



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, April 23, 2025

6:30 PM

Council Chambers, 6th Floor

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

[25-0399](#) Minutes 12/11/2024.

Attachments: [Minutes 12.11.24.pdf](#)

5. Public Hearing/Appealances

6. Action Items

[25-0400](#) Request to Elect Vice Chair.

[25-0401](#) Request to Set Meeting Date and Time.

[25-0402](#) Request to Designate Contact Person.

[25-0403](#) Request to Approve Changes to the CED Table of Organization.

Attachments: [ComDev AdministrativeReorganization Memo.pdf](#)
[ComDev TO AdminReorg.pdf](#)
[Administrative&AccountingServicesSpecialist_JD_Final.pdf](#)

[25-0404](#) Request to Approve Social Media Policy.

Attachments: [Social Media Policy.pdf](#)

[25-0405](#) Request to Approve Changes to the Fringe Benefits Policy.

Attachments: [Fringe Benefit Policy 11.2024 S&B.pdf](#)

7. Information Items

[25-0406](#) ERP Conversion Update.

Attachments: [2025 ERP Conversion Update.pdf](#)

[25-0407](#) APD Staffing Study Update.

[25-0408](#) Valley Transit Staffing Update.

[25-0409](#) Fire Negotiations.

[25-0410](#) Recruitment Status Report through 4/17/2025.

Attachments: [RSR 041725.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, contact Vanessa Calder 920-832-6458.



City of Appleton

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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, December 11, 2024

6:30 PM

Council Chambers, 6th Floor

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

[24-1544](#)

Minutes 10/23/24.

Attachments: [Minutes 10.23.24.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

[24-1545](#)

Approval to Over Hire for the Deputy Director Human Resources Position.

Attachments: [Over Hire HR Deputy Director.pdf](#)

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

Aye: 4 - Jones, Hayden, Croatt and Hartzheim

Absent: 1 - Van Zeeland

[24-1546](#)

Approval to hire CP2 Consulting for the City of Appleton Strategic Guide Facilitation Services.

Attachments: [Strategic Planning RFP Memo.pdf](#)
 [CP2 Strategic Plan Proposal.pdf](#)

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

Aye: 3 - Jones, Hayden and Croatt

Nay: 1 - Hartzheim

Absent: 1 - Van Zeeland

7. Information Items

[24-1547](#)

General Safety Policy Update.

Attachments: [General Safety Policy S&B 2024.pdf](#)
 [Ergonomics Policy S&B.pdf](#)

This Presentation was received and filed

[24-1548](#)

Accident and Incident Reporting Investigation Policy Update.

Attachments: [Accident and Incident Reporting Investigation Policy SB 2024.pdf](#)

This Presentation was received and filed

[24-1549](#)

Recruitment Status Report through 12/4/24.

Attachments: [RSR 120424.pdf](#)

This Presentation was received and filed

8. Adjournment

Hartzheim 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



CITY OF APPLETON

MEMORANDUM

Date: April 15, 2025
To: Human Resources / IT Committee (action item)
Community Development Committee (informational item)
From: Kara Homan, AICP, Community Development Director
Subject: **Subject: Proposed Administrative Reorganization / Position
Reclassification – Community Development Department**

I am requesting approval of a proposed reorganization/reclassification within the Community Development Department that would restructure and elevate an existing administrative position to better align with current departmental needs and shared administrative resources.

The proposal recommends reclassifying an existing role to Administrative & Accounting Services Specialist, reflecting a consolidation and expansion of core administrative responsibilities. Over time, the scope and complexity of administrative and fiscal functions have grown significantly as the department has expanded from one to three divisions. This revised position would formalize those evolving duties and provide a higher level of administrative and organizational support to department leadership and staff. It will also allow the department to better leverage existing resources within the customer service team that is jointly funded with DPW to handle more day to day administrative functions.

This adjustment not only acknowledges the increased level of responsibility already being performed but also additional duties that will transition from the Managerial Accounting Coordinator in DPW and the Community Development Director & Deputy Director. The proposed reclassification has been evaluated by HR and fits within the city's existing compensation framework.

A detailed position description and proposed organization structure are attached for your review. I respectfully request approval of the following position change:

- From: Administrative Assistant (Grade 4)
- To: Administrative & Accounting Services Specialist (Grade 6)

This modification will be funded within the department's existing personnel-related funds due to savings realized this fiscal year. If you have any questions don't hesitate to reach out – 920.832.6408 or kara.homan@appletonwi.gov

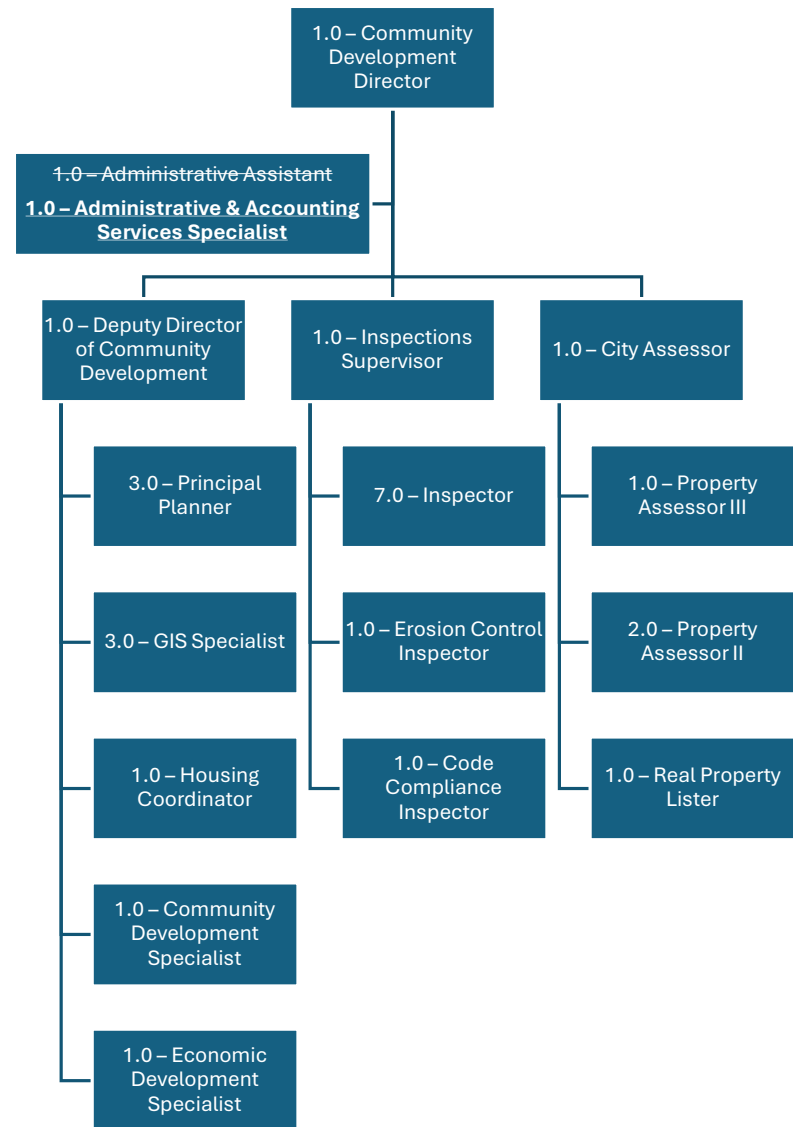
c: Laura Jungwirth, PE, DPW

COMMUNITY DEVELOPMENT DEPARTMENT

TABLE OF ORGANIZATION

Proposed Administrative Position Reorganization:

- From: Administrative Assistant
- To: Administrative & Accounting Services Specialist



Administrative & Accounting Services Specialist

Grade 6

Position Summary:

The Administrative & Accounting Services Specialist plays a key role in managing administrative support functions, including budgeting and financial operations, enterprise resource systems, legislative processes, office administration, and project management within the Community Development Department (Planning & Development; Inspections, and Assessors divisions). This position is responsible for managing agendas and legislative processes, ensuring compliance with statutory requirements, and maintaining communication with elected officials, staff, and the public. Collaboration with administrative staff in engineering, clerks, legal, and customer service is essential to maintaining smooth departmental operations. The incumbent works under the general direction of the Director of Community Development.

Key Responsibilities:

Financial & Budget Administration

- Coordinates the development, monitoring, and reconciliation of department budgets. Resolves and troubleshoots budgetary inconsistencies. Monitors office expenditures, prepares inquiries and reports. Reconciles department revenues on various platforms. Reviews and approves refund requests and payments.
- Approves payment vouchers and credit card transactions, ensuring compliance with financial policies.
- Manage accounts payable and receivable, coordinating with relevant departments for approvals.
- Maintain accurate financial records and prepare reports as needed.

Office Operations & Technology Coordination

- Oversee office technology needs, ensuring proper functionality and standards creation and compliance, in coordination with IT.
- Serve as a liaison for office technology upgrades and transitions related to communications, ERP, fiscal processes, and transition to a paperless office. Manage and maintain database and software systems, projects, and coordinate within and across departments for planning and implementation.
- Establish and maintain administrative policies, procedures, and workflow efficiencies, including interdepartmental processes. Prepare educational materials and provide training.
- Assist Director and Deputy Director in scheduling and calendar management, as requested.

- Ensure brand consistency for all externally facing department communications (forms, applications, letterhead, website, etc.). Coordinate with customer service staff for implementation.
- Collaborate with DPW administrative team on areas of shared office and technology functions.

Records & Workflow Management

- Manages execution of contracts and signatures needed.
- Organize and maintain records management systems. Coordinate process to collect and report city-wide performance metrics.
- Improve document handling processes for efficiency and compliance.
- Coordinate with Clerks Office, Legal Services, Customer Service and Administrative support staff for shared processes & workflows.
- Support legal and customer service teams with related administrative record-keeping tasks.

Legislative Process Management

- Manages agendas and related processes for City Plan Commission, Community Development Committee, Appleton Redevelopment Authority, Joint Review Board, along with other subcommittees, internal work groups, and ad hoc groups as projects and tasks arise. Coordinate and mentor customer service staff who are delegated/assigned as leads for the Historic Preservation Commission, CDBG Advisory Board, Appleton Public Arts Committee, Board of Zoning Appeals, and backup for all other department-staffed committees.
- Files all necessary applications and legal documents related to legislative actions with the Clerk's Office, coordinates statutorily required timelines, notices and other schedules, and completes related administrative and organizational functions. Works closely with staff to ensure cases, resolutions, and/or actions are on track for meetings and regulated deadlines.
- Communicates with alders, appointed officials, applicants, and the public at large related to legislative/planning inquiries and refers to the appropriate staff lead where necessary.
- Maintains current mailing lists and membership information for committees, commissions, boards, etc. Manages process where staff can view and update shared contacts. Creates process to maintain stakeholder/client lists amongst support staff. Coordinates mass mailings as required/assigned.

Program Administration & Special Projects

- Program support for the Homeowner Rehabilitation Loan Program. Distributes bid specifications, ordering reports from title companies, preparing contracts and loan documents, track program income, project funds and required insurance documentation.

- Maintain, coordinate and train team members on Continuity of Operations Plans (COOP). Serve as dept. lead for safety planning and coordination.
- Lead administrative projects related to office operations and technology.
- Manages the RFP and department procurement processes.
- Collaborate with internal teams and other departments to implement process improvements and efficiencies.
- Oversee website updates for department. Coordinate with customer service team members to make updates.

Qualifications & Skills:

- Associates in Business Administration, Accounting, Public Administration, or a related field; or any equivalent combination of experience and training which provides the required knowledge, abilities and skills.
- 3-5 years of experience in administrative, budgetary, or financial coordination roles.
- Strong knowledge of administrative/office functions, accounting principles, and project management.
- Proficiency in office technology, records management, and workflow optimization.
- Excellent communication and collaboration skills, especially in a cross functional team environment.
- Ability to manage multiple priorities and work independently.
- Experience in office and government administration.
- Familiarity with financial software and enterprise resource planning (ERP) systems.
- Knowledge of COOP planning and business continuity strategies.
- Ability to maintain confidentiality of sensitive and legal information.
- Ability to multi-task.
- Ability to establish and maintain effective working relationships with other employees, departments, other municipal elected and appointed officials and the public and to deal with public relations problems courteously and tactfully.
- Proficient with technology such as Microsoft office (excel; teams; sharepoint) and emerging AI technology.
- Highly skilled in technology operations of computer software, multifunction photocopy/printer/scanner/fax machines, mail/copy center related equipment and other standard office equipment.
- Strong oral and written communication skills.

- Thorough knowledge of all license/permit processes and the ability to distinguish specific variables for each license/permit type.
- Ability to use a Geographic Information Systems (GIS) Viewer for property information.
- Knowledge of local ordinances, state statutes, departmental rules, regulations, procedures and functions.
- Ability to work autonomously and as part of a team.
- Ability to work accurately and quickly under pressure.
- Ability to prioritize and meet deadlines.
- Ability to understand and effectively carry out oral and written instructions.
- Ability to make decisions in accordance with laws and regulations and apply those to work problems.
- Ability to maintain office records, compile data and prepare accurate reports.



CITY OF APPLETON

SOCIAL MEDIA POLICY

OVERVIEW:

The City of Appleton uses social media platforms to communicate and engage with our community. We believe in the rights, benefits, and responsibilities that come with using social media, and we ask that you consider the impact your comments and interactions may have on others as you engage with the City and fellow users on these platforms.

SCOPE:

The external policy governs both city-maintained social media channels and the individuals who engage with them.

GENERAL POLICY

The City uses social media to communicate and engage with the community. The City cannot prevent, and is not responsible for, content placed by others, including offensive or disagreeable content. This means that the City will not moderate content on its social media platforms for vulgarity, profanity, hate speech, controversial, or other offensive language.

While the City cannot moderate all user-generated content for language or tone, please be aware that some content may not be considered "free speech" and the associated protections under the U.S. and Wisconsin Constitutions will not apply. Therefore, the City reserves the right to delete or hide any comments, posts, replies, reviews, photos, links, or any other content that include any of the following:

- Spam, advertising, or promotional links to a business, service, or product
- Malware, viruses, security threats to the City network, or spamming with an overwhelming surge of messages ("flooding").
- Promoting, advocating, or perpetuating illegal activity
- Direct threats as defined by law
- Obscene content with no constitutional protection (such as graphic depictions)
- Illegal activity, including copyright/trademark infringements and defamatory comments

AGREEMENT

By posting any comments or materials on the City's social media platforms, you grant the City permission to reproduce, distribute, publish, edit, modify, and use your submissions in any form or media for any purpose.

All comments on City social media should be considered public records and are retained accordingly. Activity on City of Appleton Government social media is subject to public disclosure under the Public Records Laws of the State of Wisconsin (Wis. Stat. ss. 19.31-19.39).

Your participation is at your own risk, and you take personal responsibility for your comments, username, and any information provided. **Furthermore, you agree to indemnify, defend, and hold harmless the City of Appleton, its officers, agents and employees, against any and all damages, losses, liabilities, judgments, costs, or expenses (including attorney's fees**

and costs) arising out of any claims by a third party related to any comments or materials you have posted.

ADDITIONAL PROVISIONS

Content posted on City of Appleton social media channels by anyone other than employees of the City of Appleton does not reflect the opinions or position of the City of Appleton or its elected officials or employees.

Social media website pages are not the primary method of communication with the City, and any notices or requests for City services must be made via official communication methods identified on the City's website, or by traditional methods of notification recognized by the City, and no comments or posts on this page will be construed as providing notice to the City of any claim, deficiency, dangerous condition, request, or otherwise. Furthermore, the City's social media account monitoring varies and there should be no expectation of a response by City staff.

Each social media provider maintains a term of use agreement for users. All posts and comments on any City social media platform are bound by these terms and conditions. The City reserves the right to report any user violation under the terms and conditions. This Policy does not modify the terms and conditions established by the social media provider. Nor does the City assume any responsibility or liability for decisions made by the social media platform provider involving the conduct or absence of conduct by the social media provider or by the user.

The views, guidelines, and rules of the social media platform are those of the company that provides the platform and not those of the City of Appleton.

SEVERABILITY

If any section, portion, or provision of this Policy, or if the application of this Policy to any person or circumstances, is found invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Policy which can be given effect without the invalid or unconstitutional provision or application.

Nothing in this policy or on this site is intended as legal advice.



Fringe Benefits

CITY OF APPLETON POLICY

SECTION:

Human Resources

ISSUE DATE:

April 2000

LAST UPDATE:

November 2024

POLICY SOURCE:

Human Resources Department

POLICY AUDIENCE:

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.

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 on the 31st calendar day of employment. Employees who do not enroll at this time can make coverage election during the open enrollment period for the following calendar year. Employees who experience a qualifying status change may enroll mid-year.

Employees working less than 40 hours per week (1.0 FTE) will have premiums 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. 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 the dental insurance benefit plan.

Employees working less than 40 hours per week (1.0 FTE) will have premiums 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. Failure to make timely payments may cause cancellation of coverage.

Dental insurance is effective on the 31st 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 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 time 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 (30) 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 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. Failure to make timely payments may cause cancellation of coverage.

Vision insurance is effective on the 31st 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.

- 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) 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 workday 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 ~~De~~irectors/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:

A ~~ny full-time~~ employee may carry over, from one year to the next, up to a maximum of five (5) days (forty hours) vacation. The hours for carry over will be pro-rated for part-time employees based on their full-time equivalence (e.g. if they are 50% full-time, then they can carry over 20 hours).

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 (pro-rated for part-time employees as outlined above) will automatically be carried over to the next year.
2. Any remaining balance up to forty hours (pro-rated for part-time employees as outlined above) 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 HSA or 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. Instructions and the appropriate payroll codes will be provided annually 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. contributions 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 31st. 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 1st 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 31st.

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 2nd sick leave bank before accessing the regular bank;

1. PTO
2. 2nd 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 stepmother; father or stepfather; 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 workday 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, outside of the entitlements covered by the Family and Medical Leave (FMLA) act, may be granted without pay subject to the conditions below. FMLA leaves of absence are covered in the City of Appleton FMLA policy and will be administered in accordance with Wisconsin and Federal laws.

Leaves will be granted at the total discretion of the Department Head and the Human Resources Director. 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

An 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. COBRA 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). Should 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. Paid time off (vacation, floating holidays, and PTO) will not accrue during an employee's unpaid leave of absence (excluding approved FMLA) if the total unpaid leave taken in a year exceeds one month. For this purpose, one month is defined as the average number of hours the employee is budgeted to work each month. As a result, the employee's paid time off entitlement for the following year will be adjusted on a prorated basis.~~

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. 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. 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).
 - e. 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 excluding 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.

- f. The option of continuing dental, and/or vision coverage under COBRA through the City's COBRA administrator 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, dental, and/or vision coverage under COBRA through the City's COBRA administrator 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, dental, and/or vision coverage under COBRA through the City's COBRA administrator 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, dental, and/or vision coverage under COBRA through the City's COBRA administrator 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 excluding 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 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).**



DEPARTMENT OF
**INFORMATION
TECHNOLOGY**

CITY OF APPLETON
Department of Information Technology

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To: HR/IT Committee
From: Corey Popp, Information Technology Director
Date: April 23, 2025
Re: ERP Conversion Update

I am writing to provide a brief update on the City's ongoing ERP conversion project, with a focus on the Tyler Content Management (TCM), Enterprise Asset Management (EAM), Utility Billing (UB), and Permitting & Licensing (P&L) modules.

The TCM module completed successfully the week of February 28, 2025. The previous content management platform, which cost \$25,000 annually, will not be renewed this year.

The EAM module conversion was also successfully converted the week of March 10, 2025. This project spanned approximately one year and remained on schedule with no postponements.

The UB module conversion began on May 2, 2023, and remains in progress. This phase has been more complex than anticipated, resulting in multiple postponements. Mayor Woodford has approved one final postponement, with the new intended go-live date set for July 29, 2025. He has also communicated to staff that no additional delays will be permitted unless the conversion poses a significant risk to the accuracy or timeliness of resident billing.

At the time of EAM's scheduled project kickoff in 2024, the UB conversion had already experienced its first delay. However, we proceeded with EAM under the assumption that UB would still conclude within three months. Unfortunately, that timeline continued to shift by an additional year.

Running multiple ERP conversions in parallel over the past year has placed a considerable burden on City staff, many of whom are directly involved in more than one effort. As a result, Mayor Woodford and I have agreed not to begin the final ERP module conversion—Enterprise Permitting & Licensing—until UB is fully completed. Assuming UB launches as planned at the end of July, P&L could begin in late Q3 or early Q4 of this year, with an estimated timeline of approximately one year to complete.

I will continue to keep the committee informed as progress continues and major milestones are reached.

Updates thru 4/17/25

| HR Generalist | Position | Dept. | Date of Vacancy | Open Date | # of Openings | Status |
|---------------|---|-----------|-------------------------|---------------|--|--|
| Vanessa | Facilities Technician | P&R | 2/25/2025 | 3/31/2025 | 1 | Panel interviews: 4/21/25. |
| | Facilities Manager | P&R | 5/1/2025 | 4/3/2025 | 1 | Application deadline: 4/20/25. |
| | Grounds Coordinator | P&R | 4/11/2025 | 4/3/2025 | 1 | Application deadline: 4/20/25. |
| | Customer Service Specialist | DPW | 4/4/2025 | 3/31/2025 | 1 | Panel interviews: 4/28/25. |
| | Operator I - DPW | DPW | 4/7/2025 | 4/3/2025 | 1 | Application deadline: 4/20/25. |
| | Parking Utility Manager | DPW | 05/01/25 | 04/11/25 | 1 | Application deadline: 4/27/25. |
| | Transit Maintenance Operations Supervisor | VT | 03/25/23 | 03/14/25 | 1 | Medical & References pending on 1 candidate. |
| | Bus Driver | VT | NA | NA | NA* | Application deadline: 4/27/25. Medical pending on 1 candidates. 1 Offer accepted, start date: 4/21/25. |
| | Part Time Bus Driver | VT | N/A | 10/07/24 | NA* | Application deadline: 4/27/25. |
| | Wastewater Operator | Utilities | 11/12/2024 | 05/10/24 | 1 | WW Plant walkthroughs with top candidates. |
| Morgan | Police Officer | Police | NA | N/A | 1+Elig. | Application deadline: open. Chief Panel Interview: 4/22/25. Conditional offer extended to one candidate. |
| | Community Service Officer | Police | 8/30/2024 | 2/19/2025 | 1 | Background pending on one candidate. |
| | Seasonal - Appleton Police Department Evidence Intern | Police | NA | 4/17/2025 | 1 | Application deadline: 5/11/25. |
| | Library Clerk (Half-Time) | Library | 2/27/2025 | 3/7/2025 | 1 | Application deadline: 5/4/25. |
| | Library Assistant - Public Services (Sub) | Library | NA | 3/27/2025 | 1 | Application deadline: 4/13/25. |
| | Library Assistant - Children's (Sub) | Library | NA | 4/11/2025 | 1 | Application deadline: 4/27/25. |
| | Library Clerk (Sub) | Library | NA | 3/27/2025 | 1 | Background pending on one candidate. |
| | Library Intern (Part-Time) | Library | NA | 4/15/2005 | 1 | Application deadline: 5/4/25. |
| | Community Partnerships Intern (Part-Time) | Library | NA | 2/11/2025 | 1 | Background pending on one candidate. |
| | Operations Clerk (Sub) | Library | NA | 4/17/2025 | 1 | Internal application deadline: 4/27/25. |
| | | | Total Positions Open: | | 18 | |
| On Hold | Position | Dept. | Date of Vacancy | # of Openings | Status | |
| Vanessa | Master Mechanic -Valley Transit | VT | 6/8/2024 | 1 | Currently reviewing structure of compensation. | |
| | Engineering Tech | DPW | 9/28/2024 10/15/2024 | 2 | Position on hold. | |
| Morgan | Customer Service Accounting Supervisor | Finance | 3/31/2025 | 1 | Position on hold. | |
| Total On Hold | | | | 4 | | |

*Will continue to fill Bus Driver vacancies as needed.