

			HR Committee Working Action Agenda					Revision Date: 10/12/2015
Budget / Action Category	Project	Status	Projected Resolution Date	Dates Critical	Process Point	Committee/Council Accountability	Action Needed	NOTES
					*Pending *Stalled	*Active *Complete	*Informational *Direction *RATIFICATION	Note: Items involving contract negotiations or arbitrations may need closed session discussion prior to Committee and Council action.
14010 General Administration:								
Compensation Plan:	Compensation Administration	Open	12/31/2015	10/12/2015	Active		Informational	Updating Market data-will present recommendations to Committee this Fall.
PE System Implementation								
	Performance Management System:	Open			Active		Informational	Ongoing training and enhancement of PE system
								Implementing employee onboarding
								Educational presentation to committee on Competencies, PE system and P4P system.
Health Care Reform	Health Insurance Planning and Administration:	Open		10/26/2015	Active		Informational	Waiting for final renewal numbers
Employee Clinic	Discussion with Outagamie County and Appleton Area School District about an employee clinic	Open	12/31/2015	10/26/2015	Active		Ratification	Finalists selected...setting up final presentations with finalists.
Plan Design	Discussion future benefit design and modifications	Open	12/31/2015	10/26/2015	Active		Ratification	Associated Financial Group to give update on HCR, renewal, Clinic, and misc.
							Informational	Urgent care and Smart Choice MRI
							Informational	Change in how oral surgeries are covered
							Informational	Health Care Reform update for committee
Policy Updates:								
	Accident Reporting and Investigation	OPEN	12/30/2015		Active		Informational	Re-drafting based on Committee feedback
	Affirmative Action	CLOSED	12/30/2015		Complete		Informational	HR Staff Reviewing
	Attendance	OPEN	12/31/2015		Active		Informational	HR Staff Reviewing
	Drug Free Workplace Act of 1988	OPEN	12/31/2015		Active		Informational	Ties to accident reporting policy
	Drug Free Workplace Act of 1988 & 49 CFR Part 40	OPEN	12/31/2015		Active		Informational	Ties to accident reporting policy
	FLSA	CLOSED	12/31/2015		Complete		Informational	HR Staff Reviewing
	FMLA	CLOSED	12/31/2015		Complete		Informational	HR Staff Reviewing
	Harrassment & Discrimination	CLOSED	12/30/2015		Complete		Informational	HR Staff Reviewing
	Media Relations	CLOSED	12/31/2015		Complete		Informational	Waiting for Communications Coordinator's response
	Moving Expense	CLOSED	12/31/2015		Complete		Informational	No longer have a need for this policy

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	Public Records	CLOSED	12/30/2015		Complete		Informational	Presented 5-11-15 to HR Committee
	Restricted Duty	CLOSED	12/30/2015		Complete		Informational	HR Staff Reviewing
	Right to Know	OPEN	12/31/2015		Active		Informational	HR Staff Reviewing
	Telecommuting	CLOSED	12/31/2015		Complete		Informational	HR Staff Reviewing
	Training and Development/Talent Management	OPEN	12/31/2015		Active		Informational	HR Staff Reviewing
	Volunteers	CLOSED	12/31/2015		Complete		Informational	HR Staff Reviewing
	Voluntary Benefits:							
	Deferred Compensation Benefit	OPEN	12/31/2015		Active		Informational	Working on RFP for Advisor
	Identity Theft Insurance	OPEN	12/31/2015		Active		Informational	Not pursuing at this time
	Accident, Disease, Critical Care Insurance	OPEN	12/31/2015		Active		Informational	Meeting with employees to discuss Accident Coverage for 1/1/16
	Employee Assistance Program	OPEN	12/31/2015		Active		Ratification	Checking References on finalists
	Deferred Compensation Benefit	OPEN	12/31/2015		Active		Informational	Finalizing the documentation of the plan
14020 Recruitment:	Recruitment Processes	OPEN	ONGOING		Active		Informational	Please refer to the Recruitment Status Report
	Labor Relations:							
Valley Transit (Teamsters)	Valley Transit:							Settled through 2016-Beginning Labor/Management discussions in September
Police (APPA)	Appleton Professional Police Association:							Settled through 2016
Fire (IAFF)	Appleton Professional Fire Fighters-Local #257:							Settled through 2016
14040 Staff Development and Training:	Training and Staff Development	OPEN	ONGOING		Active		Informational	Please refer to the 2015 Budget for objectives
								Educational session to committee on employee status and employment termination procedures.
	HealthSmart Initiatives	OPEN	ONGOING		Active		Informational	Breast Cancer Awareness Promotion
								Finalizing Health Risk Assessments for employees