



Meeting Agenda - Final
Human Resources & Information Technology Committee

Wednesday, December 9, 2020

6:30 PM

Council Chambers, 6th Floor

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

[20-1614](#) Minutes from 10-14-2020

Attachments: [Minutes 10-14-20.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[20-1598](#) Approve renewal of the MOA with AHA that continues allowing their participation in the dental, life, long term disability insurance and voluntary insurance plans through December 31, 2022; and allows participation in the City's medical plan through December 31, 2021 at which time AHA's participation in the City's medical plan will conclude.

Attachments: [App Housing Authority Contract Terms memo.pdf](#)
[AHA History.pdf](#)

[20-1599](#) Approve ratification of the Valley Transit 2021-2023 Labor Agreement with the following wage increases:

Across the board adjustments of:

- 1% April 1, 2021
- 1% October 1, 2021
- 2% January 1, 2022
- 2% January 1, 2023

One time lump sum payment of \$.25/hour for all hours worked in 2020 for all Drivers, Communication Technicians and Utility Workers.

Create Master Mechanic and Lead Driver classifications.

Attachments: [VT Teamster Contract TA 2021-2023.pdf](#)

- [20-1605](#) Approve Public Works to over hire Professional Engineer position.
- Attachments:** [DPW overhire engineer.pdf](#)
- [20-1609](#) Approve exception to the Salary Administration Policy to allow for a 1.5% across the board adjustment in lieu of pay for performance for year-end 2020.
- Attachments:** [Salary Administration Policy Exception.pdf](#)
- [20-1610](#) Approve the 2021 Seasonal Salary Schedule with a 1.5% increase.
- Attachments:** [2021 Seasonal Salary Schedule.pdf](#)
- [20-1611](#) Approve extension of the Emergency Sick Leave Policies for Emergency and Non-Emergency Responders through June 30, 2021.
- Attachments:** [Emergency Sick Leave Extension.pdf](#)
- [20-1615](#) The committee will meet in closed session to discuss status of labor negotiations pursuant to the exemptions contained in State Statutes 19.85(1)(c) and (e). The committee will then reconvene into an open session and conduct further business.

6. Information Items

- [20-1612](#) Police table of organization modification
- Attachments:** [Police TO Modification request2.pdf](#)
[Police TO change Diverse & Resilient letter.pdf](#)
[Police TO change Harbor House letter.pdf](#)
- [20-1613](#) Employee assistance program
- Attachments:** [EAP.pdf](#)
- [20-1596](#) Recruitment Status Report 12-3-20
- Attachments:** [RSR thru 12-3-20.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 Director Matz at 920-832-6426



City of Appleton

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

Meeting Minutes Human Resources & Information Technology Committee

Wednesday, October 14, 2020

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 6:30pm

2. Roll call of membership

Present: 5 - Thao, Fenton, Firkus, Martin and Van Zeeland

3. Approval of minutes from previous meeting

[20-1335](#)

Minutes from 8-12-20

Attachments: [Minutes 8-12-20.pdf](#)

Firkus moved, seconded by Van Zeeland, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Firkus, Martin and Van Zeeland

4. Public Hearings/Appearances

5. Action Items

6. Information Items

[20-1340](#)

2021 Information Technology budget

Attachments: [2021 IT Budget.pdf](#)

This budget was presented

[20-1339](#)

2021 Human Resources budget

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

This budget was presented

[20-1337](#)

Changes to the Bloodborne Pathogen Exposures policy

Attachments: [Bloodborne Pathogens Exposure Policy 2020.pdf](#)

This policy change was presented

[20-1338](#)

Changes to the Performance Management policy

Attachments: [Performance Management Policy 2020.pdf](#)

This policy change was presented

[20-1341](#)

Discussion on Teamster negotiation status and process for committee.

This item was discussed

[20-1336](#)

Recruitment Status Report 10-8-20

Attachments: [RSR thru 10-8-20.pdf](#)

This report was presented

7. Adjournment

Van Zeeland moved, seconded by Fenton, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Thao, Fenton, Firkus, Martin and Van Zeeland

CITY OF APPLETON

HUMAN RESOURCES DEPARTMENT



100 N. Appleton Street
Appleton, WI 54911



(920) 832-6458



(920) 832-5845



humanresources@appleton.org

MEMO

December 2, 2020

To: Human Resources Committee

From: Sandy Matz, Human Resources Director

Re: HR Committee 12-9-2020 (Appleton Housing Authority Contract Terms)

The Appleton Housing Authority has a Memorandum of Understanding (MOU) with the City for provision of, and reimbursement for, certain insurance benefits. One of those benefits is the City's self-insured medical plan. The arrangement with the Housing Authority is long-standing, longer than my twenty plus year tenure with the City, but was only memorialized in a Memorandum of Understanding about six (6) years ago. In 2014 the MOU was approved by the Human Resources Committee and Common Council. Since 2014, the parties have continued to renew the MOU with the understanding of our need to periodically review the current arrangement. The current MOU is set to expire December 31, 2020. (I am attaching some of the historical documents for your review.)

During our annual renewal for the medical plan, the City and its benefit consultant reviewed alternatives for AHA for medical coverage that were presented to AHA. The City's Benefits Consultant is committed to assisting AHA with a transition to another medical plan. As a self-insured plan, the City carries specific stop loss protection to protect against large claims (losses). The current stop loss is \$250,000 which means that if an individual has a catastrophic medical claim, the City would pay \$250,000 of that claim before the stop loss insurer would pay. That risk is borne by the City for AHA employees and family members covered by the City's medical plan.

Because of the increased stop loss exposure, risk to the city and in preparation for some upcoming challenging budgets, my recommendation is to cease allowing AHA's participation in the City's medical plan but provide AHA adequate time to make alternative medical coverage arrangements. Specifically, I recommend renewing the MOU with AHA that continues allowing their participation in the dental, life, long-term disability insurance and HRA plans through December 31, 2022; and to allow adequate time to transition its medical coverage, AHA be allowed to participate in the City's medical plan through December 31, 2021 at which time AHA's participation in the City medical plan would conclude.



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

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

May 9, 2014

Human Resources Committee Chairperson Konetzke, Members of the Human Resources Committee and
Appleton Common Council

Re: Appleton Housing Authority

Dear Chairperson Konetzke and Human Resources Committee Members:

Before you is an action item to approve allowing employees of the Appleton Housing Authority to continue eligibility on the City of Appleton's Medical, Dental, Life and Long-Term Disability insurance plans. The City and the Housing Authority have enjoyed a cooperative relationship regarding benefit eligibility for many years and longer than my tenure with the City. The Housing Authority reimburses the City for the Cobra rate of the medical and dental plans and the premiums of the life insurance and LTD benefit. The Housing Authority currently has a total of 12.6 full-time equivalent employees that are eligible for the benefits. In 2013, the City collected just shy of \$200,000 in premiums from the Housing Authority.

The relationship between the City and the Housing Authority is unique in that a Housing Authority can only be formed by a resolution of the Common Council. A resolution of the Appleton Common Council was adopted on August 7, 1968 and a Cooperation Agreement was entered into between the parties on that date. Nothing contained in the agreement provides for the eligibility of benefits. (I have attached both the Resolution and Cooperation Agreement for your review.) I have been unable to establish a date that Housing Authority employees were first eligible for benefits under the City's plans.

I have also attached a letter from Greg Biese of Associated Financial Group that outlines why we have revisited this issue with our most recent insurance renewal. While the Housing Authority reimburses the City for the "premiums" of those benefit plans, as Mr. Biese points out there is some level of risk that the City assumes by extending in particular, medical insurance.

My recommendation would be to allow the Appleton Housing Authority employees to maintain eligibility for the outlined benefits and that staff review on an annualized basis the feasibility for continuation of the eligibility. I am open to how the Committee would best like to record this approval, whether it be through renewal and update of the Cooperation Agreement, through a periodic approval of the Common Council, or other such means.

Please contact me if I can provide any other information to assist with your decision making on this matter.

Sincerely,

Sandy Behnke
HR Director
City of Appleton

RESOLUTION AUTHORIZING EXECUTION OF A COOPERATION AGREEMENT

WHEREAS, the Appleton Housing Authority, of the City of Appleton, Wisconsin, proposes to develop and administer a low-rent housing project or projects to consist of approximately three hundred (300) dwelling units; and

WHEREAS, the City of Appleton, Wisconsin, desires to enter into a Cooperation Agreement with the Appleton Housing Authority in connection with such project,

NOW, THEREFORE, BE IT RESOLVED:

- 1. That the City of Appleton, Wisconsin, shall enter into a Cooperation Agreement with the Appleton Housing Authority in substantially the attached form.
- 2. That the Mayor be and he is hereby authorized and directed to execute said Cooperation Agreement, in quadruplicate, in behalf of said City, and the City Clerk is hereby authorized and directed to affix the corporate seal of said City thereon and to attest the same.
- 3. That this Resolution shall take effect immediately.

Introduced and adopted this 7th day of August, 1968.

s/ GEORGE L. BUCKLEY
George L. Buckley, Mayor

Attest:

s/ ELDEN J. BROEHM
Elden J. Broehm, City Clerk

Alderman Thompson moved, seconded by Alderman Wolfgram that the Resolution be adopted.

Roll Call: Alderman Ayers, Bethke, Draheim, Errington, Hoolihan, Huisman, Kalata, Mullen, Reynolds, Roemer, Schwarzbauer, Steidl, Stoegbauer, Tews, Thompson, Wachtendonk, Wolfgram -Aye. -16.

Aldermen Beyer, Gertsch, Steidl -Nay. -3. Excused: Alderman Strutz. -1. Motion carried. Resolution adopted.

COOPERATION AGREEMENT

This Agreement entered into this 7th day of August, 1968, by and between APPLETON HOUSING AUTHORITY, of the City of Appleton, (herein called the "Local Authority"), and CITY OF APPLETON (herein called the "Municipality").

W I T N E S S E T H :

In consideration of the mutual covenants hereinafter set forth, the parties hereto do agree as follows:

1. Whenever used in this Agreement:

(a) The term "Project" shall mean any low-rent housing hereafter developed as an entity by the Local Authority with financial assistance of the Housing Assistance Administration (herein called the "HAA"); excluding, however, any low-rent housing project covered by any contract for loans and annual contributions entered into between the Local Authority and the HAA, or its predecessor agencies, prior to the date of this Agreement.

(b) The term "Taxing Body" shall mean the State or any political subdivision or taxing unit thereof in which a Project is situated and which would have authority to assess or levy real or personal property taxes or to certify such taxes to a taxing body or public officer to be levied for its use and benefit with respect to a Project if it were not exempt from taxation.

(c) The term "Shelter Rent" shall mean the total of all charges to all tenants of a Project for dwelling rents and non-dwelling rents (excluding all other income of such Project) less the cost to the Local Authority of all dwelling and non-dwelling utilities.

(d) The term "Slum" shall mean any area where dwellings predominate which, by reason of dilapidation, overcrowding, faulty arrangement or design, lack of ventilation, light or sanitation facilities, or any combination of these factors, are detrimental to safety, health, or morals.

2. The Local Authority shall endeavor (a) to secure a contract or contracts with the HAA for loans and annual contributions covering one or more Projects comprising approximately Three Hundred (300) units of low-rent housing, and (b) to develop and administer such Projects, each of which shall be located within the corporate limits of the Municipality. The obligations of the parties hereto shall apply to each such Project.

3. (a) Under the constitution and statutes of the State of Wisconsin, all Projects are exempt from all real and personal property taxes levied or imposed by any taxing body. With respect to any Project, so long as either (i) such Project is owned by a public body or governmental agency and is used for low-rent housing purposes, or (ii) any contract between the Local Authority and the HAA for loans or annual contributions, or both, in connection with such Project remains in force and effect, or (iii) any bonds issued in connection with such Project or any monies due to the HAA in connection with such Project remain unpaid, whichever period is the longest, the Municipality agrees that it will

not levy or impose any real or personal property taxes upon such Project or upon the Local Authority with respect thereto. During such period, the Local Authority shall make annual payments (herein called "Payments in Lieu of Taxes") in lieu of such taxes and in payment for the public services and facilities furnished from time to time without other cost or charges for or with respect to such Project.

(b) Each such annual Payment in Lieu of Taxes shall be made after the end of the fiscal year established for such Project and shall be in an amount equal to either (i) ten per cent (10%) of the Shelter Rent charged by the Local Authority in respect to such Project during such fiscal year or (ii) the amount permitted to be paid by applicable state law in effect on the date such payment is made, whichever amount is the lower.

(c) The Municipality shall distribute the Payments in Lieu of Taxes among the taxing bodies in the proportion which the real property taxes which would have been paid to each taxing body for such year if the Project were not exempt from taxation bears to the total real property taxes which would have been paid to all of the taxing bodies for such year if the Project were not exempt from taxation; Provided, however, that no payment for any year shall be made to any taxing body in excess of the amount of the real property taxes which would have been paid to such taxing body for such year if the Project were not exempt from taxation.

(d) Upon failure of the Local Authority to make any Payment in Lieu of Taxes, no lien against any Project or assets of the Local Authority shall attach, nor shall any interest or penalties accrue or attach on account thereof.

4. The Municipality agrees that, subsequent to the date of initiation (as defined in the United States Housing Act of 1937, as amended) of each Project and within five years after the completion thereof, or such further period as may be approved by the HAA, there has been or will be elimination (as approved by the HAA) by demolition, condemnation, effective closing, or compulsory repair or improvement, of unsafe or unsanitary dwelling units situated in the locality or metropolitan area in which such Project is located, substantially equal in number to the number of newly constructed dwelling units provided by such Project: Provided, that, where more than one family is living in an unsafe or unsanitary dwelling unit, the elimination of such unit shall count as the elimination of units equal to the number of families accommodated therein: and provided, further, that this Paragraph 4 shall not apply in the case of (i) any Project developed on the site of a Slum cleared subsequent to July 15, 1949, and that the dwelling units eliminated by the clearance of the site of such Project shall not be counted as elimination, for any other Project or any other low-rent housing project, or (ii) any Project located in a rural, non-farm area.

5. During the period commencing with the date of the acquisition of any part of the site or sites of any Project and continuing so long as either (i) such Project is owned by a public body or governmental agency and is used for low-rent housing purposes, or (ii) any contract between the Local Authority and the HAA for loans or annual contributions, or both, in connection with such Project remains in force and effect, or (iii) any bonds issued in connection with such project or any monies due to the HAA in connection with such Project remain unpaid, whichever period is the longest, the Municipality without cost or charge to the Local Authority or the tenants of such project (other than the Payments in Lieu of Taxes) shall:

(a) Furnish or cause to be furnished to the Local Authority and the tenants of such Project public services and facilities of the same character and to the same extent as are furnished from time to time without cost or charge to other dwellings and inhabitants in the Municipality;

(b) Vacate such streets, roads, and alleys within the area of such Project as may be necessary in the development thereof, and convey without charge to the Local Authority such interest as the Municipality may have in such vacated areas; and, insofar as it is lawfully able to do so without cost or expense to the Local Authority or to the Municipality, cause to be removed from such vacated areas, insofar, as it may be necessary, all public or private utility lines and equipment;

(c) Insofar as the Municipality may lawfully do so, (i) grant such deviation from the building code of the Municipality as is reasonable and necessary to promote economy and efficiency in the development and administration of such Project, and at the same time safeguard health and safety, and (ii) make such changes in any zoning of the site and surrounding territory of such Project as are reasonable and necessary for the development and protection of such Project and the surrounding territory;

(d) Accept grants of easements necessary for the development of such Project; and

(e) Cooperate with the Local Authority by such other lawful action or ways as the Municipality and the Local Authority may find necessary in connection with the development and administration of such Project.

6. In respect to any Project the Municipality further agrees that within a reasonable time after receipt of a written request therefrom from the Local Authority;

(a) It will accept the dedication of all interior streets, roads, alleys, and adjacent sidewalks within the area of such Project, together with all storm and sanitary sewer mains in such dedicated areas, after the Local Authority, at its own expense, has completed the grading, improvement, paving, and installation thereof in accordance with specifications acceptable to the Municipality;

(b) It will accept necessary dedications of land for, and will grade, improve, pave, and provide sidewalks for, all streets bounding such Project or necessary to provide adequate access thereto (in consideration whereof the Local Authority shall pay to the Municipality such amount as would be assessed against the Project site for such work if such site were privately owned); and

(c) It will provide, or cause to be provided, water mains, and storm and sanitary sewer mains, leading to such Projects and serving the bounding streets thereof, (in consideration whereof the Local Authority shall pay to the Municipality such amount as would be assessed against the Project site for such work if such site were privately owned).

7. If by reason of the Municipality's failure or refusal to furnish or cause to be furnished any public services or facilities which it has agreed hereunder to furnish or to cause to be furnished to the Local Authority or to the tenants of any Project, the Local Authority incurs any expense to obtain such services or facilities then the Local Authority may deduct the amount of such expense from

any Payments in Lieu of Taxes due or to become due to the Municipality in respect to any Project or and other low-rent housing projects owned or operated by the Local Authority.

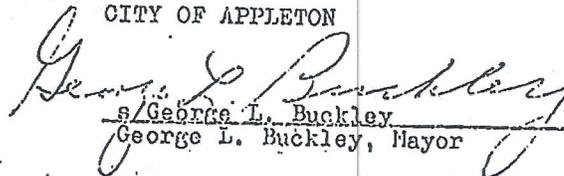
8. No Cooperation Agreement heretofore entered into between the Municipality and the Local Authority shall be construed to apply to any Project covered by this Agreement.

9. So long as any contract between the Local Authority and the HAA for loans (including preliminary loans) or annual contributions, or both, in connection with any Project remains in force and effect, or so long as any bonds issued in connection with any Project or any monies due to the HAA in connection with any Project remain unpaid, this Agreement shall not be abrogated, changed, or modified without the consent of the HAA. The privileges and obligations of the Municipality hereunder shall remain in full force and effect with respect to each Project so long as the beneficial title to such Project is held by the Local Authority or by any other public body or governmental agency, including the HAA, authorized by law to engage in the development or administration of low-rent housing projects.

If at any time the beneficial title to, or possession of, any Project is held by such other public body or governmental agency, including the HAA, the provisions hereof shall inure to the benefit of and may be enforced by, such other public body or governmental agency, including the HAA.

IN WITNESS WHEREOF, the Municipality and the Local Authority have respectively signed this Agreement and caused their seals to be affixed and attested as of the day and year first above written.

CITY OF APPLETON


s/George L. Buckley
George L. Buckley, Mayor

ATTEST:

s/Elden J. Broehm
Elden J. Broehm, City Clerk

APPLETON HOUSING AUTHORITY

s/Harold E. Bravick
Harold E. Bravick, Chairman

ATTEST:

s/Leon E. Jensen
Leon E. Jensen, Secretary

ROLL CALL: All Aldermen present voted -Aye -19. Excused: Alderman Strutz, -1. Motion Carried. Agreement Adopted.
Other business not pertinent to low-rent public housing matters.

Associated Financial Group
Employee Benefits. Insurance. HR Solutions.

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April 21, 2014

Ms. Sandy Behnke
Director of Human Resources
City of Appleton
100 N. Appleton Street
Appleton, WI 54911-4799

Re: Appleton Housing Authority

Dear Sandy:

Over the past several years, we have discussed the participation of the Appleton Housing Authority employees on the City of Appleton health plan. Since the adoption of the Housing Authority by the Mayor of Appleton in 1967, the financial risk has increased significantly by employers providing health benefits. As part of the annual renewal planning process between the City and AFG, we explored the potential risk the Housing Authority could pose under the self-funded plan as constructed today. We also discussed the options small employers now have available because of the changes in the insurance marketplace because of the Healthcare Reform Act.

The City currently charges the Housing Authority the funding rates (COBRA rates) developed annually by AFG representing the anticipated budget for the plan year inclusive of ALL covered members. Based on the actual claim utilization by employees and their dependents at the Housing Authority, some years the funding level may exceed their actual costs and others years it might not. The concept of insurance is to spread and share the risk over a population which the City and Housing Authority have been engaged in for many years.

Besides the routine claim responsibility described above, large claim exposure is also important to understand. The current individual stop loss exposure purchased by the City for any individual in a particular high claim year is \$225,000. During the 2014 plan year, Zurich is the carrier insuring costs in excess of the limit. In any given year if a Housing Authority employee or their family member has a high claim during that year, the City would be exposed to their liability up to the \$225,000.

As we finalized the stop loss renewal for 2014, Zurich had concerns about the employer/employee relationship of the employees of the Housing Authority. Because of the City sponsorship of the Authority and the statutory language defining the relationship between a housing authority and the sponsoring Municipality, we were able to modify the definition of an eligible employee in your Summary Plan Description that has been accepted to include all employees of the City and of the Housing Authority. In future years as we go to market for competitive stop loss quotes, this could pose a problem with some vendors but AFG does not see this as a significant risk.

Finally, representatives of the City had discussions with the Housing Authority regarding evaluation of the small group marketplace that has developed because of the Healthcare Reform Act. Some exploration was done as to cost and benefit impact and representatives of the Housing Authority felt they could not find a cost effective solution to replace the City plan at this time.

At this time, the relationship has appeared to work favorably for the City of Appleton and the Housing Authority. Because of the analysis described above, Associated Financial Group is comfortable the City has the appropriate coverage protection for stop loss secured and is knowledgeable of the potential risk a large claim at the Housing Authority could create. As a result of the City's due diligence, Associated Financial Group recommends that any questions that arise between the Housing Authority and the Department of Human Resources be addressed with the leadership of the City and confirmation of continued support be made.

As the relationship continues between the City and the Housing Authority, we recommend that the Human Resource team from the City continue to work closely with representatives of the Housing Authority. The City has developed a very strategic approach to benefits in both design and employee cost sharing. The City has also spent a great deal of time educating employees and their members regarding consumerism within the health plan and risk identification through the wellness program. Developing a consistent approach over time between the City and the Housing Authority is important for the overall successful direction of the Plan.

Sincerely,

A handwritten signature in cursive script that reads "Greg Biese". The signature is written in dark ink and is positioned to the left of a vertical line.

Greg Biese
Vice President,
Senior Benefits Consultant

City of Appleton-Valley Transit

Tentative Agreements-Final

October 28, 2020

Article 1 - Term of Agreement 3 years (2021-2023)

Article 3 - Union Recognition

- A. The Employer shall recognize Teamsters Local Union No. 662 as the authorized representative and exclusive bargaining agent for all employees employed as drivers, maintenance, and clerical employees of the City of Appleton transit system, excluding supervisory, confidential, managerial, craft and professional employees.
- B. Membership in the Union is not compulsory. An employee may join the Union and maintain membership therein consistent with its constitution and by-laws. No employee will be denied membership because of race, color, religion, age, disability, marital status, family status, national origin, sexual orientation, creed or sex. This Article is subject to the duty of the Wisconsin Employment Relations Commission to suspend the application of this Article whenever the Commission finds that the Union has denied an employee membership because of race, color, religion, age, disability, marital status, family status, national origin, sexual orientation, creed or sex. **The Union, as the exclusive Representative of all employees in the bargaining unit, will represent all employees fairly and equally.**
- ~~C. The Union will represent all of the employees in the bargaining unit, members and non-members, fairly and equally and therefore all members shall pay their proportionate share of the costs of the collective bargaining process and contract administration by paying an amount to the Union equivalent to the uniform dues required of the members of the Union.~~

- ⊖ C. The Union acknowledges that staffing levels are not a mandatory subject of bargaining.

Article 4-Union Security

4.1 Fair Share Deduction

The Employer agrees to deduct from the pay of all employees covered by this Agreement, **who have an application on file with the Union**, the amount certified by the Union as the amount of dues uniformly required of its members; and agrees to remit monthly to the Union, all such deductions. **The Union shall indemnify and hold harmless the Employer from any claims against the Employer for Union deductions.**

Article 6 - Hiring and Promotion

6.1 Non-Discrimination

B. Propose to delete: "It is agreed that the use of any pronoun in this Agreement which denotes either the masculine or feminine gender shall be considered to refer to employees of both sexes."

Propose to delete all references to masculine and feminine gender throughout agreement and replace with gender neutral pronouns.

6.5 Seniority

B. Seniority for regular employees shall be determined by the length of service of the employee and shall commence ~~on the date of employment as a regular employee plus such additional time as is required or granted for vacations, leave of absence, illnesses or accidents.~~ **upon completion of training (driver placed in-service)** If an employee attains regular full-time status and is later involuntarily reduced to part-time, that employee shall be considered to have more seniority for all purposes than any other part-time employees. An employee who voluntarily reduces to part-time shall be placed on the part-time seniority list

based on original date of hire, but not higher on that list than any employee who was involuntarily reduced to part-time. An employee's seniority is nullified in the following circumstances

6.6 Job Posting

F. Temporary vacancies will be filled as follows.

"Partner's Rights: Partners are drivers who operate the same run. If a partner is going to be scheduled off (vacation, **PTO, floating** holiday, sick leave, etc...) and it is known by..."

F.6. "If the Employer decides to leave any vacancies unfilled, the above administrative bidding procedure will not be followed and the remaining work will become available for stand-by drivers or for other employees ~~on an overtime basis.~~"

6.7 Seniority Upon Promotion/Transfer

A. Non-Represented Position-Reference to Article 6.7 should be Article 6.8 (Clean-up from last contract)

B. Represented Positions.

Employees who voluntarily transfer to a lower rated position shall be paid at the step of the new position based on the ~~employee's length of time in the bargaining unit~~ **employee's qualifications.**

6.8 Layoff Procedure:

E. Employees who exercise their option to bump to a higher paid classification will be placed, on the salary schedule, at the next higher rate in the new classification. Employees who exercise their option to bump to a lower paid classification will be placed, on the salary schedule, ~~at the same step as their rate before exercising their option to bump~~ **based on the employee's qualifications.**

6.9 Recall Procedure

B. "A laid-off employee shall be given notice of recall by **a call to the employee's phone from the recorded line** ~~Certified Mail, return receipt..."~~

Article 7 - Time Limits

7.4 Time Limits

Current language(7.4): "Employees shall be notified of disciplinary action within ten (10) ~~calendar~~ **working** days of the incident or the Employer's knowledge of the incident, or in a matter relating to an accident, within ten (10) ~~calendar~~ **working** days of the decision of the Accident Review Committee. Such discipline shall be administered starting not later than thirty (30) days from the date the employee is notified of the discipline." **Working days are any week day excluding Saturdays, Sundays, and holidays.**

Article 11 - Accidents

11.3 Discipline (C.) A stand-by driver who is ~~disciplined~~ **suspended** as a result of a preventable accident shall ~~be considered to have worked five (5) hours for each day of suspension administered.~~ **have their guarantee reduced by eight (8) hours for each day of the suspension administered.**

Article 12 - Safety Equipment

12.2 Maximum Employer Contribution

B. Any employee who is required by the Employer to wear safety shoes shall ~~be reimbursed by the Employer for fifty (50%) of the cost of such safety shoes but not to exceed~~ **receive an annual allowance** of fifty-five dollars (\$55) ~~per employee in the first year of the program.~~ **towards safety shoes. The annual allowance will be paid on the first paycheck in April each year. Employer will reimburse such employees up to fifty-five (\$55) per year to replace safety shoes which are damaged due to unusual wear and tear on the job.**

Article 13 - Lates and Miss-outs

13.2 Miss-outs

B.4 A stand-by driver who is ~~disciplined~~ **suspended** for miss-outs in accordance with Paragraph 2 above shall ~~be considered to have worked five (5) hours~~ **have their guarantee reduced by eight (8) hours** for each day of suspension administered.

C. Exceptions for Lates and Miss-outs

1.(b) and (c) "...and be allowed to use vacation **PTO** and/or **floating** holiday..."

Article 14 - Miscellaneous General Provisions

14.3 Reimbursement of Job-related Schooling

"Participant in such courses..." typo – should read "Participation in such courses..."

14.4 Inclement Weather

Current language: "During periods of inclement weather, the Mayor or his designee may deem it appropriate for safety reasons to direct non-essential personnel not to report for work or to send such employees home. Employees who are sent home will be paid in accordance with the Labor Agreement. Employees who are directed not to report shall not be paid, unless they choose to use pre-earned compensatory, vacation, **PTO** or floating holiday time."

Article 16 – Compensation

16.3 Longevity Pay Schedule

A. All regular full-time ~~and part-time~~ employees who have completed five (5) to ten (10) years of service will receive an additional six cents (\$.06) per hour added to their base rate.

B. All regular full-time ~~and part-time~~ employees who have completed ten (10) years or more of service will receive an additional ten cents (\$.10) per hour added to their base rate.

D. **All regular full-time** Employees with that many years of service with the city in another classification(s) but fewer years in the classification to which this

schedule applies, shall have the identical differential added to the applicable base pay step.

Article 17 - Eligibility for Benefits

17.2 Temporary Full-time Employees

B.1. "Six hours of sick leave per month of service in the full-time positions. The employee shall accumulate ...period. If the employee...in that position." **This provision shall not apply to employees hired after January 1, 2021.**

Article 18 – Holidays

	2021	2022	2023
New Year's Day	January 1	January 1	January 2
Memorial Day	May 31	May 30	May 29
Independence Day	July 5	July 4	July 4
Labor Day	Sept. 6	Sept. 5	Sept. 4
Thanksgiving Day	Nov. 25	Nov. 24	Nov. 23
Christmas Day	Dec. 25	Dec. 26	Dec. 25

18.2 Holiday Pay

D. Reference to Article 20.5 should be 21.5 (clean-up from last contract)

18.3 Floating Holidays

~~B. Except as noted in Article 19.2 D, floating holiday hours must be taken in the calendar year they are earned or they will be forfeited.~~

B. Floating holiday hours must be taken in the calendar year they are earned or they will be forfeited except that employees may be paid in cash for unused

floating holiday balances of up to twenty-four (24) hours remaining at the end of the calendar year payable on the paycheck that includes December 31. Such payment is not to be considered as hours worked for overtime purposes.

18.5 Selection of Floating Holidays

A. Reference to Article "19.3-B,3". Should be "20.3-B,3." Clean up from last contract.

Article 19 - Paid Time Off (PTO) ~~effective 1/1/2019~~

19.1 Paid Time Off

~~Effective 1-1-2019:~~ Full-time employees **hired prior to January 1, 2021** shall receive three (3) days January 1 of each year to be used as paid time off. ~~For newly hired employees, PTO days shall be pro-rated on the month hired.~~ **Full-time employees hired after January 1, 2021 shall receive six (6) days January 1 of each year to be used as paid time off.** Any PTO days not used as of December 31st will be **forfeited except that employees may have unused PTO balances of up to twenty-four (24) hours remaining at the end of the calendar year payable to their Post Employment Health Plan (PEHP) or Health Savings Account (HSA) paid out on the second paycheck in January at their prior year's rate.** Such payment is not to be considered as hours worked for overtime purposes. An employee choosing to have unused PTO paid to the PEHP or HSA shall complete and submit the appropriate departmental form prior to year end.

19.3 PTO Pro-ration

For employees hired prior to January 1, 2021, PTO days shall be pro-rated in the year of hire/termination/resignation/retirement as follows:

	Hired	Leaving
January-April	2	0
May-August	1	1

September-December	0	2
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For employees hired after January 1, 2021, PTO days shall be pro-rated in the year of hire/termination/resignation/retirement as follows:

	Hired	Leaving
January-February	5	0
March-April	4	1
May-June	3	2
July-August	2	3
September-October	1	4
November-December	0	5

Article 20 - Vacations

20.1 Vacation Entitlement:

~~B. Part-time Employees~~

~~1. Part-time employees shall receive a prorated vacation entitlement based upon the schedule in Paragraph "A" and the number of hours worked in the preceding twelve (12) month period.~~

~~2. Vacation entitlement for all part-time employees shall be determined on a calendar year basis, subject to the following conditions.~~

~~_____ a. Part-time employees will be eligible for their first paid vacation as of the first anniversary of their date of hire. The vacation entitlement shall be prorated based on the number of hours worked in the twelve (12) month period prior to their anniversary.~~

~~_____ b. After qualifying for their first vacation, part-time employees will be eligible for future vacations as of January 1 of each calendar year. The vacation~~

~~entitlement shall be prorated based on the number of hours worked in the preceding calendar year.~~

~~——c. If a part-time employee qualifies for a one (1), two (2) three (3), four (4) or five (5) week prorated vacation later in that calendar year, the employee shall receive the additional prorated vacation after their anniversary date, such proration to be based on the number of hours worked in the preceding calendar year. Thereafter, the employee shall be eligible for such increase prorated vacation as of January 1 of each succeeding calendar year. The additional week or day(s) will not be used in calculation of the full week selection requirement in the first year. (See Article 20.1C)~~

~~——d. If an employee changes from part-time to regular full-time status, the employee's next annual vacation entitlement(s) shall be prorated based on the combined total of part-time and full-time hours worked during the applicable preceding twelve (12) month period.~~

20.2 Vacation Pay

~~B. Stand-by drivers on daily vacation may select to be paid their scheduled hours or five (5) hours.~~

~~C. Vacation must be taken in the calendar year it is earned or it will be forfeited, except that employees who become eligible for an additional week or days of vacation in November or December pursuant to Article 20.1 A shall be allowed to carry over all or part of that week or days to the following calendar year. Such vacation must be used by March 31 of that year or it will be forfeited.~~ **up to forty (40) hours of unused vacation may be paid to the Post Employment Health Plan (PEHP) or Health Savings Account (HSA). Such payment is not to be considered as hours worked for overtime purposes. An employee choosing to have unused vacation paid to the PEHP or HSA shall complete and submit the appropriate departmental form prior to year end.**

~~In addition, employee at the one (1) or two (2) week vacation level shall be allowed to carry over up to one (1) week of vacation to the following year under the following circumstances:~~

~~1. Such carry over must be for a pre-determined time frame approved at the time of the carry over.~~

~~2. Such carry over will be allowed only if it is agreed to and approved in advance by the Department Head.~~

~~D. Employees shall not be compensated for forfeited vacation, except that they will be paid in cash for unused vacation and/or floating holiday balances of up to twenty four (24) hours remaining at the end of the calendar year. Such payment is not to be considered as hours worked for overtime purposes.~~

E. Employees who resign their employment with proper notice shall be eligible for a lump sum payout of their vacation balance. For purposes of this provision, proper notice shall be defined as two (2) weeks.

20.3 Vacation Bidding

B.1. "Exceptions to this procedure will be granted for employees who are on **authorized leave** ~~vacation or long term disability and are physically unable to report to the garage."~~

B.4. "...preference over floating holiday **and PTO** requests."

C.1. change personal holiday to floating holiday

b. "Exceptions to this procedure will be granted for employees who are on **authorized leave** ~~vacation or long term disability and are physically unable to report to the garage."~~

C.2. Drivers

Throughout this section change "operator" to driver"

"...to select up to two (2) individual days of vacation, **PTO** or ~~personal floating holiday.~~"

"Exceptions to this procedure will be granted for operators who are on **authorized leave** ~~vacation or long term disability and are physically unable to report to the garage."~~

20.4 Vacation Scheduling

A. "The maximum number of drivers allowed off will be determined by the following guidelines unless more are approved by management."

- ~~1. Five (5) drivers will be allowed off on all Saturdays.~~
- ~~2. Seven (7) drivers will be allowed off all weeks during the summer bid period.~~
- ~~3. Five (5) drivers will be allowed off at all other times.~~

- 1. Seven (7) drivers will be allowed off on Saturdays during the summer bid period with the exception of Mile of Music and the Flag Day Parade.**
- 2. Five (5) drivers will be allowed off at all other times including Mile of Music and the Flag Day Parade.**

C. "Employees may elect to utilize vacation time to compensate for regularly scheduled work day hours that are lost due to legal holiday or to school not being in session. ~~Part-time stand-by drivers who so choose will receive five (5) hours vacation pay for that day, with these hours counting toward their 25-29 ¾ hours for the week.~~"

D. ~~When scheduling a full week of vacation, part-time stand-by drivers shall have the option of taking pay for either their weekly guaranteed or weekly maximum hours, if sufficient hours remain in their entitlement. In the event that the remaining entitlement falls somewhere between the guarantee and the maximum, a part-time stand-by driver will be allowed to take pay for that number of hours if he so chooses.~~

Article 21 - Sick Leave

21.1 Sick Leave Accrual

A. All regular **full-time** employees **hired prior to January 1, 2021** shall accumulate sick leave with pay of eight (8) hours for each month of service. Effective ~~1/1/2019~~ employees shall accumulate sick leave with pay of six (6) hours for each

month of service. Sick leave shall accumulate but not to exceed nine hundred sixty (960) hours.

Employees hired after January 1, 2021 shall not be eligible for sick leave.

D. "No funeral leave will be paid to any employee while on **authorized leave** ~~vacation, sick leave, layoff or any other leave of absence~~. Employees are not eligible to use the benefits under this article until their sixty-first (61st) calendar day of employment."

Article 22 - Worker's Compensation Benefits

22.1 Payments

~~Any regular full-time employee receiving Worker's Compensation Benefits as a result of an on-the-job injury or accident shall be paid forty (40) times ninety-five percent (95%) of the employee's prevailing straight time hourly rate at the date of injury for each week of such disability but not to exceed thirty (30) weeks. The Employer's liability under this provision shall be limited to the difference between forty (40) hours at ninety-five percent (95%) of straight time pay and any weekly benefit the employee receives from Worker's Compensation.~~

22.2 Employee Responsibilities

~~In order to remain eligible for such payment, the employee shall be required to inform his supervisor of his status once each week, by phone or in person, except that this requirement is waived for the period of an attending physician's prognosis.~~

Employees receiving Worker's Compensation Benefits as a result of an on-the-job injury or accident shall receive benefits based on state worker's compensation laws, except that there shall be no cap on the weekly temporary total disability (TTD) payments.

Article 23 - Funeral Leave

A. In the case of death in the immediate family of a regular **full-time** employee...

Article 25 - Jury/Witness Duty

A. "...Employees, at their option, may request an unpaid leave of absence or may use **vacation, PTO, or floating holiday** ~~paid time off~~ for a day of jury or witness duty..."

Article 27 - Health Insurance Benefits

27.2 Dental Plan

Provided the employer offers a Dental Plan, ~~E~~employees shall **pay the same contribution as non-represented employees on plans** ~~contribute \$20 toward a family premium and \$10 toward a single premium for the same dental plan~~ offered by the City to non-represented employees.

27.4 Retiree Coverage – typo..."exclusive of Dental ,..." (extra space between Dental and ,)

Article 28 - Post Employment Health Plan

"For the term of this agreement, the Employer shall contribute for each eligible **full-time** employee the amount of \$10 per month..."

Article 29 - Life Insurance Benefits

The Employer shall provide \$20,000 life insurance (A.D.D.) for all regular **full-time** employees.

Article 31 –~~Driver Schedules~~ Schedule Changes(Insert Side Letter)

- ~~A. All regular full-time weekly schedule will include more than two (2) school runs or trippers and no regular part-time weekly schedule shall include more than two (2) City runs. No stand-by bid shall include any regularly scheduled runs. The Employer shall attempt to maximize the number of full-time positions, consistent with the above.~~
- ~~B. It is agreed that, the Employer will use hours from any year-round (non-school) trippers to keep from reducing the number of full-time employees if a service cut would otherwise cause a reduction in full-time staffing. The intent of this agreement is to protect individual employees who have regular full-time status at the point in time the reduction in service occurs.~~
- ~~C. If any tripper that is included in a full-time bid does not run because the place of business or school is not operating, it will be the responsibility of the driver who bid that run to sign from overtime to make up the difference in hours for that week. If the driver signs for all remaining days from the date of notification via the boards of the cancellation and there is no overtime available to him that week, the hours lost because the tripper did not run will be credited to the full-time driver. Drivers will also have the option of supplementing their hours with vacation or personal holiday hours to make up those hours lost because a tripper does not operate.~~
- ~~D. If any tripper that is included in a part-time driver bid does not run due to the closure of the school or place of business it is the responsibility of the part-time driver to sign the overtime board to make up the difference in hours for that week. If the driver signs for all available overtime and none is available to them then alternative work will be assigned to them up to their guarantee. The Driver will also have the option to use any of their available vacation or floating holiday leave to make up the lost hours.~~
- ~~E. A driver may alter the scheduled report times of the respective shifts when exercising partner's rights so long as the change results in his working the same number of hours as his regular shift for that day. If a driver chooses not to alter the report time and it results in his working fewer hours than his regularly scheduled hours for that day, the driver may supplement those~~

~~hours with vacation or holiday time up to his regularly scheduled hours or may take no pay for the lost hours.~~

Article 32 - Run Bidding Procedures

32.4 Add: **When a vacancy occurs that creates a schedule opening, the parties agree to discuss whether a reshuffle might be utilized instead of the rebid process. If agreement can not be reached about a reshuffle, then the parties agree to follow the procedure outlined below.**

B. Partner's Rights: "...If a partner is going to be scheduled off (vacation, **PTO**, **floating** holiday, sick leave, etc.)

Article 33 - Stand-By and Part-time Drivers

33.2 Hours and Days of Work

C. Effect of Absences on Hours of Work

2. If a stand-by is unavailable for work due to a disciplinary suspension, he will lose his guarantee for that week, will have ~~five (5)~~ **eight (8)** hours for each day of suspension deducted from his weekly maximum, and will receive pay only for actual hours worked that week.

33.3 Availability

A. Strike last sentence (from previously agreed MOU). "The Employer will make cell phones available upon request."

33.5 ~~Differences between Full-time and Part-time Stand-by~~ **Miscellaneous Stand-by Provisions**

	Full-Time Stand-bys	Part-time Stand-bys
Weekly maximum hours	Greater than 32 less than or equal to 40	Greater than 25 less than 30

Weekly guaranteed hours	32 for employees hired after 9/7/05	25
Hours of Work	5:25 a.m. – 10:55 p.m. Monday through Saturday	Part-time stand-by bids will include a shift designation. The “A” shift will be 5 a.m. – 6:55 p.m. Monday through Friday and all day Saturday The “B” shift will be 8:55 a.m. – 10:55 p.m. Monday through Friday and all day Saturday
Day Off	None	When practical, the Employer will allow drivers who bid a part-time stand-by position to select a day off. A sign-up sheet will be posted along with the bid. Drivers who bid a part-time stand-by position will be able to select from the designated days. Part-time stand-bys may waive their day off any given week by initialing the part-time overtime board and marking code “W”. They will be assigned in their regular daily

		<p>rotation and any hours worked will count toward their weekly maximum.</p> <p>Part-time stand-bys may also just sign for overtime, extra work, on their day off. In that case they would simply indicate with codes any time or type of work preferences. If they just sign for overtime they will be treated as any other overtime person and assigned work in seniority order after full-time overtime and any hours worked will not count toward their weekly maximum.</p>
<p>Effect of Sick Absence on Hours of Work</p>	<p>A full-time stand-by who is unavailable for work due to illness or injury, may use PTO or sick leave per the agreement under Article 21 of this agreement. PTO and Sick leave hours used will count toward his/her guarantee and maximum hours for the week. If PTO or sick leave hours</p>	<p>If a part-time stand-by driver is unavailable for work due to illness or injury, his or her guarantee for that week shall be reduced by the number of hours the employee is off. Such absence shall have no impact on the maximum number of</p>

	<p>are not used, his/her guarantee shall be reduced by the number of hours the employee is off, however, such absence shall have no impact on the maximum number of hours the employee may work that week.</p>	<p>hours the employee may work that week.</p>
<p>Time off for Medical Appointments</p>	<p>Full-time stand-bys may request time off for medical appointments for themselves or members of their immediate family living in their residence under the following guidelines;</p> <ol style="list-style-type: none"> 1. Turn in "request for Scheduled Time Off" with an explanation as soon as possible after the appointment is made. 2. Time off will be allowed between the hours of 8:55 a.m. and 1:55p.m. Minimum request is two (2) hours. Replacement driver will be scheduled a minimum of two (2) 	<p>None, if they have a bid day off otherwise full-time policy applies.</p>

hours unless coming off or going onto another run.

3. Any available **PTO** or sick leave will be used for hours that stand-by would have been scheduled to drive during the time off. If a stand-by driver has no **PTO** or sick leave available, he can substitute available vacation or holiday pay.
4. If a stand-by driver would have been scheduled to work during the time requested for medical leave, his guarantee will be reduced by the same number of hours.
5. Drivers returning to work from approved medical leave are subject to Article 13 of the labor agreement.

	<p>6. Time off for medical appointments under this policy will be considered a “non-chargeable” absence.</p> <p>All requests are subject to approval on a case-by-case basis. Management reserves the right to limit the number of times this provision may be used.</p>	
Effect of daily vacation or personal holiday on Hours of Work	Full-time stand-by drivers will be charged hours for vacation or floating holiday based on the number of hours they would have been scheduled.	Part-time stand-by drivers on daily vacation will be charged based on the number of hours they would have been scheduled.
Legal Holidays	<p>Will be charged for and paid for the six (6) legal holidays listed in Article 18.1</p> <p>Holiday hours will count toward guarantee hours and weekly maximum.</p>	None
Availability	Full-time stand-by drivers must be available during the following availability periods:	“A” Shift— 5:00 a.m. to 7:30 a.m. Monday through Friday and 7:00 a.m. to 9:30 a.m. and 12:30 p.m. to 3:30 p.m. on Saturday.

	5:00 a.m. to 7:30 a.m. and 12:30 p.m. to 3:30 p.m. Monday through Friday and 7:00a.m. to 9:30 a.m. and 12:30 p.m. to 3:30 p.m. on Saturday	“B” shift – 12:30 p.m. to 3:30 p.m. Monday through Friday and 7:00 a.m. to 9:30 a.m. and 12:30 p.m. to 3:30 p.m. on Saturday.
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33.6 Part-Time Drivers

A. Part-time drivers will be assigned to work schedules based on the needs of the organization and the availability of the part-time driver. The number of part-time drivers hired and the hours availability will be determined solely by management.

B. Part-time drivers will be allowed to voluntarily sign for additional hours and will be given available hours based on seniority.

C. Part-time drivers will not be inversed outside of the hours/days of their availability.

D. Part-time drivers will be paid for actual hours worked and shall be eligible for overtime as outlined in Article 16.5 A. No guarantee of hours will be provided to part-time drivers.

Part-time drivers will be paid in accordance with Exhibit A.

Article 34 - Distribution of Overtime

34.2 Order of Distribution

B. Involuntary Distribution

2. Last sentence: ~~“Part-time drivers hired after January 1, 1998 are subject to being inversed.”~~

C. Eligibility for Overtime Work.

1. "A driver who has bid a full week of vacation, **PTO** or ~~a full week of floating~~ holiday hours is ..."
3. "A driver who is on vacation, **PTO** or floating holiday for a shift of a multi-shift day is ineligible to work overtime during that shift...Drivers on all day vacation, **PTO** or **floating** holiday are ineligible for overtime and inversal. Drivers on vacation **PTO** or **floating** holiday for a single shift of a multiple..."

Article 36 - Reporting to Work

36.3 Paid Leave

A. All paid leave is to be taken on the basis of a full shift off, except for the following:

1. Unused odd balances of vacation **PTO**, and /or **floating** holiday hours totaling twenty-four (24) hours or less that remain at the end of a calendar year.

Article 38 Uniforms

A. "The Employer shall provide the initial uniform and replace non-serviceable uniform items for all ~~full-time drivers and for those drivers who will be serving as stand-bys for a full bid period or more.~~ based on "D" below. The cost of maintenance of the uniform shall be borne by the employee. The Employer reserves the right to set standards for and regulate items of uniform clothing to include but not limited to: color, style, fabric, material, brand, and specifications. The Employer further reserves the right to determine the serviceability of any uniform item."

D. "The uniforms for a ~~full-time or part-time stand-by driver~~ **drivers** which are referred to in "A." above consist of the following allocation:

Full-time and Stand-by:

1 jacket

4 pants

~~8 shirts~~ 10 shirts (any style combination)

~~2 ties (optional)~~

~~2 sweaters~~ **2-fleece**

~~1 polo shirt~~

~~1 belt~~

1 pair of shoes **Black, leather, from an approved vendor** (maximum \$55)

~~Other optional items including additional sweaters, hats, etc. must be purchased at the employee's expense.~~

~~The Employer administratively provides uniform articles to certain other groups of employees. The decision to provide uniforms to such other employees and the number of items to be provided are solely at the discretion of the Employer.~~

~~The current uniform allocations for part-time drivers include the following:~~

Part-time:

1 jacket

3 pants

~~4 shirts~~ **5 shirts (any style combination)**

~~2 ties (optional)~~

~~2 sweaters~~ **2-fleece**

~~1 polo shirt~~

~~1 belt~~

1 pair of shoes **Black, leather, from an approved vendor**(maximum \$55)

Article 41 Shift Bidding Procedure

41.1 Posting and Effective Dates

Maintenance Employees:

A. Work schedules shall be selected by seniority within the classification and will be posted no later than December 1, May 1 and August 1, and take effect on the first Monday of January, the Monday after the school year ends, and the Monday before the school year begins.

B. If major changes are to be made in the work schedule, the Employer will meet with the Shop Committee prior to the posting. If there are only minor changes, the Employer will provide the Shop Committee with copies of the schedule in advance of the posting and will meet with the Committee upon request.

Office Employees:

A. Communication Technicians will select a shift by seniority.

41.2 Order of Bidding/Time Limits

Maintenance Employees:

A. Work shifts will be bid by seniority within classification. Any employee who does not bid within twenty-four (24) hours of his turn will lose his turn and be passed up. He may re-enter the bidding later, but only from the point to which the bidding has then progressed as determined by the last employee to have actually signed the bid sheet.

For the purpose of defining within twenty-four (24) hours, bidding may be done Monday through Friday from 5:00 AM to 11:00 PM. If the previous employee bids on Friday, the next bidder will have until the same time on Monday to complete his bid.

B. The placement on the bid list of employees who return from a medical leave in the middle of a bid period and the determination of whether there will be a resulting rebid will be decided on a case-by-case basis.

41.3 Method of Bidding

Maintenance Employees:

A. Bids will be accepted by telephone from employees provided the call is made on the recorded line (832-5555).

B. Employees must leave with their supervisor or the office and the Union Steward, a list of first, second, and third choice bids before going on scheduled leave.

41.4 Rebidding

Maintenance Employees:

A. If a regular vacancy occurs more than forty-five (45) days before the effective date of the next bid, any open work shifts will be rebid from the vacancy downward on the seniority list for that job classification. Rebidding will be done as follows.

1. Rebidding begins with the next employee in the same job classification following the vacancy.
2. Rebidding choices are the following:
 - a. The same work shift the employee previously bid.
 - b. The open work shift created by the vacancy.
 - c. Any other unbid work shift.

B. If a regular vacancy occurs forty-five (45) days or less before the effective date of the next bid, and there is sufficient time available to justify doing so, employees will be asked in seniority order, from the vacancy down, if they wish to take the open bid or stay where they are. The employee who is promoted to fill the regular vacancy will be assigned to the bid that remains. This procedure will be handled administratively, in lieu of formal rebidding. If this process is not followed because of the circumstances of a particular case, the

employee who is promoted shall be assigned to the open bid which was created by the regular vacancy.

Communication Technicians:

A. If a regular vacancy occurs, Communication Technicians will be asked in seniority order if they wish to take the open shift.

41.5 Right to Assign Unbid Work Shifts

The Employer reserves the right to assign all work shifts not bid to available employees.

Article 42 - Distribution of Overtime-

42.2 Order of Distribution

D. Eligibility for Overtime Work

1. A maintenance or office employee who has bid a full week of vacation, **PTO**, or a full week of floating holiday hours is ineligible for overtime work for that entire calendar week.
2. A maintenance or office employee who is on vacation, **PTO**, or floating holiday for an entire day's work shift(s) is ineligible for any overtime work during the calendar day(s) he is off.
3. A maintenance or office employee who is on vacation, **PTO** or floating holiday for part of a shift is ineligible for any work during the time he is on vacation or holiday.

Article 44 – Uniforms

C. ~~"The Employer administratively provides uniform articles to certain other groups of employees.~~ **shall, at it's sole discretion, provide uniforms to the office and maintenance employees.** The decision to provide uniforms to such

employees and the number of items to be provided are solely at the discretion of the Employer. The current uniform allocations ~~for these other employee groups include the following:~~**are as follows:**

Communications Technicians	Maintenance Employees
1 Sweater Fleece	1 Winter jacket
1 polo shirt	Coveralls/work pants and shirts

Article 45 ~~Miscellaneous Office and Maintenance Provisions~~ Mechanic Provisions

~~45.1 Tool Allowance~~

~~All regular full-time mechanics shall be eligible for an annual tool allowance. Employees may purchase new or replacement tools or repair of tools used during the course of employee's work. Reimbursement will be made by submitting to the office the purchase of receipts signed by the Maintenance Supervisor. Approval of Maintenance Supervisors prior to purchase is recommended. The tool allowance will be five hundred dollars (\$500). Employer to provide tools~~

45.1 Mechanic Classifications

The Employer may hire at the Mechanic, or Master Mechanic Level based on qualifications and needs of the department.

~~45.2 Premium Pay — Mechanics ASE Testing~~

~~A. Mechanics shall receive an additional \$.05 per hour for each ASE Certification received and maintained by the employee. Only those certifications which are authorized in advance by the employer shall be eligible for the \$.05 per hour payments, except that certifications currently held will be reviewed by the employer for eligibility payment.~~

~~B.~~ The Employer will pay the testing fee for any approved ASE testing or re-testing. The employees shall take the ASE tests on their own time and at their own expense.

~~C. In order for a Mechanic II to remain in the Mechanic II classification (s)he must receive and maintain all ASE certifications required by the employer. Any Mechanic II who does not receive and maintain all ASE certifications required by the employer may be, based on the needs of the employer, reclassified to a Mechanic I (position title and pay).~~

45.3 Lead Mechanic: The Lead Mechanic pay will be \$1.00/hour more than the Master Mechanic rate (based on qualifications of the Lead Mechanic)

Signature Page:

~~Timothy M. Hanna~~ **Jake Woodford**

~~James P. Walsh~~ **Christopher R. Behrens**

Exhibit A

Change Bus Driver 100% rate to 7280 hours

Delete Full-time Service Person Classification

Delete Utility Person Classification

Delete Bus Painter Classification

Delete Mechanic II Classification

Retitle Mechanic I Classification to Mechanic

Start 75% of Base Wage \$18.88

80% Base Wage after 6 months \$20.13

85% Base Wage after 12 months	\$21.38
90% Base Wage after 18 months	\$22.63
95% Base Wage after 24 months	\$23.89
100% Base Wage after 30 months	\$25.14

Add: Master Mechanic Classification

Start: \$28.00

Mid: \$29.00 (Achieved 4 ASE Transit Certifications)

Top: \$30.00 (Master level mechanic-achieved all required Transit ASE certifications)

Implementation of the Master Mechanic:

Current Mechanic II's to be placed at the Start Rate of Master Mechanic effective 1/1/2021. The Master Mechanics will not be entitled to the 4/1/2021 or 10/1/2021 across the board adjustment.

2021 1% 4/1/2021 1% 10/1/2021

Lump sum payment (based on \$.25 per hour for all hours worked in 2020) in recognition of extraordinary conditions of pandemic for all Drivers, PT Utility Workers and Communications Technicians on the payroll that includes 12/31/2020.

2022 2% 1/1/2022

2023 2% 1/1/2023

Exhibit B-Letter of Understanding-Sick Leave Bank

Renew

Letter of Understanding -Schedule Change Agreement

Incorporate into agreement and change:

Update Operator to Driver

#4 A driver who is scheduled off on vacation, **PTO**, floating holiday or any other pre-known...

#5 "...a driver may waive up to one (1) hour per day to a maximum of two (2) hours per week. A driver may use vacation, **PTO**, or floating holiday time to supplement any lost hours."

#12 Last sentence..."(NOTE: These hours will count toward the guarantee and will allow management to assign more than the ~~29.75~~ **32** maximum up to 40 hours)

Letter of Understanding-Part-time Driver Schedule

Delete and incorporate into contract

Memorandum of Understanding-Vacation Scheduling and Salary Schedule

Delete and incorporate into contract

Memorandum of Understanding-Office Employee Shift Bidding/Assignment

Delete and incorporate into agreement

New Memorandum of Understanding-Grandfather Part-time employees with Benefits.

Steve Hamilton-Longevity

Tom Coon-Vacation

Dan Kobussen-Vacation

Paul Rollefson-Vacation

New-Memorandum of Understanding -Lead Driver Program

Lead Driver Pay: \$1.00/hour more than the Bus Driver base rate (based on length of service, qualifications of the Lead Driver and including longevity if applicable). The \$1.00/hour will be added to the base rate for all hours compensated.

Qualifications: Qualifications will be determined by the Employer and will reasonably relate to the expectations and job duties of the position. If two drivers are equally qualified, the lead position will be awarded to the more senior driver.

Schedule: Lead Drivers will have the ability to select their scheduled bid per the contract however, as part of the Lead Driver Program, they may have their daily hours changed during the week to provide for Saturday coverage. Saturday coverage will be shared between the Lead Driver positions on a rotational basis and shall be accomplished by a schedule shift change during the week to minimize any overtime impact.

This MOU will expire on December 30, 2023

Change "Operator" to "Driver" throughout the labor agreement.

Change "Personal Holiday" to "Floating Holiday" throughout the labor agreement.

Utilize Gender Neutral Pronouns throughout the labor agreement.



MEMO

TO: Human Resources Committee

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

DATE: December 3, 2020

SUBJECT: Request to Over Hire – Public Works Professional Engineer

The Department of Public Work's current Table of Organization includes seven Professional Engineers. We recently received notification that one of our Engineers is planning to retire in March, 2021.

This position accounts for nearly 15% of the Division's design and capital project management capability. The person currently occupying this position is responsible for the majority of the City's sanitary sewer, storm sewer and watermain reconstruction program which includes planning, design and construction management on approximately 50 streets annually.

In order for us to have a successful transition of the duties, infrastructure projects, budgets, etc., I believe the City would greatly benefit from having the incumbent transfer their significant institutional knowledge over a 30 day over hire period of the Professional Engineer position. Many projects will have been designed and bid by the current employee, but the project management and oversight will be the responsibility of the new hire.

The financial impact for this proposal is approximately \$9,900. Sufficient 2021 salary dollars will be available to accommodate this overlap based on the expected lower salary of the new hire.

C: Sandy Matz, Human Resources Director
Mark Lahay, Assistant City Engineer

CITY OF APPLETON

HUMAN RESOURCES DEPARTMENT



100 N. Appleton Street
Appleton, WI 54911



(920) 832-6458



(920) 832-5845



humanresources@appleton.org

MEMO

December 2, 2020

To: Human Resources Committee

From: Sandy Matz, Human Resources Director

Re: HR Committee 12-9-2020 (Exception to Salary Administration Policy)

The 2021 Budget included an allocation of 1.5% for pay for performance for the non-represented employees. The current policy would have the 1.5% increase be allocated to departments for granting pay for performance increases within their respective departments. As a leadership team, we have discussed this and are recommending a deviation from the policy for allocation of raises this year. The team proposes that the 1.5% increase be granted as an across the board increase to all employees. Employees with an inconsistent rating would not be eligible for the across the board adjustment until the rating is brought up to a consistent level and maintained for a period of at least ninety (90) days.

Below is the relevant section of the Salary Administration Policy:

Pay for Performance

The amount allocated for performance pay shall be established each year by the Mayor and included in the annual budget, subject to approval by the Common Council. Upon approval of the budget the amount will be divided and allocated to each individual department based on total base wages of eligible employees within the plan. Upon conclusion of the annual employee performance review process, individual department directors will then divide the allocated amount to individual employees within their department based on the employee's annual performance evaluation score.

2021 SEASONAL/RECREATION PAY SCHEDULE

WIAA Certified Sports Officials \$25.88 per game
 Certified Fitness Instructor \$25.88 per class

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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humanresources@appleton.org

MEMO

December 2, 2020

To: Human Resources Committee

From: Sandy Matz, Human Resources Director

Re: HR Committee 12-9-2020 (Emergency Sick Leave Policy Extension)

Earlier this year, the US Department of Labor established the Families First Coronavirus Response Act (FFCRA). This Act provided certain leave entitlements to assist employees during the current public health emergency, namely, Emergency Paid Sick Leave of up to eighty (80) hours. As a covered employer, we adopted a Families First Compliance Policy and Emergency Responder Paid Sick Leave Policy. Our policies and the mandate will expire December 31, 2020.

Since there has been no further guidance from the US Department of Labor as to extension of the mandate and since we are far from being out of the public health emergency, the leadership team is proposing an extension to our Emergency Sick Leave policies. Our proposal is to extend the policies until June 30, 2021 at which time we can re-evaluate the conditions of the pandemic and determine whether another extension might be suggested.

Our proposal would be to extend only the Emergency Sick Leave portions of the policy which would allow employees to carry-over any portion of their unused emergency sick leave into 2021. Employees would not be entitled to a new eighty (80) hour emergency sick leave benefit.

Upon Council approval, we will update the policy and delete reference to the federal mandate.



POLICE DEPARTMENT

222 South Walnut Street • Appleton, WI 54911-5899
(920) 832-5500 • Fax (920) 832-5553
<http://www.appleton.org/police>

To: Alderperson Thao, Human Resources Committee Chairperson
Alderperson Siebers, Safety and Licensing Committee Chairperson

From: Chief Todd Thomas

Date: December 2, 2020

Subject: Police Department Table of Organization Modification

We constantly review processes, programs and our organizational structure to make sure we are delivering excellent service in the most efficient way. I am presenting the following changes to our table of organization:

Move one (1) **Monday-Friday Patrol Officer** position to a **Victim Services Officer (VSO)** position in the **Community Resource Unit (CRU)**.

- Our current table of organization includes two (2) **M-F Patrol Officer** positions.
- Our current **Community Resource Unit** is comprised of one (1) **Behavioral Health Officer** and one (1) **Community Liaison Officer (CLO)**.

For several years we have been working towards creating a *Mental Health Response Team*, comprised of officers and civilian clinicians, who would triage and respond to the appropriate mental health calls for service. After this move, our **Community Resource Unit** would be a four person team consisting of a Social Worker/Clinician, our BHO, our CLO, and the new VSO. Each of the members of this team would have a specialty, but they would operate as a multi-disciplinary team to address the issues that frequently overlap each other. We are working with several community partners to create this Mental Health Response Team at APD and I am optimistic we will have it in place in early 2021.

The Community Response Unit would be:

- The **Behavioral Health Officer** – overseeing the Mental Health program and our responses and a member of our Mental Health Response Team (along with an outside Clinician).
- The **Community Liaison Officer** – current duties with additional duties as member of the Mental Health Response team.

- The *Victim Services Officer* specialist – working with victims of crime with additional duties as a member of the Mental Health Response Team.
- The embedded **Social Worker/Clinician** Position – currently being proposed and worked on with community partners.

For years we have had a patrol officer performing the Victim Services Officer (VSO) duties when they were available to and when not responding to calls. There is an overwhelming need to support the victims of crimes in a more dedicated manner. The **VSO** will also support patrol operations by taking on much of the follow-up work currently being performed by other officers. This, combined with leaving one (1) **M-F Patrol Officer** position in place, will maintain the resources available for patrol operations while also improving the quality of service offered to the community.

There will be no financial impact. It is a lateral transfer and the VSO position will also cover patrol shifts as needed to mitigate overtime.

I have included two letters of support for this position, one from Harbor House and one from Diverse and Resilient.

We will constantly review programs, processes, and our organizational structure. We also know that it takes time for changes to take hold so that we can truly determine if the anticipated benefits outweigh the unintended consequences. I will review the impact of any change that is approved and report back to the Council if there are any concerns.

Chief Todd Thomas



Diverse & Resilient

May 13, 2020

Appleton City Council

Dear Council Members:

Diverse & Resilient is writing in support of adding the position of Victim Services Office to the Appleton Police Department.

At Diverse and Resilient we work to achieve health equity and improve the safety and well-being of LGBTQ people and communities in Wisconsin. Diverse & Resilient opened our Room to Be Safe Anti-Violence Program in October of 2019 serving survivors of violence including intimate partner, sexual and community-based violence.

Upon opening our Appleton office, Sgt. Duven came and met with our staff to offer support and assistance with LGBTQ survivors of violence. Sgt. Lori Duven is currently the liaison office that we work with for individuals impacted by intimate partner violence. She comes highly recommended from her work at Harbor House who has a long history of collaboratively working with Diverse and Resilient since 2004 in our statewide work. Now that we are located in Appleton with advocates here working with LGBTQ survivors, our need for collaboration and partnership has increased even more.

LGBTQ, especially LGBTQ survivors of color report fear reporting violence to police due to a negative experience in the past with police and social service agencies or the increasing climate of a lack of respect and care for the LGBTQ community that is currently promoted through destructive federal policies that impact us locally. This can be a barrier when an LGBTQ survivor does want to report a crime that has happened to them. It helps to have a trusted liaison in the police department to help. Sgt. Duven splits her work between patrol duties and trying to follow up on domestic violence cases. Anyone with experience knows that successful agencies have full-time staff dedicated to this issue. Especially now.

Prior to the start of the pandemic in early March, Wisconsin was projected to lose 87 lives in 2020 to domestic violence homicide. Since that time, the numbers have skyrocketed. We are now trending at 107, or a lost life every 3.4 days. To review data, visit www.domesticviolencehomicidehelp.com. Intimate Partner Violence in the LGBTQ community is something that is often only talked about behind closed doors. We are grateful for Sgt. Duven who understands the reluctance in reporting and wants to help remove barriers for LGBTQ survivors. Funding a Victim Services Office will help add another layer of support to LGBTQ survivors of intimate partner violence.

We support this request for funding for the Appleton Police Department. If you have any questions, please contact me at 414-343-9032 or email at kflores@diverseandresilient.org

Sincerely,

Kathy Flores-Statewide
Director of Diverse & Resilient's
Room to Be Safe Anti-Violence Program



HAVEN • HELP • HOPE

April 30, 2020

Chief Todd Thomas
Appleton Police Department
222 S. Walnut Street
Appleton, WI 54911

Re: Victim Services Officer position

Dear Chief Thomas:

It is with great pleasure that we write this letter of support for the Appleton Police Department to add a new Victim Services Officer position.

Domestic violence calls are some of the most dangerous and complex situations that police officers respond to while in the line of duty. As advocates at Harbor House Domestic Abuse Programs, we know that the most dangerous time for victims of domestic violence is when they are leaving or after they have left the abusive relationship. We also know that danger is heightened when victims report domestic abuse and cooperate with the criminal justice system. Therefore, the Appleton Police Department is typically part of this heightened dangerous time.

In 2019, 637 unduplicated individual adults sought out legal advocacy at Harbor House. Clients reach out to our Legal Advocacy program for support and assistance when they are working within the civil system, criminal system or family court system or are involved in these systems simultaneously. Our intervention program saw 219 domestic violence offenders for assessments in 2019. Almost all of those individuals were arrested for domestic violence with cases in the criminal justice system.

For many years, Harbor House Domestic Abuse Programs has had an officer designated as our liaison with the Appleton Police Department. The liaison officer participates in our Outagamie County Domestic Violence Intervention Team (DVIT). This team brings criminal justice players together to collaborate on domestic violence issues that focus on victim safety and offender accountability.

The liaison is also a member of the DVIT board. The board is made up of a smaller team of individuals who help to set the agenda for our monthly intervention team meetings as well as provide expertise, do needed research and project planning.

The liaison is also called upon by Harbor House for other reasons such as to meet with victims at the program for assistance with enhanced safety planning, filing of a report, providing further

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investigation and follow up on initial reports which could include additional statements and follow up photos.

The liaison provides valuable assistance to program staff with respect to safety concerns that arise at Harbor House especially when perpetrators of violence are threatening via the phone or on site.

The liaison is also extremely beneficial within the police department for fellow officers in enhancing communication with our program, to provide training for officers on the issue of domestic violence and to build sensitivity and understanding of crime victim trauma. Other key functions of this liaison is to train officers on providing thorough investigations, oversee good report writing to ensure successful prosecution and to assist with the Lethality Assessment Program (LAP).

LAP is the homicide prevention program implemented in Outagamie County in recent years. The LAP consists of 11 questions that officers ask victims of domestic violence who are believed to be in high danger. When victims do score high danger, the officer immediately connects that individual with Harbor House to discuss safety planning.

We are fortunate to have a strong working relationship with the Appleton Police Department and appreciate the sensitivity and understanding of trauma and domestic violence when working with crime victims. We can easily see having a full time officer as a Victim Services Officer instead of an officer who is trying to do patrol and liaison work at the same time. Having a full time individual could also help us to expand our collaboration between victim services and law enforcement which would benefit crime victims of domestic violence.

It is our hope that the Appleton Police Department will be supported in adding the Victim Services Officer position to provide justice and accountability for the crime victims and citizens of Appleton in Outagamie County.

Sincerely,



Wendy Gehl
Director of Program Services
Harbor House Domestic Abuse Programs



Donna Meiselwitz
Legal Advocate
Harbor House Domestic Abuse Programs

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RECRUITMENT STATUS REPORT

UPDATES THRU 12/3/2020

STAFF PERSON	POSITION	DEPT.	DATE OF VACANCY	# OF OPENINGS	STATUS
KIM	Bus Driver	VT	Multiple	4	Application Deadline 12/27/20. Medical pending on 2 candidates.
	Part-Time Bus Driver	VT	N/A	N/A	Application Deadline 12/27/20.
	Communication Technician	VT	6/24/20	1	Application Deadline: 12/6/20.
	Utility Worker Part-Time	VT	8/31/20	1	Background and references pending on top candidate.
	Operator I	DPW	Multiple	1	Medical pending on 1 candidate.
	Operator I - Street	DPW	Multiple	2	Application Deadline: 12/13/20.
	Operator I - Sanitation	DPW	11/23/20	1	Application Deadline: 12/13/20.
	Part-Time Service Person (Public Works)	DPW	10/19/20	1	Panel Interviews: 12/8/20.
	HVAC Technician/Pipefitter	PRFM	1/5/21	1	Application Deadline: 12/20/20.
ALLISON	Police Officer	Police	N/A	Elig.	Lukas Buteyn start date 12/28/20. Kenneth Lowe start date 1/4/21. Danielle Beck start date 1/4/21. Conditional Offer extended to 1 candidate. Background pending on 1 candidate.
	Police Officer	Police	N/A	Elig.	Accepting Applications.
	Library Clerk – Regular Part Time	Library	1/5/21	1	Application Deadline: 12/20/20.
	Firefighter	Fire	N/A	N/A	PFC Interviews: 12/14/20.
	Deputy City Clerk	Legal	11/21/20	1	Application Deadline: 12/13/20.

TOTAL POSITIONS OPEN = 14 TOTAL ELIGIBILITY LISTS = 1

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	# of Openings	Person Vacating Position/Status
ALLISON	Systems Analyst	IT	9/6/19	1	Using part-time temporary staffing to fill current need.
	Library Assistant – Children’s (Sub)	Library	N/A	1	RTF approved – Delay hiring.
	Library Supervisor – Materials Management	Library	2/2/21	1	Michael Nitz 2/1/21 retirement. Waiting for RTF.
KIM	Parking Operator I	DPW	5/30/20	1	Received RTF – December hire.
	Parking Enforcement	DPW	9/10/20	1	Received RTF – Delay hiring.

TOTAL POSITIONS ON HOLD = 5

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