees a total of 26 weeks of leave in a single 12-month period for:

1. Caring for a spouse, son, daughter, parent or next of kin who is a covered servicemember/veteran recovering from a serious illness or injury sustained in the line of duty.
  - a. A covered veteran is defined as an individual who was discharged or released at any time during the five (5) year period prior to the first date the eligible employee takes FMLA to care for the covered veteran. A dishonorable discharge disqualifies the veteran from coverage.

### **III. DISCUSSION**

This policy provides an introduction to the rights and provisions of the family and medical leave laws. Specific questions an employee may have about this law should be directed to the City Human Resources Department.

### **IV. DEFINITIONS**

- A. **FMLA:** Family and Medical Leave Act
- B. **Parent:** The biological parent of the employee, or an individual who stands or stood in loco parentis.
- C. **Son/Daughter (Federal FMLA definition):** A biological, adopted or foster child, a stepchild, a legal ward who is either under 18 years of age, or a child 18 years of age or older and incapable of self-care because of a physical or mental disability as defined by the Americans with Disabilities Act. (For the purposes of exigency and military leave a son/daughter is simply defined as a biological, adopted, foster child, or stepchild, without reference to age)

- D. **Son/daughter (State FMLA definition):** A biological, adopted or foster child, a step child, or legal ward.
- E. **In Loco Parentis:** An individual who stands in place of the parent, this may include day-to-day responsibilities to care for and/or financial support of a child. A biological or legal relationship is not necessary.
- F. **Registered Domestic Partners:** Registered same-sex domestic partners must meet the following requirements:
  - a. Be at least 18 years old and competent to consent to the relationship
  - b. Not married or in a domestic partnership with anyone else
  - c. Reside together
  - d. Not related closer than second cousin.
  - e. Be members of the same-sex
  - f. Have registered their domestic partnership with the Register of Deeds in the county in which they reside prior to April 1, 2018.
- G. **Spouse:** A husband or wife or registered domestic partner.
- H. **Injured Servicemember:** A member of the Armed Forces, National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness.
- I. **Qualifying exigencies:** Include one or more of the following:
  - a. Short notice deployment
  - b. Military events and related activities
  - c. Childcare and school activities
  - d. Financial and legal arrangements
  - e. Counseling
  - f. Rest and recuperation
  - g. Post-deployment activities and/or
  - h. Such additional activities agreed to in advance by the Employer.

There are limits on the amount of leave available for a particular qualifying exigency and such limits may be less than 12 weeks.

- J. **Next of Kin:** The nearest blood relative of the servicemember in the following order of priority: Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative.
- K. **Active Duty:** Under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of Title 10, United States Code. Section 101(a)(13)(B) of Title 10 cover a broad array of military assignments during a war or national emergency.
- L. **Contingency Operation:** Any military operation or hostilities against an enemy of the United States or a broad array of military assignments during a war or national emergency, as designated by the U.S. Secretary of Defense.
- M. **Outpatient Status:** The status of a member of the Armed Forces assigned to a military medical treatment facility as an outpatient or a unit established for the purpose of providing command and

control of members of the Armed Forces receiving medical care as outpatients.

- N. **Temporary Disability Retired List:** Members of the Armed Forces who are not fit for duty but that may become fit for duty at a later time are placed on this list. This is not a permanent classification, rather the status of each person is reviewed periodically.
- O. **Serious Health Condition:** Under **Wisconsin** FMLA, a serious health condition is defined as a disabling physical or mental illness, injury or impairment involving:
- a. Inpatient care in hospital, nursing home or hospice; or
  - b. Outpatient care with continuing treatment or supervision by a health care provider.

**Serious Health Condition:** Under **Federal** FMLA, a serious health condition is defined as physical or mental illness, injury or impairment that involves:

- a. Inpatient care in a hospital, hospice or residential medical care facility; or
  - b. Continuing treatment by a health care provider which includes:
    - i. A period of incapacity of more than three (3) full consecutive calendar days, and any subsequent treatment or period of incapacity that involves:
      - (A) treatment two or more times by a health care provider the first visit within 7 days, second visit within 30 days of the first day of incapacity, unless extenuating circumstances exist.
      - (B) treatment by a health care provider on at least one occasion within 7 days of the first day of incapacity that results in a regimen of continuing treatment (i.e., prescription medication or other treatment) which is under the supervision of a health care provider.
    - ii. Incapacity due to pregnancy or prenatal care.
    - iii. Incapacity or treatment for such incapacity due to chronic serious health condition. A chronic serious health condition is one which requires periodic visits, continues over an extended period of time and may cause episodes of incapacity. "Periodic" is defined as at least two (2) visits per year.
    - iv. Incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
    - v. Any period of absence to receive multiple treatments (including any period of recovery) by a health care provider either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive days in the absence of medical intervention or treatment.
- P. **Serious Injury or Illness for a Covered Veteran:** An injury or illness that was incurred or aggravated by the member in the line of duty on active duty in the Armed Forces and manifested itself before or after the member became a veteran, and is:
- a. A continuation of a serious injury or illness that as incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank or rating; OR
  - b. A physical or mental condition for which a covered veteran has received a VA Service Related Disability Rating (VASRD) or 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; OR
  - c. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR

- d. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

## V. PROCEDURE

- A. **Employee's Request:** Employees requesting leave must complete FMLA forms and submit to the employee's supervisor at least 30 days before the need. The supervisor must forward the written request to the department head and Human Resources Department. If the 30-day notice is not possible, the employee will notify his/her supervisor as soon as reasonable and practical. This should be interpreted to mean within one to two working days of the employee learning of the need for leave.

In emergencies, if the leave request cannot be made by the employee in writing, the supervisor must fill out the leave request in writing and forward it to the department head and the Human Resources Department.

Employees who take medical leave should make reasonable efforts to schedule planned medical treatments so as not to unduly disrupt business operations.

Employees who return from an absence that they desire to be counted as FMLA must give notice within two days of returning to work. If notice is not timely, the employee may not assert FMLA protection.

Spouses employed by the City of Appleton are entitled to 12-week(s) each of leave, if the leave is taken:

1. For the birth of a son or daughter or to care for the child after birth;
2. For the placement of a son or daughter for adoption or foster care, or to care for the child after placement; or
3. To care for a parent with a serious health condition.
4. For exigency leave of a spouse, child or parent who is on active military duty, or has been notified of an impending call to active-duty status in the National Guard or Reserves, in support of a contingency operation.

Spouses employed by the City of Appleton are entitled to 26-week(s) each of leave if the leave is taken for care for a covered servicemember recovering from a serious illness or injury sustained in the line of duty.

- B. **Employer Designation:** The City of Appleton will require completion of the FMLA forms when an employee misses more than three consecutive scheduled workdays due to a qualifying FMLA event. If the leave is determined eligible, it will automatically be counted against the employee's FMLA entitlement.
- C. **Medical Certifications:** Prior to leave commencing, medical certifications will be required to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, parent or military family leave. All requests for family and medical leaves of absence due to illness must include sufficient medical certification from the physician stating:
  1. The date on which the serious health condition began;
  2. The probable duration of the condition and;
  3. The appropriate medical facts that the health care provider knows about the condition.

For the employee's own medical leave, the certification must include a statement that the employee is unable to perform the functions of their position. For leave to care for a seriously ill child,

spouse, or parent, the certification must include an estimate of the amount of time that the employee is needed to provide care.

The employee will be responsible for obtaining these certifications from the health care provider. These forms are available from Human Resources and department Supervisors. Forms must be completed and returned no later than 15 days of receipt. If the employee does not obtain the certification from the health care provider within 15 days, the leave will be treated as other available paid leave or unpaid leave.

The City of Appleton Human Resources Department may directly contact the health care provider or other third-party to verify and clarify information contained in the certification. Employees are responsible for signing or obtaining any authorization necessary to permit the health care provider or other third-party to provide the City of Appleton with the required information.

Military Certifications: Prior to leave commencing, military certifications will be required to support a claim for leave. Certifications shall be in the form of military orders or discharge documents and shall identify who the leave is for.

- D. **Status while on Leave:** During the leave the employee must update their supervisor at least every 30 days of his/her status with health care provider certification and the intention to return to work.
- E. **Second Opinion:** The City may require a second opinion and periodic recertification. If a first and second opinion differ, the City may require the binding opinion of a third health care provider, approved jointly by the City and the employee and paid for by the City.
- F. **Workers Compensation:** Workers' compensation will automatically be counted against your Federal Family Medical Leave entitlement provided it meets the requirements.
- G. **Intermittent Leave:** Under the Wisconsin FMLA provision, intermittent leave may be taken as long as it does not unduly disrupt the department's operations. Departments must notify Human Resources before approving such a request.

Under the Federal FMLA provision, intermittent leave may be taken for a birth or placement of a child for adoption, foster care or military family leave. Employees may take leave intermittently or on a reduced leave schedule with prior approval by the Department Director and Human Resources. When FMLA is taken to care for a sick family member or for an employee's own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

- H. **Substitution:** Under the Wisconsin FMLA, employees have the ability to substitute leave.

Under the Federal FMLA, the City of Appleton requires the leave to be charged against any leave available such as vacation, floating holidays, personal days or compensatory time in the order to be chosen by the employee. Sick leave may be used only if the reason for the sick leave use qualifies under current City policy or collective bargaining agreements, whichever applies. Leave can only be substituted up to the amount the employee has accrued and on the books.

An employee will continue to accrue all benefits provided by City policies and collective bargaining agreements.

Leave beyond the FMLA entitlement must be approved in advance, and is subject to

any collective bargaining agreements or policies and procedures.

- I. **Proof of parentage or placement:** May be required prior to family leave being granted.
- J. **Return to Work:** Employees off on medical leave will be required to provide a "return to work" certification before they return to work indicating that the essential functions of the job can be performed. This must be obtained from the health care provider.
- K. **Approval:** Human Resources must approve or deny all requests.
- L. **Return from FMLA:** Upon return from family or medical leave, an employee will be returned to the position he/she held immediately prior to the leave if the position is vacant. If the position is not vacant, the employee will be placed in an equivalent employment position. Job restoration upon returning from FMLA leave can be denied if:
  - 1. The employee would have been laid off had they not been on leave;
  - 2. The employee fraudulently obtained leave under the Acts; or
  - 3. The employee fails to provide medical certification that they can return to work.

If the employee extends his/her leave beyond the FMLA provisions and has had prior approval, job restoration and recall is subject to the terms of City personnel policies and or the applicable collective bargaining agreement.

- M. **Group Health Coverage:** Group health care coverage will continue for employees on leave as if they were still working. ~~If applicable, employees who are granted a leave under this policy are advised to arrange to pay their share of premiums during the absence.~~ If the leave is paid, premiums will continue to be paid through payroll deductions. If the leave is unpaid, ~~employees are responsible for making sure the City receives premium payments by the normal payroll dates. If payments are not received within 30 days of the due date, coverage may be discontinued the missed premiums will be collected through payroll deduction(s) when the employee has returned to work and is on the City's payroll again.~~ This includes other benefits such as disability, life, medical, dental, vision, flexible spending accounts, etc. ~~If the leave continues into the new year, the employee will receive an invoice on the missed premiums.~~
- N. **No Return to Work from FMLA:** If an employee chooses not to return to work (i.e. return to work for 30 calendar days) after an approved leave, the City may recover from the employee the cost of any premiums made to maintain the employee's health insurance, unless the failure to return is because of a serious health condition or reasons beyond the employee's control, as defined in 29 CFR 825.213. Benefit entitlements based on length of service will be calculated as of the last paid workday before the start of the unpaid absence. If the employee substitutes leave, the length of service will be calculated as of the last paid workday substituted.
- O. Any correspondence sent to the employee will be sent to their last known address filed with Human Resources. Employees must notify Human Resources with any change of address.
- P. **Nursing Mothers:** Under the section 4207 of the Patient Protection and Affordable Care Act of 2010, employees are allowed unpaid reasonable break time to express breast milk. Interested employees should contact their supervisor or Human Resources and a private location will be identified.

## VI. FALSIFICATION OF FORMS

An employee will be subject to disciplinary action up to and including discharge for falsifying any information required or requested as part of the application process or receiving leave or benefits under the FMLA or this policy.

## **VII. EMPLOYER RESPONSIBILITIES**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

## **VIII. UNLAWFUL ACTS BY EMPLOYERS**

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Updates thru 8/22/2024

HR Generalist	Position	Dept.	Date of Vacancy	Open Date	# of Openings	Status
Jessie	Assessment Technician	DPW	10/12/2024	8/7/2024	1	Application Deadline 8/25/24
	Operator I - Parking	DPW	7/14/24 8/15/2024	07/12/24	2	Medical pending on top candidate. Application deadline 9/8/24.
	Master Mechanic - CEA	DPW	07/20/24	07/12/24	1	Conditional offer extended to top candidate.
	Master Mechanic -Valley Transit	VT	06/08/24	06/12/24	1	Application deadline extended: 8/25/24.
	Relief Operator - Wastewater	Utilities	5/25/2024 & 6/17/2024	05/10/24	2	Determing next steps.
	Public Works Director	DPW	06/07/24	06/07/08	1	Candidate appointment approved by Council on 8/7/24. Start date 9/18/24.
Morgan	Police Officer	Police	12/01/23	N/A	5+Elig.	Conditional offer extended to 1 candidate. Physical Fitness Testing 8/26 & 8/29. Chief Interview 8/21/24. PFC Interviews 8/27/24.
	Firefighter	Fire	05/11/24	03/04/24	5	Conditional offers extended to 5 candidates.
	Community Service Officer	Police	01/10/24	N/A	1	Job offer accepted, start date: 8/27/24
	Account Clerk I	Finance	07/24/24	07/24/24	1	Panel interviews: 8/23/24.
	Electrical Inspector	CED	08/17/24	08/02/24	1	Application deadline: 8/25/24.
	Weights & Measures Specialist	Health	08/05/24	08/02/24	1	Job Offer accepted, start date: 9/9/24.
	Systems Analyst	IT	08/12/24	08/12/24	1	Panel Interviews: 8/20/24.
	Operations Clerk	Library	07/26/24	07/26/24	1	Panel Interviews: 8/28/24.
	Library Assistant -Public Services (Half-time)	Library	06/27/24	06/27/24	1	Job Offer accepted, start date: 9/3/24.
	Library Page Clerk - Regular Part-Time	Library	08/19/24	08/02/24	1	Application deadline: 8/25/24.
Library Clerk (Sub)	Library	NA	08/07/24	1	Application deadline: 8/25/24.	
	Library Page	Library	07/27/24	08/19/24	1	Application deadline: 9/2/24.
	Deputy Director Finance	Finance	09/06/24	08/09/24	1	Application deadline: 9/03/24.
Total Positions Open:		29	Total Eligibility Lists:			2

**On Hold**

HR Generalist	Position	Dept.	Date of Vacancy	# of Openings	Status
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<b>Morgan</b>	Library Clerk - Regular Part-Time	Library	07/01/22	1	Internal transfer. Position on hold.
<b>Jessie</b>	Transit Maintenance Operations Supervisor	VT	03/25/23	1	Position on hold.
Total On Hold		<b>2</b>			