

TITLE: Fringe Benefits and Salary Administration for Part-Time		CITY OF APPLETON POLICY
ISSUE DATE: March 16, 2000	LAST UPDATE: March 1, 2000 September, 2003 February 25, 2008 April 2014	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	POLICY AUDIENCE: Non-Represented Part-time, Seasonal, and Temporary employees	TOTAL PAGES: 2
Reviewed by Legal Services Date: February 2000 September 12, 2003 June 27, 2014	Committee Approval Date: March 9, 2000 November 24, 2003 April 9, 2008 December 12, 2011 July 21, 2014	Council Approval Date: March 15, 2000 November 24, 2003 April 16, 2008 December 21, 2011 August 6, 2014

I. PURPOSE

To outline fringe benefits available to part-time, seasonal, and temporary non-represented employees.

II. POLICY

It is the policy of the City of Appleton to make available fringe benefits as outlined in this policy to part-time, seasonal, and temporary non-represented employees.

III. DISCUSSION

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

IV. DEFINITIONS

- A. Part-time: Employees who normally work less than 1040 hours per year.
- B. Temporary: Employees hired to fill in on a limited basis with no specific **start or end date nor a specified time period.**
- C. Seasonal: Employees hired to perform seasonal work **for a specific time period. Seasonal employees shall not exceed 1200 hours in any 12 month period.** Employment terminates at the end of the season.

- D. **Community Service Officers: Students who are part-time limited term employees who shall not exceed 1500 hours per calendar year. Students must be enrolled and maintain a minimum of nine credits hours course work, in a post high school institution. Graduate students shall be required to maintain three-fourths of a full-time course load.**
- E. Non-represented: All employees except employees who are members of Valley Transit Teamster Local 663, Appleton Professional Police Non-supervisory Unit and the Appleton International Association of Firefighters Local 257.

V. BENEFITS

- A. Wisconsin Retirement System: Part-time, Seasonal, and Temporary employees shall pay the full cost of the employee's portion of the premium to the Wisconsin Retirement Fund, effective the first day the employee becomes qualified.
- B. Unemployment Compensation: City employment is covered by Wisconsin Unemployment Compensation laws. Under provisions of that law, employees who lose their jobs through no fault of their own may receive limited financial allowance during the period they are out of work and seeking re-employment if determined eligible by the unemployment compensation laws.
- C. Worker's Compensation: Part-time, Seasonal, and Temporary employees shall receive worker's compensation benefits based on state worker's compensation laws.
- D. Direct Deposit: All ~~newly hired~~ employees are required to have their payroll checks direct deposited into the bank or credit union of their choice. The full amount of the deposit must go into one account.
- E. Salary Administration
 - (a) A newly hired employee will be placed on the starting hourly rate of the appropriate pay grade of either the Part-Time Non Represented salary schedule or the Seasonal salary schedule based on the position they will be working.
 - (b) Existing or returning employees

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

Once an employee reaches the top step of the pay grade for that position, they will no longer be eligible for step progressions. However, based on their evaluation, they will be eligible for a general pay adjustment if one is given to the entire pay plan.
 - (c) The general pay adjustment will be given each year on January 1 and the step

increase will be based on their anniversary date. Employees already in the City payroll system as of 1/1/14 will use 1/1 as their anniversary date.

F. Performance Evaluations

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

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

Step Increases: Part-time non-benefitted employees shall be eligible to receive a step increase on their anniversary date provided they have an on-target evaluation on file with Human Resources.