



City of Appleton

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

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, July 14, 2021

6:30 PM

Council Chambers, 6th Floor

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

[21-0829](#) Minutes from 6/9/2021

Attachments: [Minutes 6-9-21.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[21-0959](#) Request to approve Public Works HVAC position overhire

Attachments: [HVAC Inspector Over Hire.pdf](#)

[21-0961](#) Request to approve change to seasonal pay plan to move election worker positions to a fixed hourly rate.

Attachments: [Seasonal election position change.pdf](#)

[21-0967](#) Request to approve changes to Health Department table of organization

Attachments: [Health Department reorg.pdf](#)

[21-0960](#) Request to approve Worker's Compensation third party administrator change

Attachments: [WC TPA recommendation.pdf](#)

6. Information Items

[21-0962](#) Changes to Hearing Conservation Policy.

Attachments: [Hearing Conservation Policy.pdf](#)

[21-0963](#) Changes to Right to Know policy

Attachments: [Right to Know changes 2021.pdf](#)

[21-0964](#) Changes to Harassment & Discrimination in Workplace policy

Attachments: [Harassment Discrimination in Workplace.pdf](#)

[21-0966](#) Changes to Ergonomics policy

Attachments: [Ergonomics Policy.pdf](#)

[21-0968](#) 2021 HR mid year budget report

Attachments: [2021 HR Mid Year Budget Report.pdf](#)

[21-0969](#) Recruitment Status Report 7/8/21

Attachments: [RSR thru 7-8-21.pdf](#)

7. Adjournment

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

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

Questions on agenda contact Jay Ratchman at 920-832-6427.



City of Appleton

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

Wednesday, June 9, 2021

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 4 - Fenton, Alfheim, Hartzheim and Smith

Excused: 1 - Thao

3. Approval of minutes from previous meeting

[21-0804](#)

Minutes 5/12/2021

Attachments: [Minutes 5-12-21.pdf](#)

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

Aye: 4 - Fenton, Alfheim, Hartzheim and Smith

Absent: 1 - Thao

4. **Public Hearings/Appearances**

5. **Action Items**

[21-0805](#)

Request to approve changes to Department of Public Works table of organization.

Attachments: [DPW Operations TO change.pdf](#)

[DPW Operations TO 6.9.21.pdf](#)

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

Aye: 4 - Fenton, Alfheim, Hartzheim and Smith

Absent: 1 - Thao

6. **Information Items**

[21-0806](#)

Interim Health Officer notification

Attachments: [Interim Health Officer memo.pdf](#)

This notification was received and filed

[21-0807](#)

Teamster contract letter of understanding

Attachments: [VT Letter of Understanding.pdf](#)

This Presentation was received and filed

[21-0808](#)

Recruitment Status Report 6/3/21

Attachments: [RSR thru 6-3-21.pdf](#)

This report was received and filed

7. Adjournment

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

Aye: 4 - Fenton, Alfheim, Hartzheim and Smith

Absent: 1 - Thao



"...meeting community needs...enhancing quality of life."

MEMO

TO: Human Resources Committee

FROM: Paula Vandehey, Director of Public Works *PAV*

DATE: July 6, 2021

SUBJECT: Request to Over Hire – Public Works HVAC Inspector

The Department of Public Work's current Table of Organization includes eight Building Inspectors. We recently received notification that one of our Inspectors is planning to retire September 1, 2021, after 37 years of service with the City.

This position conducts over 1,000 inspections and issues over 800 HVAC permits annually. The position is also responsible for HVAC plan review and is a consultant to prospective developers.

In order for us to have a successful transition of the duties, we acknowledge the City would greatly benefit from having the incumbent transfer their significant institutional knowledge over a 30 day over hire period of the Inspector position.

The financial impact for this proposal is approximately \$8,000. Sufficient 2021 salary dollars will be available to accommodate this overlap based on the expected lower salary of the new hire and other vacancies throughout the Department.

C: Jay Ratchman, Human Resources Director
Kurt Craanen, Inspections Supervisor



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Human Resources Department
100 N. Appleton Street
Appleton, WI 54911
Phone: (920) 832-6455
Fax: (920) 832-5845

To: Human Resources/IT Committee and Common Council Members

From: Kami Lynch, City Clerk *KL*
Jay Ratchman, Interim Human Resources Director *JMB*

Date: July 7, 2021

Re: Change in Election Positions

The seasonal election positions are currently compensated in accordance with the 2021 Seasonal/Recreation Pay Schedule. We are recommending that all election positions in this pay plan move to a fixed hourly rate versus a step rate increase based on anniversary. Employees in these positions might work none to several elections during a year, so providing a step increase based on anniversary year does not always make sense. Moving to a fixed rate eases administration and provides a more equitable means to compensate our employees in these positions.

Our recommendation is to move the Chief Election Inspector and Chief Election Inspector (co-chief) to a fixed rate of \$12.74/hour and the Election Inspector to a fixed rate of \$9.80/hour.

One final change is to delete the Election Technician position currently in grade 7. We no longer staff for that position.

We are not requesting additional funds in 2021 to make these changes. Had we made these changes prior to the April 2021 election, the total cost increase for that election would have been \$1,276.

Please contact us if you have any questions regarding these recommendations.

2021 SEASONAL/RECREATION PAY SCHEDULE

WIAA Certified Sports Officials	\$25.88 per game	Chief Election Inspector - \$12.74 per hour
Certified Fitness Instructor	\$25.88 per class	Chief Election Inspector (co-chief) - \$12.74 per hour
Background Investigator	\$28.97 per hour	Election Inspector - \$9.80 per hour


PAY GRADE	1st Year	2nd Year	3rd Year	4th Year
GRADE 8	\$15.37	\$15.99	\$16.62	\$17.22
Adult Sport Official (non-certified) <i>Adult Flag Football</i> Youth Sport Official III Recreation/Sports Instructor III (non-certified) <i>Adult Fitness Instructor (Zumba, Outdoor Bootcamp)</i> Activity Coordinator III <i>Assistant Clubhouse Supervisor</i> <i>Playground Coordinator</i>				
GRADE 7	\$13.49	\$14.11	\$14.73	\$15.37
Code Compliance Inspector Activity Coordinator II <i>Assistant Playground Coordinator</i> Recreation/Sports Instructor II <i>Dance Instructor</i> <i>Preschool Instructors (Jr. Clubhouse, Teacher and Me)</i> <i>Adult Instructor (Spanish, Special Events)</i> Facility Manager III Pool Manager Election Technician				
GRADE 6	\$12.66	\$13.29	\$13.92	\$14.51
Lifeguard III/Swim Instructor Concession Manager				
GRADE 5	\$11.89	\$12.49	\$13.11	\$13.73
Engineering Aide-Inspection/drafting survey Engineering Aide-Traffic Activity Coordinator I <i>Youth Sports - Assistant Coordinator</i> Facility Manager II <i>League Facility Supervisor</i> <i>Director of Instruction-Swim Lessons</i> <i>Scheig Center Attendant</i> <i>Maintenance Lead Outdoor Pools</i> Recreation/Sports Instructor I <i>Bike Safety Instructor</i> <i>Camp Instructor (Tennis, Soccer, Baseball, Golf, Sports Exploration)</i> Youth Sport Official II Lifeguard II/Swim Instructor				
GRADE 4	\$10.84	\$11.44	\$12.07	\$12.74
Laborer Program Activity Leader II <i>Camp Supervisor</i> <i>Playground Leader</i> Facility Manager I <i>Clubhouse Attendant</i> <i>Facility Supervisor-Winter Recreation Center</i> Student Intern Lifeguard/Swim Instructors				
GRADE 3	\$9.80	\$10.39	\$11.04	\$11.74
Program/Activity Leader I <i>Assistant Dance Instructor</i> Customer Service Associate <i>Outside Operations (Golf)</i> Pool Cashier, Concessionaire Youth Sports Official I Chief Election Inspector Chief Election Inspector (co-chief)				
GRADE 2	\$8.88	\$9.18	\$9.51	\$9.80
Election Inspector				
GRADE 1	\$8.27	\$8.39	\$8.52	\$8.65
Scorekeeper <i>Basketball</i> <i>Flag Football - Youth and Adult</i> Attendant/Grounds Personnel <i>Concessions/Beverage Cart</i> <i>Water Slide Attendant</i> Grounds Personnel				



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OFFICE OF THE MAYOR

Jacob A. Woodford
100 North Appleton Street
Appleton, Wisconsin 54911
Phone: (920) 832-6400
Email: Mayor@Appleton.org

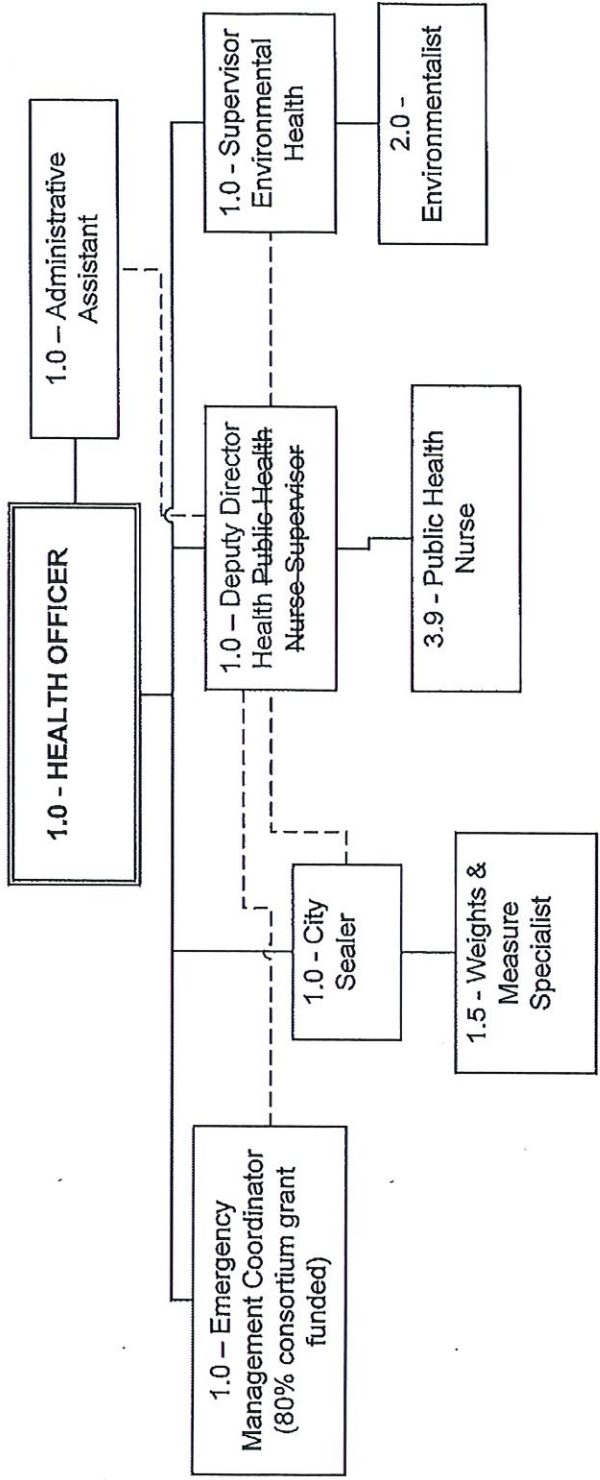
TO: Human Resources & Information Technology Committee
FROM: Mayor Jacob A. Woodford 
DATE: June 1, 2021
RE: Request to Change Health Department Table of Organization

The Health Department Table of Organization was recently reviewed by retiring Health Officer Kurt Eggebrecht, Interim Human Resources Director Jay Ratchman, and myself. This review was initiated as we began planning for the interim leadership that will be critical after Health Officer Eggebrecht's retirement on June 4, 2021. The Table of Organization does not currently include a Deputy Director structure and we believe that will be an essential need now and in the future.

It is my intent to restructure the Health Department to change the current Public Health Nurse Supervisor position (paygrade M) to a Deputy Director Health position (paygrade P). This change in structure positions the department to have someone serve in the absence of a Health Officer and it supports the City's succession planning process. Additionally, this change more closely aligns with how other City departments are structured.

The Health Department budget will allow for this additional cost for the remainder of 2021.

Thank you for your consideration of this proposed Table of Organization change. Please feel free to contact us with any questions you may have regarding this request.



Draft 5-18-2021



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Human Resources Department
100 N. Appleton Street
Appleton, WI 54911
Phone: (920) 832-6455
Fax: (920) 832-5845

To: Human Resources/IT Committee and Common Council Members

From: Jay Ratchman, Interim Human Resources Director

Date: July 7, 2021

Re: Recommendation for Worker's Compensation Third Party Administration

A request for proposal for our worker's compensation third party administration (TPA) services was recently completed. After our review of these proposals, it is our recommendation that the City of Appleton switch TPA services from our current vendor (Convergent Claim Administration Services) to the Cities and Villages Mutual Insurance Company (CVMIC). If approved, this transition would take place on September 1, 2021.

CVMIC specializes in providing liability insurance and risk management services to Wisconsin Cities and Villages ranging in population from 2,500 to over 100,000. The City of Appleton already has a strong relationship with CVMIC, and this would be an expansion of that relationship. CVMIC was the lowest cost provider that bid in the RFP process, and we are very confident CVMIC will do a great job handling our workers compensation TPA services.

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

	Convergent 2022 Fee Per Claim	CVMIC 2022 Fee Per Claim	SFM 2022 Fee Per Claim	Corvel 2022 Fee per Claim	5 Year Avg - COA	Convergent Totals	CVMIC Totals	SFM Totals	Corvel Totals
Indemnity (Lost Time)	\$840	\$790	\$1,020	\$1,400	7	\$5,880	\$5,530	\$7,140	\$9,800
Medical (Over 1,500)	\$350	\$126	\$153	\$195	12	\$4,200	\$1,512	\$6,579	\$2,340
Medical (Under 1,500)	\$130	\$126		\$195	31	\$4,030	\$3,906		\$6,045
						\$14,110	\$10,948	\$13,719	\$18,185
								\$6,069	
									\$19,788

Min Fee - Max Fee
MMHR Reporting Fee
RMIS Information

\$15,000 - ?
\$500 per year
Avail. @ some point. - No Fee?

\$14,000 - \$24,000
\$0
Origami - No Fee

\$3,000-\$30,000
\$15 per claim
\$500 per user

\$20,000 +
0
\$2,500 (5 users)

*SFM - Medical only claims that exceed \$2,500 in paid medical costs will be billed the difference between the Lost Time Claim fee and the previously charged medical - only fee. Note: Over the past 5 years, we average

about 7 medical claims per year that exceeded \$2,500 in medical costs. Based on SFM's proposal, I estimate this would result in an additional fee of \$6,069 from SFM.

CITY OF APPLETON PERSONNEL POLICY	TITLE: HEARING CONSERVATION PROGRAM OSHA 29 CFR 1910.95	
ISSUE DATE: May 1988	LAST UPDATE: July 12, 1994 October 1, 1998 August 2, 1999 August 28, 2002 March 12, 2007 June 2011 March 2017 April 2021	SECTION: Safety
POLICY SOURCE: Human Resources Department	POLICY AUDIENCE: All City Employees	TOTAL PAGES: ?
Reviewed by Attorney's Office Date: December 2, 1999 May 23, 2007 July 8, 2011 June 2017 ?	Committee Approval Date: December 9, 1999 June 27, 2007 August 22, 2011 July 26, 2017 ?	Council Approval Date: December 15, 1999 July 5, 2007 September 7, 2011 August 2, 2017 ?

I PURPOSE:

The purpose of this policy is to eliminate or minimize employee exposure to occupational noise and to prevent the occurrence of work-related hearing loss. The administration of this program will be the responsibility of the Human Resources Department as well as supervisory staff and the safety coordinators at each applicable city department/division.

~~The purpose of this policy is to prevent hearing loss and comply with OSHA Standard 29 CFR 1910.95 "Occupational Noise Exposure," Hearing Conservation Amendment.~~

II POLICY:

The City of Appleton is committed to providing a safe and healthy work environment for all our employees. In addition, the City of Appleton will comply with OSHA's Standards 29 CFR 1910.95 and 29 CFR 1904.10, as incorporated by reference in SPS 332.15 for Public Employee Safety and Health. Violation of this policy will be subject to disciplinary action, up to and including discharge. ~~The administration of the program will be the responsibility of the Human Resources Department as well as the supervisors and staff/safety coordinator at each major department/division.~~

III DISCUSSION:

This policy outlines the regulations, testing and training requirements mandated by OSHA 29 CFR.1910.95, 29 CFR 1904.10 and SPS332.50 and addresses how the City will administer its hearing conservation program.

IV DEFINITIONS:

Standard threshold shift (STS) – an average shift of 10 decibels or more at 2000, 3000, 4000 Hz.
OSHA – Occupational Safety and Health Association
ANSI – American National Standards Institute
DSPS – Department of Safety and Professional Services

V PROCEDURES

A. The Human Resources Department will **conduct or** coordinate the following:

1. Yearly **hearing audiometric** tests for all employees identified as being in the field a major portion of their working day or employees who are exposed to an eight-hour time-weighted average of 85 decibels or greater noise level. (Fire Department Operations employees will complete annual tests as part of the annual NFPA physicals.)
2. Record-keeping: **maintaining noise exposure monitoring, OSHA 300 log, audiometric testing and training records.**
3. **Monitoring workplace noise levels to determine employee's risk exposure to noise.**
4. Identify employees to be included in this hearing conservation program.
- ~~3. Evaluating the program on a yearly basis.~~
 - ~~a. Coordination of and supervision of noise exposure monitoring.~~
 - ~~b. Identify employees to be included in the Hearing Conservation Program.~~
5. **Coordination of annual employee training.**
6. **Reviewing the effectiveness of the hearing conservation program and making sure that it satisfies the requirements of all applicable federal, state or local hearing conservation requirements.**

B. Departments will be responsible for the following:

1. **Providing a variety of suitable hearing protection that will reduce an employee's noise exposure at least to an 8-hour time-weighted average of 90 decibels. For employees who have experienced a standard threshold shift, hearing protection must reduce the employee's noise exposure to an 8-hour time weighted average of 85 decibels or below. - Ordering and selecting at least three different kinds of hearing protection.**
2. Development of departmental policies relating to the use of hearing protection, **as needed.**
3. ~~Providing employee training programs annually.~~ **Ensuring applicable employees are provided with and complete annual hearing conservation training.**
4. **Encourages and monitors their respective employees to complete the annual audiometric tests.**
5. ~~Where and~~ **Whenever possible, using engineering (e.g., sound barriers, etc.) and administrative controls (e.g., job rotation, etc.) to reduce noise exposures.**

6. Promote the use of hearing protection by setting a good example.

C. Employees are responsible for the following aspects of the hearing conservation program:

1. Properly wearing hearing protection in work areas requiring it.
2. Properly care for hearing protection, including routine care and cleaning, storage and replacement.
3. Participate in annual hearing conservation training and audiometric testing (both baseline and annual testing – see the section on audiometric testing for more information).

DE. The following guidelines have been established to ensure hearing protection for all City employees.

1. Noise Level ~~Readings~~ Monitoring – ~~Readings~~ Monitoring will be conducted:
 - a. When requested by an employee,
 - b. When requested by a department supervisor or safety representative,
 - c. When new equipment or processes is purchased/implemented in an area not previously requiring hearing protection or
 - d. When a hearing test audiometric tests detects a significant loss in a group of employees within the same work area/work group.
2. Individuals who are familiar with the testing equipment will conduct the monitoring. Noise exposure monitoring will be conducted using either of the following methods:
 - a. Area monitoring: Measuring the noise level in an area by use of a sound-level meter.
 - b. Personal monitoring: Measuring an employee's noise exposure by use of a dosimeter. A dosimeter is worn by an employee to evaluate noise levels that the employee is exposed to when doing their job.
3. The results of the monitoring will be kept in the Human Resources Department.
4. Affected employees or their representatives shall be provided with an opportunity to observe any noise monitoring.

ED. Audiometric Testing:

1. The purpose of audiometric testing is to figure out each employee's hearing threshold by determining the employee's response to noise at several frequencies. The initial audiogram (which is normally completed during an employee's pre-employment test) will be used as a baseline measurement to which all subsequent audiograms will be compared. Audiometric tests shall be performed by a licensed or certified audiologist, otolaryngologist, or other physician or by a technician who is certified by the Council of Accreditation in Occupational Hearing Conservation. The following permanent City employees will receive a baseline and an annual audiometric test:

- All Fire Personnel (excluding clerical)
- All Police Officers
- Public Works (all field personnel)
- Environmentalists, Weights and Measures
- Valley Transit Mechanics and Service Person
- Water Plant personnel (excluding clerical)
- Waste Water personnel (excluding clerical)
- ~~Facilities Grounds and Construction Management personnel~~ PRFM Personnel (excluding recreation and clerical staff)

2. Employees will have the opportunity to be tested during regular work hours. The test will be provided at no cost to the employee. ~~Employees who fail to attend a scheduled appointment in the mobile unit will be sent to ThedaCare At Work and the cost of this visit will be paid by their department.~~

3. Both OSHA and WI DSHS require that baseline audiograms be provided to all applicable employees within 6 months of their first occupational noise exposure at or above OSHA's action level (8-hour time-weighted average of 85 decibels). During the 14 hours prior to an employee's baseline audiogram test, employees should refrain from any noisy work or non-work exposures. Hearing protection may be worn as a substitute to this requirement to limit an employee's noise exposure.

4. The annual audiogram will be compared to the baseline audiogram to determine if the audiogram is valid and if a standard threshold shift (STS) has occurred. An STS is defined as the average hearing loss of 10 decibels or more at the tested frequencies of 2,000, 3000 and 4,000 Hertz in either ear. If an audiogram shows and employee has a STS, the person will be retested within 30 days to determine if the shift is persistent. The following steps will be taken if a comparison of the baseline audiogram indicates a persistent standard threshold shift:

- a. Employees not using hearing protection will be trained, fitted, and required to use hearing protection per city policy.
- b. Employees already using hearing protectors will be retrained, refitted, required to use hearing protectors and if necessary, provided with hearing protection which offers greater attenuation (noise reduction rating).
- c. Written notification of the permanent STS will be given to the employee within 21 days.
- d. The employee will be counseled on the need to use hearing protection and provided further clinical evaluation if necessary.
- e. The employee's standard threshold shift will be recorded on the city's OSHA 300 log as required under OSHA 29 CFR 1904.10.

~~3. Personnel certified in hearing conservation and testing will conduct audiometer testing and training. Testing will be conducted with equipment that meets the specifications of ANSI S3.6-1969 and OSHA. The technician will be responsible to a physician.~~

~~4. Tests will be pure tone, air conduction, hearing threshold examinations at test frequencies of 500, 1000, 2000, 3000, 4000, 5000 and 6000 Hz. Each ear will be tested separately.~~

~~5. The functional operation of the audiometer will be checked by biological calibration prior to~~

each day's use. An acoustic check will be performed if the biological calibration indicated deviations of 10 dB or greater, and an exhaustive calibration will be performed if the biological calibration indicated deviations of 15 dB or greater.

6. If an STS (an average shift in either ear of 10dB or more at 2000, 3000 and 4000 Hz) is identified:
 - a. The employee will be notified in writing.
 - b. The use of hearing protection will be mandatory and this shall be enforced.
 - c. The employee will be refitted and retrained in the use of hearing protection.

FE. Hearing Protection:

1. The City shall make hearing protection available to all employees exposed to an eight-hour time-weighted average of 85 decibels or greater and for those who work in the field. Hearing protection will be provided at no cost to the employee.
2. Employees will be able to select their hearing protection from a variety of suitable hearing protectors. Hearing protection provided must be able to reduce an exposure's noise exposure to at least a 90-decibel average over 8 hours. For employees who have an experienced a standard threshold shift, hearing protectors must attenuate employee exposure to an 8-hour time weighted average of 85 decibels or below. ~~(Per law at least three different types of hearing protection must be available.)~~ Hearing protection will be available in an accessible place at all times.
3. ~~The supervisor/safety coordinator at each major department/division shall ensure that hearing protection is worn by any employee who is exposed to an eight hour time-weighted average of 85 decibels or greater.~~ The use of hearing protection will be required for employees who have not yet had a baseline audiogram, who have experienced a standard threshold shift, or whose exposures exceed an 8-hour time-weighted average of 85 decibels.

GF. Employee Training

1. ~~Personnel certified in hearing conservation and testing as well as departmental supervisors and the City Safety Coordinator will conduct annual training for employees who are tested yearly.~~ Employees included in the hearing conservation program will receive annual training. Information covered in this training will include: the effects of noise on hearing, the role of engineering and administrative controls in hearing conservation, the purpose and the use of hearing protectors, the advantages and the disadvantages of various hearing protection types, instructions in the selection, fitting, use and care of hearing protectors, the purpose of noise exposure monitoring and audiometric testing and an explanation of these test procedures.

HG. Record Keeping

1. Audiogram tests records will be retained in the employee medical file for the duration of a worker's employment. At the time of separation, the medical file will be kept for an additional 30 years.
2. Noise exposure monitor results will be maintained by the Human Resources Department for a minimum of 2 years.

3. All records required by this section shall be provided upon request to employees and former employees or representatives designated by the individual employee.

CITY OF APPLETON PERSONNEL POLICY	TITLE: RIGHT TO KNOW 29 CFR 1910:1200 & Wis. Stats. 101.58 <u>& DSPS Code 332.15</u>	
ISSUE DATE: 1986	LAST UPDATE: -2007 2015 <u>2021</u>	SECTION: Safety
POLICY SOURCE: Human Resources Department	POLICY AUDIENCE: All City Employees	TOTAL PAGES: 5
Reviewed by Legal Services Date: December 2, 1999 May 23, 2007 November 2015 <u>2021</u>	Committee Approval Date: December 9, 1999 June 27, 2007 December 7, 2015 <u>2021</u>	Council Approval Date: December 15, 1999 July 5, 2007 December 16, 2015 <u>2021</u>

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- I. **PURPOSE:**
 The purpose of "The Right to Know" policy is to establish guidelines and assign responsibilities, thereby protecting employees who work with toxic substances, infectious agents and pesticides, as they relate to the federal and state law.
- II. **POLICY:**
 The policy is written to ensure that the city is in compliance with OSHA ~~and Wisconsin Statutes relating to the "Hazard Communication Standard" commonly referred to as "The Right to Know" law~~ Hazard Communication Standard 29 CFR 1910.1200 incorporated by reference is SPS 332.15 for Public Employee Safety and Health and Wisconsin Statutes 101.58-Employees' Right to Know; ~~thereby protecting employees who work with toxic substances, infectious agents and pesticides.~~ Violations of this policy will be subject to disciplinary action, up to and including discharge.
- III. **DISCUSSION:**
 This policy outlines the regulations and training requirements, mandated by the Hazard Communication Rule OSHA 29 CFR 1910.1200 and Wis. Stats. 101.586—101.599 commonly known as the "Right to Know" law. This in addition to other mandated laws is subject to change. The City of Appleton has contracted with an on-line company to store/make available all SDS documents. The link to the SDS online system can be accessed on the menu bar from the Intranet or via the back-up jump drive located in all facilities.
- IV. **DEFINITIONS:**
- A. **Employee:** Any person whose service is currently or was formerly engaged by an employer.

- B. **Employee Representative:** An individual or organization to whom an employee gives written authorization to exercise his or her rights to request information, i.e. parent of a minor employee or a recognized or certified collective bargaining agent.
- C. **Employer:** Any person with control or custody of an employment or workplace who engages the services of an employee.
- D. **Overexposure:** Any chronic or acute exposure to a toxic substance or infectious agent, which results in illness or injury.
- E. **Workplace:** Any location where an employee performs a work-related duty in the course of his or her employment, except a personal residence.
- F. **Infectious Agent:** A bacterial, mycoplasmal, fungal, parasitic or viral agent identified by DWD and OSHA as causing illness in humans or human fetuses or both, which is introduced by an employer to be used, studied or produced in the workplace. “Infectious Agent” does not include such an agent in or on the body of a person who is present in the workplace for diagnosis or treatment.
- G. **Pesticide:** Any substance or mixtures of substances which are registered with the Federal Environmental Protection Agency or the Department of Agriculture, Trade and Consumer protection and which is labeled, designed or intended to prevent, destroy, repel or mitigate any pest or is a plant regulator defoliant (chemical sprayed or dusted on plants) or desiccant (drying) agent.
- H. **Toxic Substance:** Any substance or mixture containing a substance regulated by the Federal Occupational Safety and Health Administration under Title 29 of the Code of federal regulations part 1910, subpart z, which is introduced by an employer to be used, studied or produced in the workplace.
- I. **Contact Person:** The individual responsible for the program at each major City facility. Please refer to the poster on departmental bulletin boards that lists the individual’s name.
- J. **PPE:** Personal Protective Equipment.
- K. **DWD:** [Abbreviation for Department of Workplace Development](#); **DSPS:** [Abbreviation for Department of Safety and Professional Services](#)
- L. **OSHA:** Abbreviation for Occupational Safety/Health Association.
- M. **SDS:** Safety Data Sheet. [These documents contain the following sections:](#)
 1. [Identification](#)
 2. [Hazard\(s\) Identification](#)
 3. [Composition Ingredients](#)
 4. [First Aid Measures](#)
 5. [Fire Fighting Measures](#)
 6. [Accidental Release Measures](#)
 7. [Handling and Storage](#)
 8. [Exposure Controls and PPE](#)
 9. [Physical and Chemical Properties](#)
 10. [Stability and Reactivity](#)

- 11. Toxicological Information
- 12. Ecological Information
- 13. Disposal Information
- 14. Transport Information
- 15. Regulatory Information
- 16. Other Information

V. PROCEDURES:

A. RESPONSIBILITIES OF DEPARTMENT AND CONTACT PERSON

1. Post a Notice: Each major department or City facility post a notice entitled "Employee's Right to Know Law" (see Exhibit I, page 6). This informs employees of their right to request information about toxic substances, infectious agents and pesticides. The notice will also list whom to contact for additional information.
2. Train all employees within your department/division on an annual basis or when using a new chemical.
3. Keep all SDSs updated in the electronic system. When a new product requiring a SDS is purchased or stored in a City facility, the SDS shall be provided to the department safety representative so it can be entered into the SDS database and will be retained for 30 years beyond the last use.
4. Be familiar and know how to interpret all SDSs.
5. Adhere to all the policies and procedures set forth in this document.
6. Forward Training Sign-in Sheet to Human Resources Generalist or maintained in Fire Department records system.
7. Notify parents of a minor (in writing) about the use of pesticides, toxic substances, or infectious agents prior to any minor working with these products.
8. Respond to Inquiries: Employees have the right to ask for information relating to a product they are using. This inquiry must be in writing and the supervisor or individual who is listed as the contact person must respond in the following manner:
 - a. Toxic Substances: If the contact person has the information in house, (SDS) it must be provided within 15 days (excluding holidays and weekends) after receiving a written request from the employee. If the contact person does not have the information, he/she is allowed 30 days (exclusive of weekends and holidays) to respond. If the information cannot be obtained from the manufacturer or supplier, there is no longer any obligation to provide the information. However, the contact person must inform the employee that the information was requested but not available.
 - b. Infectious Agents: If the contact person has the information (SDS), it must be provided to the employee within 72 hours after receiving a written request from the employee. If the contact person does not have the information, he/she is allowed 30 days after the request to respond in writing (exclusive of weekends and legal holidays). Again if the contact person cannot get the information, then he/she is no longer obligated to provide the information. But as stated above, the employee must be notified in writing that the contact person has not received it, and does not otherwise have the information.

- c. Pesticide Information Requirements: employer or agricultural employer to employee: Within 72 hours of a request from an employee or employee representative, (exclusive of weekends and legal holidays) an employer or agricultural employer shall provide the requesting employee or employee representative with access to the container label or the information required by the federal environmental protection agency or the department of agriculture, trade and consumer protection to be on the container label, for any pesticide with which the employee works or to which the employee is likely to be exposed.

B. TRAINING

Each employee who works with or is potentially exposed to hazardous chemicals, infectious agents or pesticides will receive initial training upon hire or before using the product and then yearly thereafter. The training will include the following:

1. Explain how to access and use the online electronic system and the backup system.
2. Identify and create a list of potentially hazardous materials employees may encounter. The materials must be identified with warning labels and SDSs.
3. Inform employees of any operations in the work area where hazardous materials are present.
4. Explain the methods and observations that may be used to detect the presence or release of a hazardous chemical.
5. Inform employees of ways to protect themselves using safe work practices, emergency procedures and PPE.
6. Explain the location and availability of the City's written policy including details of the labeling system, SDSs and how to use this information effectively.
7. Provide additional training whenever a new material is introduced into the workplace and whenever any hazard regarding a material changes.

C. WARNING LABELS

A label on a chemical container will provide important warnings about potential hazards. The label will be legible, prominently displayed and include the following information:

The preferred method of labeling will be labels from the manufacturer or those generated by the on-line system.

1. The identity or name of the chemical.
2. The appropriate warnings such as **FLAMMABLE** or **EXPLOSIVE**.
3. The name and address of the chemical manufacturer, importer or other responsible party.
4. If any of the information changes, it will be the departmental contact person's responsibility to make sure that the labels are updated.

When Warning Labels are not required:

- a. Pipes are not considered containers so they don't have to be labeled. Employees should not assume the chemical inside is safe just because there is no label.

- b. Portable containers do not have to be labeled if the chemicals inside were transferred from a labeled container and immediately used by the employee who transferred them. Employees should never leave an unmarked container of hazardous material unattended.
- c. Individual process containers can be marked with other signs, placards, process sheets, batch tickets, operating procedures, or other written forms – instead of labels – but only under two conditions:
 - 1. The placard or other written method must identify which containers the warnings refer to.
 - 2. The written method used must contain some information that would be on a warning label, such as the physical and health hazards.

EMPLOYEES' RIGHT TO KNOW LAW

- TOXIC SUBSTANCES
- INFECTIOUS AGENTS
- PESTICIDES

Any employee may request information about these materials in the workplace.

INFORMATION AVAILABLE INCLUDES:

- The identity of any toxic substances and infectious agents you work with or are likely to come into contact with or have been exposed to.
- A description of the hazardous effects of the toxic substances and infectious agents.
- Handling precautions for toxic substances and infectious agents.
- Procedures for emergency treatment in the event of overexposure.

An agricultural employer using pesticides shall provide employees who work with or are exposed to the pesticides with access to the information on the label of the pesticide's container.

For details on how to request information on toxic substances, infectious agents and pesticides in your workplace, contact:

Exhibit I

CITY OF APPLETON POLICY	TITLE: HARASSMENT & DISCRIMINATION IN THE WORKPLACE	
ISSUE DATE: June 17, 1999	LAST UPDATE: May 2, 2001 July 2008 October 2008 November 2012 March 2015 April 2021	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: Applies to all employees and volunteers	TOTAL PAGES: 7
Reviewed by Legal Services Department Date: September 1999 February 2014 April 2015	Committee Approval Date: June 10, 1999 August 13, 2008 February 10, 2014 May 11, 2015	Council Approval Date: June 16, 1999 August 20, 2008 February 19, 2014 May 20, 2015

I. PURPOSE

The purpose of this policy is to ensure that the City of Appleton maintains a healthy work environment in which all individuals are treated with respect and dignity, while providing procedures for reporting, investigating, and resolving complaints of harassment and discrimination. Federal and state law provides for the protection of classes of persons discriminated against based on race, color, creed, religion, national origin, ancestry, age, sex/gender, handicap or disability, arrest/conviction record, marital status, sexual orientation, gender identity and gender expression, political affiliation, results of genetic testing, honesty testing, pregnancy, childbirth or related medical condition, military service, disabled veteran or covered veteran status service in the U.S. Armed Forces, the State Defense force, National Guard of any state, or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer’s premises during non-working hours.

II. POLICY

It is the policy of the City of Appleton that all employees have the right to work in an environment free of all forms of harassment. The City of Appleton will not tolerate, condone, or allow harassment by any employees or other non-employees who conduct business with the City. The City of Appleton considers harassment and discrimination of others forms to be serious employee misconduct. Therefore, the City will take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment and discrimination. A violation of this City policy can lead to discipline up to and including termination, with repeated violations, even if “minor,” resulting in greater levels of discipline as appropriate.

A. Prohibited Activity

1. No employee shall either explicitly or implicitly ridicule or belittle any person.
2. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, based on race, color, creed, religion, national origin, ancestry, age, sex/gender, handicap or disability, arrest/conviction record, marital status,

sexual orientation, gender identity and gender expression, political affiliation, results of genetic testing, honesty testing, pregnancy, childbirth or related medical condition, military service, disabled veteran or covered veteran status, service in the U.S. Armed Forces, the State Defense force, National Guard of any state, or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours. Such harassment is a prohibited form of discrimination under state and federal employment law and/or is also considered misconduct subject to disciplinary action by the City of Appleton.

3. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
 - b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the employee; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
4. This policy covers all employees whether the unwelcome conduct originates from an employee or non-employee. Examples: customers, citizens, contractors, etc.
7. This policy covers any incident that occurs as an extension of the workplace. (See definition.) All conduct at this extension of the workplace, whether before, during, or after the event, will be considered under this policy.

B. Supervisory Responsibilities

1. Each supervisor shall be responsible for preventing acts of harassment. This responsibility includes the following:
 - a. Monitoring the work environment for signs of harassment;
 - b. Informing employees on the types of behavior prohibited, and the City procedures for reporting and resolving complaints of harassment;
 - c. Stopping any observed behavior that may be considered harassment, and taking appropriate steps to intervene and report behavior, whether or not the involved employees are within ~~his or her~~ **manager's** line of supervision, and
 - d. Taking immediate action to prevent retaliation toward the complaining party and to eliminate any similar conduct where there has been a complaint of harassment, pending investigation. If a situation requires separation of the parties, care shall be taken to avoid actions that appear to negatively impact the complainant. Transfer or reassignment of any of the parties involved shall be voluntary if possible and, if non-voluntary, shall be temporary pending the outcome of the investigation.
 - e. Failing to carry out these responsibilities will be considered in any performance evaluation or promotional decisions and may be grounds for

discipline, up to and including discharge.

2. Each supervisor is responsible for assisting any employee of the City who comes to that supervisor with a concern of harassment in documenting and filing a complaint with the Human Resources Department or other reporting authority as designated by the City.

C. **Employee Responsibilities:**

1. Each employee, including supervisors, of the City is responsible for assisting in the prevention of harassment by taking the following steps:
 - a. Refraining from participation in, or encouragement of, actions that could be perceived as harassment;
 - b. Reporting to a supervisor super-offensive behavior such as physical grabbing, pinching or touching another employee's private areas or communication of sexual, racial, ethnic, religious or gender-based slurs;
 - c. Encouraging any employee who confides ~~that he or she is~~ **they are** being harassed or discriminated against to report these acts to a supervisor.
2. Employees are expected to cooperate fully in any investigation, whether or not they are directly involved in the incident.

III. **DEFINITIONS**

- A. **Verbal Harassment:** Sexual innuendoes, degrading or suggestive comments, repeated pressure for dates, jokes of a sexual nature, unwelcome sexual flirtations, degrading words used to describe an individual, obscene and/or graphic descriptions of an individual's body or threats that job, wages, assignments, promotions or working conditions could be affected if the individual does not agree to a suggested sexual relationship.
- B. **Non-Verbal:** Sexually suggestive or offensive objects or pictures, inappropriate usage of voicemail, e-mail, the internet or other such sources as a means to express or obtain sexual material, comments etc., printed or written materials including offensive cartoons, suggestive or offensive sounds, whistling, catcalls or obscene gestures. Any material which inappropriately raises the issues of sex or discrimination. Treating an employee differently than other employees when they have refused an offer of sexual relations.
- C. **Physical:** Unsolicited or unwelcome physical contact of a sexual nature, which may include touching, hugging, massages, kissing, pinching, patting, or regularly brushing against the body of another person.
- D. **Other Forms of Harassment:** Persistent and unwelcome conduct or actions on the basis of disability, sex, arrests or conviction record, marital status, sexual orientation, gender identity and gender expression, membership in the military reserve, or use or nonuse of lawful products away from work is prohibited under this policy and s.111.31-111.39, Wis. Stats.
- E. **Harassment on any basis (race, sex, age, disability etc.) exists whenever:** Submission to harassing conduct is made, either explicit or implicit, a term or condition of an individual's employment; submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual; the conduct interferes with an employee's work or creates an intimidating, hostile, or offensive work environment. Such conduct is

prohibited under this policy and §111.31 -- 111.39 Wis. Stats.

- F. **Unwelcome:** Sexual conduct is unwelcome whenever the person subjected to it considers it unwelcome. The conduct may be unwelcome even though the victim voluntarily engages in it to avoid adverse treatment.
- G. **Extension of the Workplace:** This policy covers any incident that occurs as an extension of the workplace. An extension of the workplace is defined as any event sponsored by the City of Appleton.

IV. PROCEDURES

- A. Any employee encountering harassment is encouraged but not required to inform the person that his or her actions are unwelcome and offensive. The employee is to document all incidents of harassment to provide the fullest basis for investigation.
- B. Any employee who believes that ~~he or she is~~ **they are** being harassed shall report the incident(s) to ~~his or her~~ **their** supervisor as soon as possible so that steps may be taken to protect the employee from further harassment, and so that appropriate investigative and disciplinary measures may be initiated. Where doing so is not practical, the employee may instead report the conduct to the Human Resources Director, Human Resources Deputy Director, Human Resources Generalist, City Attorney, Deputy City Attorney, Assistant City Attorney or another supervisor from the City.

1. The supervisor or other person to whom a complaint is given shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s) and the date(s) on which it occurred.
2. Any employee who believes it is not practical to file their complaint directly within their departmental structure must file the complaint with the Human Resources Director, Human Resources Deputy Director, Human Resources Generalist, City Attorney, Deputy City Attorney, **or** Assistant City Attorney.

After the complaint has been filed with any of the above-named positions, and the complainant does not feel it has been resolved in an acceptable manner, they may file the complaint with the following:

- a. EQUAL RIGHTS DIVISION
201 East Washington Avenue Room 407
P.O. Box 8928
Madison, WI 53708-8928
Voice: (608) 266-6860
TDD (Hearing Impaired) (608) 264-8752
- b. EQUAL RIGHTS DIVISION
819 North Sixth Street Room 255
Milwaukee, WI 53203
Voice: (414) 227-4384
TDD (Hearing Impaired) (414) 227-4081
- c. EEOC
Milwaukee District Office
310 West Wisconsin Avenue

Suite 800
Milwaukee, WI 53203-2292
Voice: (414) 297-1111
TDD (Hearing Impaired) (414) 297-1115

If the employee exercises the reporting options of a, b, or c above of this section, they must file a copy of the complaint with the City Attorney within 24 hours of the filing of the complaint.

- C. The Human Resources Department shall be responsible for investigating any complaint alleging harassment or discrimination and shall do the following:
1. The internal Human Resources Department shall immediately notify the Legal Services Department if the complaint contains evidence of criminal activity, such as battery, rape, or attempted rape.
 2. The investigation shall include a determination as to whether other employees are being harassed by the person, and whether other persons covered by this policy participated in or encouraged the harassment.
 3. The internal investigative authority shall inform the parties involved of the outcome of the investigation.
 4. A file of harassment and discrimination complaints shall be maintained in a secure location. The Legal Services Department shall be provided with an annual summary of these complaints.
 5. There shall be no retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint.
 6. The complaining party's confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
 7. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.
- D. Retaliation
1. Retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by the City of Appleton and by federal statutes.
 2. Retaliation is a form of employee misconduct. Any evidence of retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment and discrimination complaints. Retaliation may subject an individual to additional punishment up to and including discharge.
 3. Monitoring to ensure that retaliation does not occur is responsibility of the supervisors.
- E. Falsification or Misrepresentation of Information

An employee will be subject to disciplinary action up to and including discharge for falsifying any information or mis-representing any information required or requested as part of a complaint, investigation, or proceeding under this policy.



INVESTIGATION GUIDELINES

We are in the process of doing an investigation related to information that has been brought to the attention of the Human Resources Department.

We will be collecting the facts today. As a City employee you have an obligation to be truthful, honest and share what you know about the situation.

We will keep the information as confidential as we are able. We cannot guarantee total confidentiality but this information will be released to only those persons with a need to know. This is an ongoing investigation and, in order to preserve the integrity of the investigation, you are expected to also keep the information confidential.

Any retaliation from any parties with regard to this matter is prohibited and you should contact either the Legal Services Department or the Human Resources Department immediately if this occurs.

Intentional withholding of information or dishonesty as well as retaliation could result in discipline, up to and including termination.

I have received a copy of the INVESTIGATION GUIDELINES:

Name

Date

CITY OF APPLETON POLICY	TITLE: Ergonomics Policy/Program	
ISSUE DATE: July 2001	LAST UPDATE: December 18, 2002 April 5, 2007 February 2011 April 2017 May 2021	SECTION: Safety
POLICY SOURCE: Human Resources Department	POLICY APPLICATION: All City Employees	TOTAL PAGES: 4
Reviewed by Attorney's Office Date: June 2001 June 2011 May 2017	Committee Approval Date: June 26, 2001 August 22, 2011 July 26, 2017	Council Approval Date: July 18, 2001 September 17, 2011 August 2, 2017

I. PURPOSE

The purpose of this policy is to increase employee awareness of ergonomic issues and to proactively address the musculoskeletal disorders that employees may experience as a result of workplace conditions and job demands.

II. POLICY

The City is committed to providing a safe and healthy workplace free from recognized hazards or harmful conditions and to incorporate employee involvement in the prevention relating to safety and ergonomics in the workplace.

III. DISCUSSION

The City shall make every effort to increase ergonomic awareness and lessen the risk of injury due to design of equipment, tools or work motions.

IV. DEFINITIONS

- A. Ergonomics: The science of fitting workplace conditions and job demands to the capabilities of the work force.
- B. WMSD: Work Related Musculoskeletal Disorder.
- C. Ergonomics Program: Systematic process for anticipating, identifying, analyzing, and controlling WMSD hazards.
- D. Process: Activities, procedures and practices set up to control WMSD hazards.
- E. MSD: Musculoskeletal Disorders. These are disorders of the muscles, nerves, tendons, ligaments, joints, cartilage, or spinal discs that are not typically the result of any instantaneous or acute event (such as a slip, trip, or fall) but reflect a more gradual or chronic development. ~~Musculoskeletal disorders include those with several distinct features, such as carpal tunnel syndrome, as well as those defined primarily by the location of the pain, as with low back pain.~~

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- F. WMSD Management – The process of ensuring that employees with work related musculoskeletal disorders receive effective evaluation.
- G. Symptoms Survey Form – the form used to ~~initiate perform~~ an ergonomic assessment (~~Exhibit Attachment A~~).

V. PROCEDURES

A. Policy Responsibilities

1. Human Resources (H.R.) shall:

- a. Develop, evaluate and periodically review the policy and program.
- b. Coordinate training.
- c. Respond promptly to reported MSD problems.
- d. Perform and/or coordinate ergonomic evaluations as needed.
- e. Research new products in the field of ergonomics.
- f. Maintain records relating to the ergonomics program.
- g. Review all injury reports.
- h. Solicit employee input for possible solutions to ergonomic problems.
- i. Provide input for solutions to ergonomic problems.
- j. Check with the ~~Parks, Recreation and Facilities Management Department Facilities department~~ to explore workstation structural changes when necessary.

2. Department Directors/Supervisors shall:

- a. Solicit employee input for possible solutions to ergonomic problems.
- b. Prohibit practices that discourage employees from participating in the policy/program and making reports or recommendations.
- ~~c. Report any problem areas to the H.R. Generalist. Provide input for possible solutions to ergonomic problems.~~
- ~~d. Address any potential ergonomic problems. Consult with H.R., as necessary.~~
- ~~e. Review the Symptoms Survey form completed by their department employees.~~
- ~~f. Implement and follow recommendations made by H.R. or outside consultant.~~
- ~~e.g. Attend ergonomics training and ensure employees attend scheduled training.~~

~~3. Department Safety Coordinator or Central Safety Committee Member shall:~~

- ~~a. Review the Symptoms Survey form completed by their department employees.~~
- ~~b. Report any problems to the H.R. Generalist.~~
- ~~c. Address any potential ergonomic problems.~~
- ~~d. Provide input for possible solutions to ergonomic problems.~~
- ~~e. Implement and follow recommendations made by the H.R. Generalist or outside consultant.~~
- ~~f. Attend applicable training involved with the ergonomics policy/program.~~

~~4.3~~ Employees shall:

- a. Complete a Symptoms Survey Form if requested.

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- b. ~~Attend all applicable training involved with the ergonomics policy/program.~~ Attend applicable ergonomics training and apply the knowledge and skills acquired to actual jobs, tasks, processes, and work activities.
- c. Provide input for possible solutions to ergonomic problems.
- d. Assist with ergonomic evaluations as needed.
- e. Notify the Supervisor or H.R. ~~Generalist~~, as early as possible, of any problems related to ergonomics.
- f. Implement and follow the recommendations provided through the ergonomic assessment.

B. Program ~~Responsibilities~~ Sections

- 1. Records Retention:
 - a. Completed Symptoms Survey Forms shall be sent to the H.R. Generalist who will keep them on file.
 - b. Accident/Injury records will be reviewed by the H.R. Generalist and/or the Risk Manager to note any trends in incidents or any possible cumulative trauma or musculoskeletal related injuries.
- 2. ~~Ergonomic Evaluations: Various methods may be used to evaluate workstations or tasks posing ergonomic issues including, but not limited to, the following:~~
 - a. ~~Observational assessments~~
 - b. ~~Ergonomic checklists~~
 - c. ~~Employee interviews~~
 - d. ~~Detailed worksite evaluations, including a formal job hazard analysis~~
 - e. ~~Surveys and questionnaires (e.g., symptoms survey analysis)~~
- 3. ~~Ergonomic Control Methods: Once the workstation has been evaluated and the potential ergonomic issues identified, the following control methods may be recommended:~~
 - a. ~~Engineering controls – focuses on the physical modifications of jobs, workstations, tools, equipment, or processes.~~
 - b. ~~Administrative controls – worker education, job rotation, etc.~~
 - c. ~~Personal protective equipment – ex: knee pads, anti-vibration gloves, etc.~~

~~After implementing any of these control methods, the appropriate H.R. Generalist will follow up to determine if the changes have improved the condition. This follow-up might include a verbal interview with the employee(s) performing the work task, performing a re-evaluation of the workstation, work area or tool and/or observing the work task being performed. If it is determined that the changes have not improved the work situation, then further internal ergonomic evaluations will be performed and/or obtaining outside ergonomic professional assistance.~~

~~2.4. Symptoms Survey Analysis Form follow up:~~

- a. ~~Supervisors, department Safety Coordinators or H.R. Generalist should ask employees having WMSD concerns the following:~~
 - ~~Are they experiencing signs or symptoms of MSDs?~~

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- ~~Are they having difficulty performing the physical work activities of the job?~~
- ~~Can they describe which physical work activities they associate with the problem?~~
- ~~Have they observed employees performing the jobs in order to identify factors that need to be evaluated?~~
- ~~Have they evaluated those job factors to determine which ones are reasonably likely to be causing or contributing to the problem?~~
- ~~Have they controlled the cause of the problem?~~

C. Training

1. ~~Training will be provided upon hire and periodically either by in-person training by Human Resources or by on-line training. This training will include information on what ergonomics is, what to watch for, reporting ergonomic issues and methods to minimize or eliminate problem areas if they are found. Initially upon hire, and periodically thereafter the H. R. Generalist will provide training to include what ergonomics is, what to watch for and steps to eliminate problem areas if they are found.~~

~~D. Program Evaluation~~

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1. ~~After implementing changes in tools, work areas or workstations, the H.R. Generalist will follow up on any changes to determine if the changes have improved the condition.

 - a. ~~Follow up shall include a verbal interview with person(s) performing the work task.~~
 - b. ~~Re-evaluation of the workstation, work area or tool.~~
 - c. ~~Observing the work being performed.~~~~
2. ~~If it is determined that the changes have not improved the work situation then further evaluations shall be performed following the same process and/or obtaining outside ergonomic professional assistance.~~

D. Attachments

1. Attachment A - Symptoms Survey Form
2. Attachment B – Suggested Ergonomics for Telecommuters

Attachment A

Symptoms Survey: Ergonomics Program

Employee Name _____ Department _____

Supervisor _____ Date ____/____/____

Job Title _____

Hours worked/week _____ Time on THIS job: _____ years _____ months

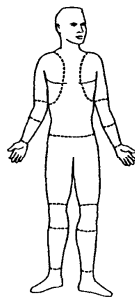
Other jobs you have done in the last year (for more than 2 weeks):

Job Title _____ Time on this job: _____ months _____ weeks

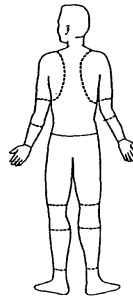
Job Title _____ Time on this job: _____ months _____ weeks
(If more than 2 jobs, include those you worked on the MOST)

Have you had any pain or discomfort during the last year?
_____ YES _____ NO (If NO, stop here)

If YES, carefully shade in the area of the drawing which bothers you the MOST.



Front



Back

Check area: _____ Neck _____ Shoulder _____ Elbow/Forearm _____ Hand/Wrist _____ Fingers _____ Eyes
_____ Upper back _____ Low back _____ Thigh/Knee _____ Low leg _____ Ankle/Foot

*Fill out a separate page for each area that bothers you

1. Put a check by the word(s) that best describe your problem:

_____ Aching _____ Burning _____ Cramping _____ Dry _____ Loss of Color _____ Numbness(asleep)

_____ Pain _____ Stiffness _____ Swelling _____ Tingling _____ Weakness _____ Other _____

F:\PERSON\WPWIN\Policies\Ergonomics Symptoms Survey.doc

Attachment B

Suggested Ergonomics for Telecommuters

Keep computer items in front of you.



How To Set Up Your Workstation

To improve comfort, safety, and productivity anywhere



Raise the top of your monitor to eye level or below



Screen distance should be an arm's length away (18-30")



Keep elbows at your sides and rest gently on armrests



Maintain neutral wrists and forearms parallel to ground



Rest feet flat on the floor with knees at or below hip level

Leave 1" to 2" space between calves and the seat's edge



Using A Laptop?



Raise your laptop to eye level

Try a stand, box, or step stool

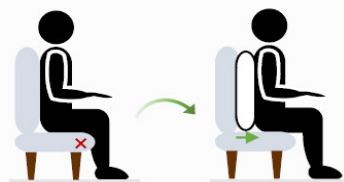


And use a separate keyboard and mouse



Or use a monitor and type on your laptop

If you have a keyboard, mouse, and monitor, raise your laptop off to the side for dual monitors



Sinking In Your Deep Couch?

- Use a pillow to shorten the seat
A pillow or towel roll can also be used for lumbar support



Work Surface Too High?

- Use a taller chair or raise your seat with a cushion
- Use a footrest or box to support your legs from dangling
- Type on a lower surface like a keyboard tray, lap desk, or side table



Prefer To Stand?

- Find a counter or tall surface
- Wear comfortable shoes
- Try standing on a kitchen mat

30 Take A (micro) Break

Every 30 minutes
For at least 10 Seconds



Get Moving

Try Microbreak Exercises

When you exercise and move around, you activate your muscles and help improve circulation, energy, and mood. This can help you feel refreshed when you resume your work. Giving your body a break from prolonged and/or repetitive activities can help reduce your risk of injuries.



Change Positions

The Next Position is the Best Position

No matter how good your posture is, if you have not moved in an hour, you are still loading the same structures in your body in the same direction for an hour.

Switch It Up

Take active breaks by changing how you perform a task to reduce risk of repetitive motion injuries. *If able, try standing, varying your sitting positions, standing with one leg forward, switching hands, changing locations or alternating tasks.*



Check Your Posture

Check In With Yourself

Bring your equipment to you instead of conforming your body to your equipment. Try setting a timer every 30 minutes to identify and correct any awkward postures. *Have you been hunched over your laptop? Leaning on your elbow? Crossing your legs? Rotating your neck to the right? Holding your fingers up when mousing?*



Be Well

Stay Hydrated

Remember to keep drinking plenty of fluids. Take opportunities for water breaks.

Take Care of Yourself

You can work more effectively and comfortable when take care of all aspects of your health and wellness.



Protect Your Eyes

Reduce Eye Strain and Fatigue

20 Every 20 minutes of screen time **20** Look away for ≥ 20 seconds **20** At something ≥ 20 feet away



Hydrate Your Eyes

Remember to blink



Minimize glare

Avoid facing or having your back to a window

Questions?

[If you have any questions or are experiencing discomfort related to your remote workstation or are interested in a virtual ergonomics consult, please contact Human Resources.](#)

HUMAN RESOURCES DEPARTMENT

2021 REVIEW

All figures through June 30, 2021

Significant 2021 Events:

Compliance & Administration-

- Processed all employees annual elections for 2021 medical and dental policies with the over 90% of employees in the high deductible health plan with the Health Savings Account
- Completed transition of medical plan to new medical vendor UMR and new pharmacy benefit manager CVS/Caremark both for 1/1/21
- Processed all rate changes through the Performance Evaluation process based on a flat 1.5% increase for all non represented employees.
- Ongoing collaboration with AASD on Connecting Care Clinic.
- Handled and processed all FMLA requests that were received
- Summary Plan Document (SPD) reviews for new UMR medical books
- Continue to maintain both legacy iSeries and Tyler Munis programs
- Handled and processed all COVID leaves. Continued to work on Return to work guidelines and FAQ for COVID-19

Talent Acquisition & Retention –

- Processed 38 separation files
- Processed 34 new employee files
- Hired new Diversity, Equity and Inclusion Coordinator
- Hired 4 new Police Officers
- Conducted multiple Police Officer hiring processes
- Processed over 223 background checks for Fox Cities COVID-19 Vaccination Clinic volunteers
- Completed a Fire Fighter hiring process (hired 4 new fire fighters)
- Working on Director vacancies (Health, I.T. and Human Resources)

Talent Management & Development-

- Updated and implemented online Seasonal Onboarding Portal
- Coordinated and facilitated Seasonal Employee Online Training
- Implemented online new employee orientation training
- Tested and implemented new online learning tool
- Conducted training with individual departments on new online learning system
- Facilitated three resiliency training programs for Citywide staff
- Coordinated two online Financial Wellness newsletters
- Implemented updates to Performance Evaluation (PE) system for all employees
- Coordinated and implemented thirteen employee assessments (EQi 2.0)
- Continued to support Citywide DEI efforts
- Coordinated 2021 required training for fall online implementation
- Facilitated recognition for Citywide administrative professionals
- Coordinated upcoming THRIVE leadership development program (fall start) and researched potential collaborative aspiring leaders program for 2022 implementation
- Facilitated 4 employee development processes

Performance Data:

<u>Program</u>	<u>Criteria</u>	ACTUAL 2018	Actual 2019	Actual 2020	Projected 2021	YTD 2021
14010	<u>Client Benefit/Impacts</u>					
	Staff Retention					
	FT Employees on staff < 1 year	47	59	40	50	31
	FT Employees on staff 1-5 years	165	170	181	190	162
	FT Employees on staff 6-10 years	88	75	86	80	116
	FT Employees on staff 10+ years	328	317	325	320	358
	Long term management of benefit Programs					
	% of increase to medical premiums	21.2%	2.83%	0.7%	0.0%	0.0%
	<u>Strategic Outcomes</u>					
	Consistent and understandable employment policies and procedures					
	Ave. sick hours used per employee	10.75	12.4	8.7	6.0	4.86
	Ave fmla sick hours used per ee	8.11	8.7	3.3	8.0	1.94
	<u>Work Process Outputs</u>					
	Policy Implementation - # of policies					
	# of policies developed	2	0	0	0	0
	# of policies updated	11	16	14	15	6
	Fringe Benefits					
	# of contracts under negotiation	1	2	1	0	0
	# of new fringe benefits	2	1	2	0	0
	# of modified fringe benefits	3	4	5	1	0
14020	<u>Client Benefits/Impacts</u>					
	% of program managers who reported being satisfied	New	n/a	n/a	100%	na
	<u>Strategic Outcomes</u>					
	# of open positions (includes transfers & promotions)	70	93	81	90	39
	# Staff turnover	70	73	48	70	41
	<u>Work Process Outputs</u>					
	# of positions posted internally	14	17	14	15	9
	# of positions advertised externally	56	58	67	60	33
	# of interviews	440	338	508	450	184
	# of candidates tested	317	1016	203	250	405

14040	<u>Client Benefits/Impacts</u>					
	% of employees reported very satisfied	74%	70%	70%	70%	NA
	% of employees reported satisfied	26%	30%	30%	30%	NA
	% of employees reported not satisfied	0%	0%	0%	0%	NA
	<u>Strategic Outcomes</u>					
	% of ee's trained on required topics	98%	97%	82%	99%	NA
	<u>Work Process Outputs</u>					
	Training programs conducted					3
	# training topics covered at required classes	31	41	6	7	NA
	Ave. number participants per session	25	24	8	E classes	10

Areas of Primary Concentration for 2021: The first half of 2021 has been one of transition dealing with all aspects of the COVID-19 pandemic for the entire HR staff. Continue to work through interim Director transition staffing since April with goal to be fully staffed by August. We began researching for creating an RFP process to replace our PEHP administrator. We will also continue to monitor all federal/state legal changes with respect to Health Care Reform. Another large focus will be to work with I.T. on the continual upgrade to the Tyler Munis program and maintaining the dual run of payroll systems. Continue working on increasing our outreach for recruitment in social media platforms. Continue to utilize computer programs for online recruitment interviewing steps. Worked closely with DPW to address turnover and retention concerns. This will be a long term partnership that we will continue to work on. A strong emphasis will also continue to be on promoting the Culture Team initiatives, Talent Management and Succession Planning for all departments. Managing the joint City/AASD Connecting Care Clinic will be a continued focus for the remainder of the year. Work on implementation of new online learning programs and courses to offer for all city staff. Continue to work on THRIVE leadership program. Continued focus on development of our on-boarding and off-boarding tools through NEOgov. Will again be conducting biometric health screenings for all benefited employees in fall of 2021.

Budget Performance Summary

No concerns. At mid year we are at 40.2% budget spent.

RECRUITMENT STATUS REPORT

UPDATES THRU 7/08/2021

STAFF PERSON	POSITION	DEPT.	DATE OF VACANCY	# OF OPENINGS	STATUS
KIM	Bus Driver	VT	Multiple	8	Application Deadline: 9/26/21. Start date pending on 1 candidate.
	Part-Time Bus Driver	VT	N/A	N/A	Application Deadline: 9/26/21.
	Operator II - Street	DPW	4/3/21	1	Internal Application Deadline: 7/25/21.
	Part Time Service Person	DPW	6/7/21	1	Application Deadline: 7/25/21.
	Operator II – Water Construction (PM Shift)	DPW	5/27/21	1	Panel Interviews: 7/14/21.
	Arborist	DPW	7/9/21	1	Application Deadline: 7/18/21.
	Inspector - HVAC	DPW	9/1/21	1	Application Deadline: 7/18/21.
	HVAC Technician	PRFM	1/5/21	1	Application Deadline: 7/25/21.
	Liquids Operator	Utilities	6/9/21	1	Medical pending on top candidate.
	ALLISON	Police Officer	Police	N/A	2 +Elig.
Community Service Officer (CSO)		Police	1/19/21	N/A	Job offer accepted, start date 7/12/21. Background pending on 1 candidate.
Library Clerk – Regular Part Time		Library	6/19/21	1	Applications under review.
Library Clerk		Library	6/26/21	1	Applications under review.
Health Officer		Health	6/5/21	1	Application Deadline: Open/Continuous.
Human Resources Director		HR	4/3/21	1	Panel Interviews: 7/14/21.
Account Clerk I		Finance	7/5/21	1	Application Deadline: 7/18/21.

TOTAL POSITIONS OPEN = 24 TOTAL ELIGIBILITY LISTS = 1

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	# of Openings	Vacating Position/Status
KIM	Utility Worker	Utilities	12/18/20	1	Internal transfer date pending the training of new Liquids Operator.
ALLISON	Systems Analyst	IT	9/6/19	1	Using part-time temporary staffing to fill current need.
	Information Technology Director	IT	5/5/21	1	Waiting for RTF.

TOTAL POSITIONS ON HOLD = 3

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