

		<b>HR Committee Working Action Agenda</b>						<i>Revision Date: 04/7/2014</i>
<b>Project</b>	<b>Status</b>	<b>Projected Resolution Date</b>	<b>Dates Critical</b>	<b>Process Point</b>	<b>Committee/Council Accountability</b>	<b>Action Needed</b>	<b>NOTES</b>	
				*Pending      *Active *Stalled      *Complete		*Informational *Direction *RATIFICATION	<i>Note: Items involving contract negotiations or arbitrations may need closed session discussion prior to Committee and Council action.</i>	
<b>Valley Transit:</b>								
Mediation	Closed	6/5/2013	5/20/13 HR & 6/5/13 Council	Complete	Discuss and vote on Contract settlement as presented.	Ratification	Settlement reached. Union Ratification 5-19-13. Closed session at HR 5-20-13. Waiting for Council Ratification	
Prohibited Practice	Closed	6/5/2013	6/5/2013	Complete	Discuss	Ratification	W/D by union with contract ratification	
Grievance #2012-005 (7.5 hour rest period)	Closed	5/10/2013	3/19/2013	Complete	Discuss	Informational	W/D by union	
Grievance #2012-006 (Class Action-Sideletter elimination)	Closed	6/5/2013	6/5/2013	Complete	Discuss	Ratification	Resolved with contract ratification	
Grievance #2013-001 (Split position)	Closed	5/9/2013	4/29/2013	Complete	Discuss	Informational	W/D by union	
Grievance #2013-002 (Overtime)	Closed			Complete		Informational	W/D by Union	
Grievance #2013-003 (Discipline)	Closed			Complete		Informational	Settled	
Grievance #2013-004 (7.5 hour rest period)	Closed			Complete		Informational	Parties reached an agreement	
Grievance #2014-001 (7.5 hour rest period)	Closed			Complete		Informational	Parties reached an agreement	
<b>Appleton Professional Police Association:</b>								
Grievance #13-001 (Proration of benefits-LOA)	Closed			Complete		Informational	Settled	
Grievance #13-002 (New hire WRS)	Closed	12/31/2013		Complete	Discuss	Informational	APPA Prevailed-City must pay employee portion of WRS for 2013.	
<b>Bargaining-2014 Police</b>								
Prep Phase	Closed	1/1/2014		Complete	Discuss and provide direction	Direction	Direction provided-pending ratification of contract	
Open Bargaining	Closed		6/30/2013	Complete			Educational session with HR Committee on Strategy-	
Active Bargaining	Closed		9/1/2013	Complete			Opening session scheduled for 10/03/2013	
Final Contract	Closed		10/01/2013-11/30/2013	Complete			Parties reached tentative agreement/settlement	
	Closed	11/20/13 Council	11/11/2013 HR	Complete		Ratification	HR Committee ratification 11/11/2013	
<b>AFSCME (Water and Waste Water)</b>								
Unit Clarification/Petition for Election	Closed	1/1/2014		Complete	Discuss	Informational	Unit Certified-can bargain over base wages up to CPI-will need direction on approach. Opening session scheduled with unit on August 27, 2013.	
<b>Bargaining-2014</b>								
Prep Phase	Closed	1/1/2014		Complete	Discuss and provide direction	Direction	Direction provided	
Open Bargaining	Closed			Complete			Initial Meeting with Union 8/27/13	
Active Bargaining	Closed			Complete				
Final Contract	Closed			Complete			Contract approved with 1.66% across the board adjustment	

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Utilities Staffing	Closed	3/31/2014	03/10/14 HR Committee	Complete	Discuss and provide direction	Direction	Council approved pay adjustments for Utilities Staff-thank you!
<b>Appleton Professional Fire Fighters-Local #257</b>							
Bargaining-2014	Closed	1/1/2014		Complete	Discuss and provide direction	Direction	Direction provided-pending ratification of contract
Prep Phase	Closed		6/30/2013	Complete			Educational session with HR Committee on Strategy-
Open Bargaining	Closed		9/1/2013	Complete			Open session scheduled for September 12, 2013.
Active Bargaining	Closed		10/01/2013-11/30/2013	Complete			Parties reached tentative agreement/settlement
Final Contract	Closed	11/20/13 Council	11/11/2013 HR	Complete		Ratification	HR Committee ratification 11/11/2013
<b>Compensation Plan</b>							
Comp Plan Framework (Grade order listing)	Closed	5/15/2013	05/06/2013 HR	Complete	Discuss and vote	Ratification	Council ratified May 15, 2013
<b>Steering Team:</b>							
Review Survey Data	Closed	5/21/2013		Complete			Decide & recommend strategy. Strategy recommended for establishment of Control Point and direction provided to Consultant.
Review Benefits Data	Closed	6/19/2013	6/10/2013 HR	Complete			Decide and recommend strategy. Strategy and data provided to Council
Recommend final policy	Closed	9/18/2013	9/9/13 HR	Complete		Ratification	Council ratified 9/18/2013
Final Compensation Plan	Closed	9/4/2013	08/26/2013 HR	Complete	Discuss and vote	Ratification	Plan approved by Council 9/4/13
Implementation	Closed			Complete		Ratification	Council approved 9/4/13
Compression	Closed			Complete		Ratification	Council Approved
Non-Benefit Pay Plan	Closed	12/18/2013		Complete	Discuss and vote	Ratification	Council Approved
Seasonal Pay Plan	Closed	12/18/2013		Complete	Discuss and vote	Ratification	Council Approved
<b>Consultant:</b>							
Calculate Control Point	Closed	6/3/2013	6/10/2013 HR	Complete	Discuss and vote	Ratification	Council approved Control Point Recommendations
HR Staff Review Consultant Recommendation	Closed	6/19/2013	6/10/2013 HR	Complete	Discuss and vote	Ratification	Council approved Control Point Recommendations
Request for Reviews (1st step appeals)	Closed	11/30/2013		Complete		Informational	51 Request for Reviews were made by employees and submitted to the Consultant for Review

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Policy Team:							
Review policy and appeals process	Closed			Complete			Team reached consensus on pay plan recommendation- recommendation moving to Steering Committee.
Mayor:							
Employee Compensation Appeals	Closed	2/14/2014	1/22/2014, 1/23/2014 and 1/29/2014	Complete		Informational	16 formal employee appeals to Mayor. Results of appeals will be reported out to Committee and Council.
<b>Compensation Review Team</b>	<b>Open</b>	<b>12/31/2014</b>	<b>Team meeting scheduled for April 18, 2014</b>	<b>Active</b>	<b>Discuss and educate</b>	<b>Informational</b>	<b>Team assembled to review progress of PE system, new compensation plan and salary administration policy. How are things going? Do we need to make any adjustments?</b>
<b>Performance Management System</b>	<b>OPEN</b>			<b>Active</b>		<b>Informational</b>	<b>Ongoing training and enhancement of PE system</b>
<b>Health Insurance Planning and Administration</b>							
Strategic Impact Study Update #1	Closed	6/19/2013	06/19/13 Council	Complete		Informational	Update to Council on HCR completed
Strategic Impact Study Update #2	Closed	9/4/2013	09/04/13 Council	Complete		Informational	Update to Council on HCR completed
Strategic Impact Study Update #3	Closed	2/19/2014	02/19/14 Council	Complete		Informational	Update to Council on HCR completed
<b>2015 Health Plan Options</b>	<b>Open</b>	<b>6/30/2014</b>	<b>4/21/2014</b>	<b>Active</b>	<b>Discuss and provide direction</b>	<b>Need direction</b>	<b>Begin discussion with HR Committee on 2015 and future health insurance options.</b>
<b>Policy Updates:</b>							
Complaint Procedure	Closed	6/30/2013	07/15/13 HR	Complete		Ratification	Council Ratified
Electronic Communication	Closed	6/30/2013	07/15/13 HR	Complete		Ratification	Council Ratified
I-9	Closed	6/30/2013	07/15/13 HR	Complete		Ratification	Council Ratified
Code of Conduct	Closed	6/30/2013	7/15/13 HR	Complete		Ratification	Council Ratified
Salary Administration	Closed	6/30/2013	09/09/13 HR	Complete		Ratification	Council Ratified
Asbestos	Closed	9/30/2013	08/12/13 HR	Complete		Ratification	Council Ratified
Risk Management	Closed	9/30/2013	09/09/13 HR	Complete		Ratification	Council Ratified
Valley Transit-Drug Free Workplace Act	Closed	9/30/2013	09/09/13 HR	Complete		Ratification	Council Ratified
Trenching & Excavation	Closed	9/30/2013	08/12/13 HR	Complete		Ratification	Council Ratified
<b>Goal/Development</b>	<b>OPEN</b>	<b>3/31/2014</b>	<b>01/13/14 HR</b>	<b>Active</b>		<b>Ratification</b>	<b>HR Staff Reviewing</b>
Forklift	Closed	9/30/2013	08/12/13 HR	Complete		Ratification	Council Ratified
<b>Training &amp; Development</b>	<b>OPEN</b>	<b>3/31/2014</b>	<b>01/13/14 HR</b>	<b>Active</b>		<b>Ratification</b>	<b>HR Staff Reviewing</b>
HIPAA	Closed	3/31/2014	01/13/14 HR	Active		Informational	No updates-revised review date
<b>Attendance</b>	<b>OPEN</b>	<b>3/31/2014</b>	<b>01/13/14 HR</b>	<b>Active</b>		<b>Ratification</b>	<b>HR Staff Reviewing</b>

