



Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, October 9, 2019

6:30 PM

Council Chambers, 6th Floor

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

[19-1474](#) Minutes from 9/17/19

Attachments: [Minutes 9.17.19.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[19-1319](#) Request to approve Mayor salary for the 2020-2024 term.

Attachments: [elected official info.pdf](#)
[elected official info #2.pdf](#)
[Elected official salary survey.pdf](#)

Legislative History

9/17/19 Human Resources & Information Technology Committee recommended for approval

Motion that the Mayor's salary be approved with a 1.5% increase each of the years of the term.

2020-2021 \$102,003

2021-2022 \$103,533

2022-2023 \$105,086

2023-2024 \$106,662

9/18/19 Common Council referred

[19-1320](#) Request to approve City Attorney salary for the 2020-2024 term.

Legislative History

9/17/19 Human Resources & Information Technology Committee recommended for approval
Motion that the City Attorney's salary be approved with a 2.0% increase each of the years of the term.
2020-2021 \$122,658
2021-2022 \$125,111
2022-2023 \$127,613
2023-2024 \$130,165

9/18/19 Common Council referred to the Human Resources & Information Technology Committee

[19-1492](#) Request to approve the Aldermanic Salary for the 2021 election year.

Attachments: [Elected Alderperson official salary.pdf](#)

[19-1491](#) 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.

[19-1490](#) Request to approve the Appleton Police Professional Association 2020-2024 contract with changes per the tentative agreement and rates changes of:

2020: 1.00% on April 1st and 1.25% on October 1st

2021: 1.00% on April 1st and 1.25% on October 1st

2022: 1.00% on April 1st and 1.50% on October 1st

2023: 1.50% on April 1st and 1.50% on October 1st

Attachments: [APPA Tentative Agreement 9-27-19 final.pdf](#)

6. Information Items

[19-1489](#) Recruitment status report 10/3/19

Attachments: [RSR thru 10-3-19.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

Tuesday, September 17, 2019

3:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 3 - Van Zeeland, Thao and Siebers

Excused: 1 - Spears

3. Approval of minutes from previous meeting

[19-1318](#)

Minutes 8-14-19

Attachments: [Minutes 8.14.19.pdf](#)

**Siebers moved, seconded by Thao, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 3 - Van Zeeland, Thao and Siebers

Absent: 1 - Spears

4. **Public Hearings/Appearances**

5. **Action Items**

[19-1296](#)

Request to approve reclassifying the one FTE Administrative Support Specialist position in Police Identification Unit to the third Forensic Evidence Specialist position in the Identification Unit.

Attachments: [Police - ID Unit TO Modification Request 2019.pdf](#)
[Police DRAFT 8.30.19.pdf](#)

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

Aye: 3 - Van Zeeland, Thao and Siebers

Absent: 1 - Spears

[19-1337](#)

Request to approve Utilities Department to overhire the position of Master Electrician to allow time to train new hire before current employee retires.

Attachments: [Utilities Master Electrician Overhire 09-05-19.pdf](#)

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

Aye: 3 - Van Zeeland, Thao and Siebers

Absent: 1 - Spears

[19-1396](#)

Request to approve DPW to overhire position of Master Electrician for a period of 30 days.

Attachments: [DPW master electrician overhire request.pdf](#)

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

Aye: 3 - Van Zeeland, Thao and Siebers

Absent: 1 - Spears

[19-1319](#)

Request to approve Mayor salary for the 2020-2024 term.

Attachments: [elected official info.pdf](#)
[elected official info #2.pdf](#)
[Elected official salary survey.pdf](#)

Motion that the Mayor's salary be approved with a 1.5% increase each of the years of the term.

2020-2021 \$102,003

2021-2022 \$103,533

2022-2023 \$105,086

2023-2024 \$106,662

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

Aye: 3 - Van Zeeland, Thao and Siebers

Absent: 1 - Spears

[19-1320](#)

Request to approve City Attorney salary for the 2020-2024 term.

Motion that the City Attorney's salary be approved with a 2.0% increase each of the years of the term.

2020-2021 \$122,658

2021-2022 \$125,111

2022-2023 \$127,613

2023-2024 \$130,165

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

Aye: 3 - Van Zeeland, Thao and Siebers

Absent: 1 - Spears

[19-1321](#)

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.

Van Zeeland moved, seconded by Siebers, that the Closed Session be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Van Zeeland, Thao and Siebers

Absent: 1 - Spears

Van Zeeland moved, seconded by Siebers, that the committee Rise and Report from Closed Session be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Van Zeeland, Thao and Siebers

Excused: 1 - Spears

6. Information Items

[19-1317](#)

Recruitment Status Report 9/12/19

Attachments: [RSR thru 9-12-19.pdf](#)

This item was presented

7. Adjournment

Siebers moved, seconded by Thao, that the meeting adjourn be approved. Roll Call. Motion carried by the following vote:

Aye: 3 - Van Zeeland, Thao and Siebers

Absent: 1 - Spears

CITY ATTORNEY SALARY SCHEDULE

APPROVED AT HUMAN RESOURCESS COMMITTEE DATED 7/6/15

APPROVED AT COMMON COUNCIL DATED 7/15/15

City Attorney - The salary of the following specific City Officer shall be as follows:

May 1 through April 30 each year

2016-2017 \$ 115,000

2017-2018 \$ 116,725

2018-2019 \$ 118,476

2019-2020 \$ 120,253

COUNCIL APPROVED MAYOR SALARY FOR 2016-2010 ELECTION TERM
ON 10/7/2015 AS FOLLOWS:

2016-2017	\$96,106
2017-2018	\$97,548
2018-2019	\$99,011
2019-2010	\$100,496

HR COMMITTEE FILE 15-463

COUNCIL APPROVED 10-7-2015

Department	Title	Name	Date of Hire	Salary	Control Point	Maximum	Director	Deputy Director	Grade	Director/DD Differential
Mayor	Mayor	Tim Hanna	4/23/1991	\$100,496	\$100,506	\$120,598	100% N/A	N/A	R	
Fire	Fire Chief	Jeremy Hansen	7/16/2018	\$125,902	\$107,536	\$129,043	115%		S	15.30%
	Deputy Fire Chief	Darrel Baker	11/28/1988	\$109,200	\$91,166	\$109,408		120%	P	
Health	Health Officer	Kurt Eggebrecht	1/4/2000	\$118,331	\$107,536	\$129,043	110%		S	
	N/A		N/A		\$91,166	\$109,408		N/A		
Utilities	Utilities Director	Chris Shaw	7/22/1991	\$117,499	\$107,536	\$129,043	109%		S	32.57%
	Deputy Director-Utilities	Chris Stempa	1/29/2007	\$88,629	\$91,166	\$109,408		97%	P	
Police	Police Chief	Todd Thomas	1/5/2015	\$117,291	\$107,536	\$129,043	109%		S	7.21%
	Assistant Chief	Larry Potter	12/26/1991	\$109,408	\$91,166	\$109,408		120%	P	
Transit	General Manager	Ron Mc Donald	9/19/2016	\$113,381	\$107,536	\$129,043	105%		S	35.39%
	Assistant General Manager	Amy Erickson	10/22/2001	\$83,741	\$91,166	\$109,408		92%	P	
Library	Library Director	Colleen Rortvedt	8/30/1996	\$104,686	\$107,536	\$129,043	97%		S	9.13%
	Assistant Library Director	Tasha Saecker	2/28/2011	\$95,930	\$91,166	\$109,408		105%		
DPW	Public Works Director	Paula Vandehey	5/30/1989	\$140,234	\$116,854	\$140,234	120%		T	44.34%
	Deputy Director-DPW Operations	Nate Loper	5/27/2003	\$97,157	\$91,166	\$109,408		107%	P	16.26%
	Deputy Director-DPW/City Engineer	Ross Buetow	5/8/1991	\$120,619	\$100,506	\$120,598		120%	R	
HR	Human Resources Director	Sandy Matz	5/19/1997	\$138,757	\$116,854	\$140,234	119%		T	42.30%
	Deputy Director-HR	Jay Ratchman	8/2/2004	\$97,510	\$91,166	\$109,408		107%	P	
Finance	Finance Director	Tony Saucerman	8/24/1998	\$127,566	\$116,854	\$140,234	109%		T	48.64%
	Deputy Director-Finance	Jeri Ohman	5/29/2018	\$85,821	\$91,166	\$109,408		94%	P	
Parks, Rec, FMD	Parks, Recreation & Facilities Management Director	Dean Gazza	11/7/2005	\$125,965	\$116,854	\$140,234	108%		T	31.57%
	Deputy Director-PRFMD	Tom Flick	3/30/2015	\$95,742	\$91,166	\$109,408		105%	P	
Legal	City Attorney	Jim Walsh	4/17/1989	\$120,253	\$116,854	\$140,234	103%		T	11.39%
	Deputy City Attorney	Chris Behrens	1/5/1998	\$107,952	\$91,166	\$109,408		118%	P	
	Community and Economic Development Director	Karen Harkness	11/10/2008	\$118,539	\$116,854	\$140,234	101%		T	18.83%
CEDC	Deputy Director-CED	Monica Stage	12/16/1996	\$99,757	\$91,166	\$109,408		109%	P	
IT	Information Technology Director	Dean Fox	6/27/2005	\$109,678	\$116,854	\$140,234	94%		T	
	N/A		N/A					N/A		
							108%			108%

7/16/2019

Department	Title	Name	Date of Hire	Salary	Control Point	Maximum	Grade
Mayor	Mayor	Tim Hanna	4/23/1991	\$100,496	\$100,506	\$120,598	R 100%
Fire	Fire Chief	Jeremy Hansen	7/16/2018	\$125,902	\$107,536	\$129,043	S 117%
Health	Health Officer	Kurt Eggebrecht	1/4/2000	\$118,331	\$107,536	\$129,043	S 110%
Utilities	Utilities Director	Chris Shaw	7/22/1991	\$117,499	\$107,536	\$129,043	S 109%
Police	Police Chief	Todd Thomas	1/5/2015	\$117,291	\$107,536	\$129,043	S 109%
Transit	General Manager	Ron Mc Donald	9/19/2016	\$113,381	\$107,536	\$129,043	S 105%
Library	Library Director	Colleen Rortvedt	8/30/1996	\$104,686	\$107,536	\$129,043	S 97%
DPW	Public Works Director	Paula Vandehey	5/30/1989	\$140,234	\$116,854	\$140,234	T 120%
HR	Human Resources Director	Sandy Matz	5/19/1997	\$138,757	\$116,854	\$140,234	T 119%
Finance	Finance Director	Tony Saucerman	8/24/1998	\$127,566	\$116,854	\$140,234	T 109%
Parks, Rec,	Parks, Recreation & Facilities						
FMD	Management Director	Dean Gazza	11/7/2005	\$125,965	\$116,854	\$140,234	T 108%
Legal	City Attorney	Jim Walsh	4/17/1989	\$120,253	\$116,854	\$140,234	T 103%
	Community and Economic						
CEDC	Development Director	Karen Harkness	11/10/2008	\$118,539	\$116,854	\$140,234	T 101%
IT	Information Technology Director	Dean Fox	6/27/2005	\$109,678	\$116,854	\$140,234	T 94%

Year	Union	Non-Reps	Performance	CPI	Attorney with Non-rep increases	Attorney	Salary	Mayor with Non-rep increases	Mayor	Salary
2003	3.00%				\$87,505			\$76,478		
2004	3.00%	1.50%		2.70%	\$88,818	1.50%	\$88,816	\$77,625	1.50%	\$77,625
2005	3.00%	3.00%		3.40%	\$91,482	1.50%	\$90,147	\$79,954	1.51%	\$78,790
2006	3.00%	3.00%		3.20%	\$94,227	1.50%	\$91,499	\$82,353	1.51%	\$79,976
2007	2.75%	2.75%		2.90%	\$96,818	3.37%	\$92,872	\$84,617	3.47%	\$81,182
2008	2.00%	2.00%		3.80%	\$98,754	2.08%	\$96,000	\$86,310	3.47%	\$84,000
	1.00%	1.00%			\$99,742			\$87,173		
2009	2.00%	2.00%		-0.40%	\$101,737	2.08%	\$98,000	\$88,916	2.38%	\$86,000
	1.00%	1.00%			\$102,754			\$89,805		
2010	2.00%	2.00%		1.60%	\$104,809	3.06%	\$101,000	\$91,601	2.33%	\$88,000
	1.00%	1.00%			\$105,857			\$92,517		
2011	0.00%	0.00%		3.20%	\$105,857	2.97%	\$104,000	\$92,517	3.41%	\$91,000
2012	1.00%	0.00%		2.10%	\$105,857	0.00%	\$104,000	\$92,517	0.00%	\$91,000
	3.00%									
2013	1.00%	1.00%	1%*	1.50%	\$106,916	2.00%	\$106,080	\$93,443	1.00%	\$91,910
	3.00%									
2014	3.00%	2.00%	2%	1.60%	\$109,054	2.00%	\$108,202	\$95,311	1.00%	\$92,829
2015	2.50%	1.50%	1.75%	0.10%	\$110,690	2.00%	\$110,365	\$96,741	2.00%	\$94,686
	1.00%									
2016	2.00%	1.50%	.5%-1.5%	1.30%	\$113,457	4.20%	\$115,000	\$99,160	1.50%	\$96,106
	1.50%									
2017	1.00%		2.00%	2.10%	\$115,726	1.50%	\$116,725	\$101,143	1.50%	\$97,548
2018	1.50%		2.24%	2.20%	\$118,318	1.50%	\$118,476	\$103,408	1.50%	\$99,011
	1.00%									
2019	1.00%		2.09%	1.60%	\$120,791	1.50%	\$120,253	\$105,570	1.50%	\$100,496
	1.00%									
	47.25%	25.25%	10.08%	32.90%		32.76%			29.57%	
			35.33%							

2006 + \$.20 quid

* Only employees paying WRS were eligible for the Performance 1%

Average Salary for Civil Attorney Positions by State (US Dollars)									
State	Chief Legal Officer	Deputy	Managing Attorney	Senior Assistant (20+years)	Assistant (10-20 years)	Assistant (5-10 years)	Assistant (2-5 years)	New Lawyer	
Missouri	\$148,744	\$130,552		\$107,864	\$82,225	\$81,325	\$62,144	\$59,340	
Nebraska	\$140,488	\$129,790			\$104,664	\$75,780	\$65,673		
Nevada	\$172,867	\$160,092			\$149,722	\$136,654			
New Mexico	\$116,343	\$90,667	\$101,000	\$90,500	\$87,500	\$68,000			
New York	\$115,667	\$93,055			\$79,566			\$65,707	
North Carolina	\$165,458	\$116,461		\$117,234		\$78,231			
Ohio	\$125,982	\$120,333	\$106,660	\$98,942	\$80,060	\$68,402	\$57,128	\$52,250	
Oklahoma	\$137,052	\$127,509		\$121,867		\$87,062	\$68,750		
Oregon	\$167,431	\$124,585		\$154,604	\$136,195	\$95,181	\$92,482		
South Carolina	\$106,353								
South Dakota	\$99,490								
Tennessee	\$149,200	\$138,333		\$105,500	\$99,000	\$85,167	\$74,400		
Texas	\$190,273	\$148,604	\$119,887	\$118,933	\$103,113	\$88,796	\$72,987	\$68,052	
Utah	\$135,295	\$110,170							
Virginia	\$203,124	\$162,503		\$132,225	\$103,229	\$88,867	\$85,206		
West Virginia	\$115,500								
Wisconsin	\$131,262	\$105,066		\$103,333	\$89,569	\$76,711	\$61,154		
Wyoming	\$122,500								

Survey Question 15. Does your office have a criminal as well as a civil function?

Question 15 asked respondents if their office has a criminal as well as a civil function. Of the 241 responses, 118 answered yes.

Municipality	City Attorney	Salary	# Reports	Benefits	Expense Account	Other
Appleton	Elected	\$120,253	4	Health, Dental, Life, LTD, Pension	None	None
EauClaire	Appointed by City Manager					
Green Bay	Appointed by Mayor	\$113,250	5	Health, Dental, Life, LTD, Pension	None	\$30/month mileage reimbursement
Janesville	Appointed by City Manager					
Kenosha	Non-Represented Employee	\$108,268-\$139,186	6	Health, Dental, Life, Pension, Sick Accural	None	None
La Crosse	Non-Represented Employee	\$133,889.60	4	Health, Dental, Life, LTD, Pension	None	None
Manitowoc	Non-Represented Employee					
Oshkosh	Appointed	\$124,058	3	Health, Dental, Life, LTD, Pension	None	None
Racine	Appointed					
Sheboygan	Elected	\$121,351	3.5	Same as non-reps, but no PTO	None	None
Waukesha	Elected					
Wausau	Non-Represented Employee					

ATTORNEY

Municipality	Mayor	Population	Term	Salary	# Reports	Benefits	Expense Account	Other	# of Staff in Mayor's Office (not including Mayor)
Appleton	Mayor	74,653	2019-2020	\$100,496	15	Health, Dental, Life, LTD, Pension	None	None	3 (Secretary to Mayor, Communications Coordinator, Diversity & Inclusion Coordinator)
Green Bay	Mayor	105,116	2019-2020	\$87,930	13	Health, Dental, Life, LTD, Pension	None	\$30/month mileage reimbursement	3 (Chief of Staff, Community Relations Assistant, Executive Secretary)
La Crosse	Mayor	51,834	2017-2021	\$76,908.00	3	Health, Dental, Life, LTD, Pension	\$2,075.06	\$250/mo car allowance	3 (Executive Secretary, Courtesy and Information Representative, Employee Wellness Coordinator)
Manitowoc	Mayor	92,697	2017-2021	\$79,773.00	10	Health, Dental, Life, Pension, Flex Spending	None	Receives a \$450.00 auto allowance \$300/month vehicle allowance	1 (Administrative Assistant)
Neenah	Mayor	25,914	2018-2022	\$79,250.00	12	Health, Dental, Life, LTD, Pension	None	annually (\$37.50 per month), \$40.00 per month cell phone stipend	1 (Administrative Assistant)
Wausau	Mayor	39,114	2017-2020	\$74,850.00	8	Health, Dental, Life, LTD, Pension	None	\$300 monthly vehicle allowance, \$50/month cell phone allowance	1 (Administrative Assistant)
Municipality	Mayor/City Administrator	Population	Term	Salary	Combined Salary	Benefits	# Reports	Expense Account	Other
Kenosha	Mayor	99,877		\$65,800	-	Health, Dental, Life, Pension, Sick Accrual	10	None	City car
Kenosha	City Administrator	99,877		\$139,065-\$178,782	\$224,865-\$264,582	Health, Dental, Life, Pension, Sick Accrual	19	None	None
Racine	Mayor	77,542	2019-2020	\$77,459	-	Health, Dental, Life, Pension, FSA plan	Did not report #	None	None
Racine	City Administrator	77,542	2019-2020	\$140,000	-	Health, Dental, Life, LTD, Pension	Did not report #	None	None
Shaboygan	Mayor	48,329	2019-2020	\$53,844	-	Health, Dental, Life, LTD, Pension	1	None	Access to a mini-van
Shaboygan	City Administrator	48,329	2019-2020	\$150,000	-	Health, Dental, Life, LTD, Pension	18	None	None
Waukesha	Mayor	72,489	Did not report (four attempts...last attempt 7/17/2019)						
Waukesha	City Administrator	72,489	Did not report (four attempts...last attempt 7/17/2019)						
Municipality	Mayor/City Manager	Population	Term	Salary	# Reports	Benefits	Expense Account	Other	
Eau Claire	City Manager	68,587	Did not report (three attempts)						
Janesville	City Manager	64,359	Did not report (three attempts)		0	None	None	Parking pass	
Oshkosh	Mayor (part-time)	66,665	2019-2020	\$6,500		Non-emp benefits	None	None	
Oshkosh	City Manager	66,665	2019-2020	\$154,000	12				
County	County Executive	County Pop	Term	Salary	# Reports	Benefits	Expense Account	Other	
Brown	County Executive	69,587	Did not report (left a voice message 7/17/2019)						
Calumet	County Executive	64,359	Did not report (request made 7/16/2019)						
Outagamie	County Executive	66,665	Did not report (request made 7/16/2019)						
Winnebago	County Executive	156,763	2018-2021	2019-\$109,129; 2020-\$111,311; 2021=\$111,537	17	Same as non-emp employees	None	None	

Setting Elected Official Salary Survey

1. How do you go about establishing the salary for your elected Officials? (e.g. HR provides data, outside resource provides data, etc.).
2. Who makes the recommendation for future salaries for your elected Officials?
3. Who makes the decision about future salaries for your elected Officials?

Wausau

1. Not sure how they were *initially* established, but since I have been in Human Resources (about 10 years) we've done several surveys asking other municipalities what their rates are.
2. It's always started in the Human Resources Committee – an alderman makes a suggestion to look at salaries, we do a survey, and then present the information to HR Committee. They would vote to accept or deny recommendation, then it would go to Finance Committee to accept or deny, then to Council.
3. The Council would make the final vote. I'm not sure if they have had a raise in the past 10+ years. If my memory serves me correctly, it's been brought up 2 or so times but I think that once they have it on the HR Committee agenda, they decide not to approve it and it hasn't gone any further. This is the same process for the mayor. I'm not sure if that position has had a raise in the last decade either.

La Crosse

Honestly, I've only been employed with the City of La Crosse for about a year and a half, so I can't necessarily speak to the history of the process. However, I do know the salaries for elected officials are essentially controlled by our Common Council. In fact there was a resolution recently passed that increases the salaries of the members of the Common Council and the Mayor that will be effective with the next election cycle. I was not asked to research/provide any data regarding these increases.

Neenah

1. The Human Resource department will periodically survey other communities for both aldermanic and mayoral salaries. This is usually done when someone (i.e. council member, attorney, mayor, etc.) makes a request for the information.
2. Usually it the council or mayor that will make a recommendation for their salaries based on the political climate and what the surrounding areas are doing. Anyone may make the recommendation.
3. All budget changes are brought up during the budget workshops and tweaks, recommendations are made. Ultimately it is the Common Council that makes the final approval for all budget issues. Any changes to an elected officials salary must be approved prior to an election. Salaries may not be changed during an incumbent's term. (Example: Neenah has 9 aldermen, with 3 being up for election each year. A recommendation is put through to increase the aldermanic salary. The change is then approved. It will only the three alderman who are up for election the next year. The following year the next 3 aldermen would receive the change. The 3rd year they would all be at new salary. For the mayoral salary, the recommendation would be made and approved the year before the mayoral election for the next term.)

ELECTED ALDERPERSON SALARIES

Council Date	Election Year	Salary	Benefits	Notes
11-07-2001	2002	No increase		
11-07-2001	2003	\$5636 – 3%		
10-16-2002	2004	No increase		
10-16-2002	2005	No increase		
12-03-2003	2006	No increase		
10-19-2005	2007	No increase		
11-01-2006	2008	No increase		
01-21-2008	2009	\$5805 – 3%		
07-02-2009	2010	No increase		
07-02-2009	2011	No increase		
10-20-2010	2012	No increase		
01-04-2012	2013	No increase		
03-20-2013	2014	No increase		
11-20-2013	2015	No increase	5.12% increase with parking pass	Added Parking passes \$297 annual (\$33@9months) effective with the April, 2015 election
9-17-2014	2016	\$5921 – 2%	6.89% increase with parking pass	Parking Pass \$408 annual (\$33@6 months & \$35@6 months)
11-09-2015	2017	\$5980 – 1%	1.1% increase with parking pass	Parking Pass \$420 annual
10/19/2016	2018	\$6129.50 – 2.5%	plus parking pass	
10/18/2017	2019	No increase		
11/7/2018	2020	No increase		
10/16/2019	2021	TBD		HR Committee meeting 10/9/19

CITY OF APPLETON
Appleton Professional Police Association
CBA TENTATIVE AGREEMENTS
August 26, 2019

1. ARTICLE 3 HOURS

Strike language (lines 45-47): ~~Officers requesting this provision shall notify their Assistant Chief not earlier than October 1 nor later than October 15 of the number of days which they are requesting for the following year.~~

Add language (G. Trade Time): Employees shall be allowed to trade shifts with other employees pursuant to departmental procedures for trading. Additionally, employees shall be allowed to trade compensatory time in lieu of working back a trade day pursuant to departmental procedures. The traded compensatory time must be for the same number of hours worked.

2. ARTICLE 4 OVERTIME

Add language: Employees may request to be paid out for some or all of their accumulated compensatory time balance on any payroll with appropriate notice to the department.

Strike language (lines 30-32): ~~Any hours in excess of eighty (80) that are carried over into the next year must be taken as time off. Overtime off will be charged against the excess hours before being charged against the eighty (80) or against the current year's accumulation.~~

Add language: The three hours of straight time call pay for Court, Re-call, and Court Cancellation will be paid in cash and cannot be banked as compensatory time. In addition, reimbursed overtime services (e.g. grant work, security services, and AASD services) work will be paid in cash and cannot be banked as compensatory time.

Replace language: ~~Court Cancellation: Court cancellations shall include any cancellation that does not occur prior to or at the end of the officer's regular shift before the appearance. That an officer scheduled to make a court appearance outside their regularly scheduled workday or workweek shall follow the department procedure to verify if court has been cancelled. If court has been canceled, the officer shall not report and will not be eligible for court cancellation pay. If court is cancelled after following procedure, then the officer shall be eligible for court cancellation pay. The City agrees that no changes will be made in the court cancellation criteria without the prior approval of the Association.~~

Add language (to define actual hours worked as): the officer is in a department issued vehicle or has arrived at the department, is in department appropriate attire, and has the necessary equipment to carry out their work (10-41).

Add language (to define within one-half (1/2) hour): as equal to or less 30.00 minutes.

Strike redundant language (lines 43-45) given this is already under Article 31 Physical Fitness: ~~Payment for off duty time spent in physical fitness or weight standards testing shall be at the rate of time and one half for all time spent in such testings, but not to exceed two hours at time and one half for any employee in any testing period.~~

Add language: that Employees who are called by a supervisor on the telephone, outside of his/her regularly scheduled hours, to provide information related to the operation of the department, shall be paid for the time actually spent on the telephone, but not less than one (1) hour straight time if the call exceeds 10-minutes.

3. ARTICLE 8 VACATION

Modify language: The first 40 hours of unused vacation will be carried over. Any hours in addition to the carry over hours, up to 40 hours, may be paid to the Post Employment Health Plan or H.S.A. An employee choosing to have unused vacation paid to the Post Employment Health Plan or H.S.A. shall complete and submit the appropriate departmental form.

Strike language: ~~notify the Chief or designee of their intent to do so not earlier than October 15 and not later than November 1. All requests must be approved by the Chief and forwarded to Human Resources by December 15. Any vacation carried over to the following year must be used by June 1 or it will be forfeited.~~

Modify language ~~Regular employees will be eligible for their first paid vacation as of the first anniversary of their date of hire. After qualifying for their first vacation, employees will be eligible for future vacations as of January 1 of each calendar year. Regular employees shall be entitled to paid vacation benefits as of January 1 of each year based upon their length of continuous service. For purposes of determining future vacation eligibility, the year of hire shall be treated as a full year of service.~~

Add language: Vacation picks for patrol shall be accomplished by a rotation of vacation block requests followed by single vacation day requests. For purposes of this article, a block shall be defined as two (2) or more consecutive work days. The vacation block requests will be approved on a seniority basis with the most senior employee being granted the requested block followed by the next senior until the first, second, and third rounds of vacation block requests are complete. All subsequent block requests submitted during the fourth submission period as designated by the Operations Coordinator will be approved based on seniority. All vacation requests submitted after the rotation above has been completed will be granted on a first come first serve basis, with seniority serving as the tie breaker for requests submitted at the same time.

Add language: Employees shall use vacation time to cover the hours of their scheduled shift not including resume time.

Add language: To accommodate employees who request to voluntarily participate in training on their off-duty time, the department will attempt to schedule the employee for time off in either the same FLSA period for training time worked so as not to create FLSA overtime or outside of the FLSA period in exchange for training time worked. When the department is not able to schedule time off in exchange for training time worked, the employee shall be paid overtime.

4. ARTICLE 10 LEAVES

Reduce sick rate from 5.33 hours for each month to 4 hours for each month starting on 1/1/2023.

Add language: Employees shall use sick time to cover the hours of their scheduled shift not including resume time.

Add language: Employees shall use PTO to cover the hours of their scheduled shift not including resume time.

Modify language: ~~ninetyseven hundred twenty (90720) working days~~ hours paid to the PEHP.

5. ARTICLE 11 HEALTH AND DENTAL INSURANCE

Strike language: ~~Effective 1/1/14, provided the employer offers a Health Reimbursement Account Plan, employees shall pay 15% of the COBRA rate. Effective 1/1/14, provided the employer offers a Health Savings~~

~~Account Plan employees shall pay 0% of the COBRA rate. Effective 1/1/15, E~~employees shall pay the same contribution as non-represented employees on plans offered by the City to non-represented employees.

Strike and modify language: ~~Effective 1/1/14, P~~provided the employer offers a Dental Plan, employees shall pay the same contribution as non-represented employees on plans offered by the City to non-represented employees. ~~contribute \$10 per month toward a single premium and \$20 per month toward a family premium for the same dental plan offered by the City to non-represented employees.~~

6. ARTICLE 15 CLOTHING ALLOWANCE

Modify language that the initial clothing allowance will be reduced to \$600, which will be added to the employees first paycheck.

Add language that the duty weapon will be issued by the department for new hires. In addition, that department issued duty weapon, three magazines, badge, body armor, and apparel patches will be turned over to the department upon end of employment.

Eliminate annual maintenance and cleaning allowance. These will be rolled into wages. The market basket language will also be deleted.

7. ARTICLE 20 SUSPENSION, DISMISSAL & REDUCTION IN RANK

Modify language: probationary period shall not exceed eighteen (18) months from their date of hire, unless for extenuating circumstances (e.g. military leave, etc.).

8. ~~ARTICLE 22 CANINE HANDLERS (this is a new article to the contract and elimination of a side letter)~~

~~Notwithstanding any other provisions of this Agreement, the Chief shall have the right to establish policy for the implementation and maintenance of a Canine Handler program including but not limited to the right to determine eligibility for participation in the program and other program administrative requirements. The continuation of the canine program shall be at the sole discretion of the Chief.~~

~~Employees serving as Canine Handlers shall be paid 20 minutes of overtime compensation per day for work time related to caring and maintenance of the canine. The 20 minutes of overtime pay shall be in addition to compensation for the entire regular shift and any overtime compensation associated with being held over for duty related matters. The 20 minutes of overtime compensation shall apply on off days and leave days, or unless otherwise stated in departmental policy. Additional hours outside of the normal workday spent in extraordinary care of the canine must receive prior supervisory approval and will be paid as "other scheduled work" according to Article 4.~~

~~An employee assigned as a canine handler of a dog owned by the MEG will be entitled to the 20 minutes of overtime pay during scheduled work days only if the MEG supervisor is unable to schedule one half hour of canine care and maintenance into the duty day. The handler will be entitled to the 20 minutes of overtime pay for each off day or leave day, unless otherwise stated in departmental policy.~~

~~The cost of kenneling services necessary to accommodate an employee's absence associated with paid time-off of one (1) week or more will be borne by the City. Kenneling services necessitated by any time-off less than one (1) week shall be at the expense of the handler. The 20-minutes of overtime pay awarded for care and maintenance of the canine shall not apply when the cost for kenneling is at the City's expense.~~

~~An employee assigned as a canine handler will be required to carry his or her department issued cellular telephone during off-duty hours, unless on a scheduled leave day or with prior approval of his or her supervisor. The employee will not receive additional compensation for carrying the cellular telephone.~~

The City reserves the right to determine the shift assignment of the canine handler.

9. ARTICLE 29 DUES DEDUCTION FAIR SHARE

- A. The Employer agrees to deduct monthly dues in the amount certified by the WPPA/LEER from the pay of employees who individually sign a dues deduction authorization form provided by the Employer where the Employee is knowingly and affirmatively consenting to the deduction of dues from the employee's paycheck, including any Local Association dues which the employee has authorized to be deducted in conjunction with the WPPA/LEER dues.
- B. It shall be the employee's responsibility to sign the dues deduction authorization form and provide the signed form to the Employer and Association no less than 30 days prior to the date in which dues deductions are to commence.
- C. The Employer shall deduct the combined dues amount each pay period for each employee requesting such deduction, upon receipt of such form and shall remit the total of such deductions, with a list of employees from whom such sums have been deducted, to the Local Association in one lump sum after the last payroll of each month.
- D. Authorization of dues deduction by a member may be revoked upon notice in writing to the Employer, WPPA, or to the Local Association with the understanding that the deduction will cease as reasonably as practical after receipt of written notice of revocation.
- E. No employee shall be required to join the Association, but membership in the Association shall be made available to all employees in the bargaining unit who apply consistently with either the WPPA or local Association Constitution and Bylaws.
- F. No employee shall be denied membership because of race, creed, color, sex or other legally protected class status.
- G. It is expressly understood and agreed that WPPA/LEER will refund to the Employer any dues erroneously deducted by the Employer and paid to WPPA/LEER and/or the Local Association. WPPA/LEER shall indemnify, defend, and hold harmless the Employer against any and all third party claims, demands, suits, order, judgments or any other forms of liability against or incurred by the Employer, including all costs of defense and attorney's fees, which may arise out of action taken or not taken by the Employer's compliance with this Article, provided that the defense of any such claims, demands, suits or other forms of liability shall not be interpreted to preclude the Employer from participating in any legal proceedings challenging the application or interpretation of the Article through representatives of the Employer's own choosing and at its own expense.

10. ARTICLE 31 PHYSICAL FITNESS PROGRAM

Modify language: participating employees will be tested ~~annually twice each year~~ and will be paid a maximum of ~~60-minutes two hours~~ pay, or 90-minutes if completing the run, at time and one half for participation in the testing procedure.

Modify language: that all officers who score as "excellent" will be paid a premium of 2% of their base pay and shall accumulate ~~four eight~~ (48) hours of physical fitness bonus for each testing date. All Officers who score as "good" will be paid a premium of 1% of their base pay and shall accumulate ~~two four~~ (24) hours of physical fitness bonus for each testing date.

Modify language: Such premium payment shall be in a lump sum payable within thirty (30) days of the finalization of the testing results and shall be calculated on the basis of 2% or 1% ~~of one half~~ of the employee's annual base pay, calculated on the rate of pay at the time of the test.

11. EXHIBIT A

2020: 2.25% increase (1.00% on April 1st and 1.25% on October 1st)

2021: 2.25% increase (1.00% on April 1st and 1.25% on October 1st)

2022: 2.50% increase (1.00% on April 1st and 1.50% on October 1st)

2023: 3.00% increase (1.50% on April 1st and 1.50% on October 1st)

NOTE: While Officers work an average of 38.50 hours per week (77.21 hours bi-weekly), Officers will be paid 78 hours bi-weekly in exchange for elimination of shift differential, annual clothing maintenance, annual clothing cleaning allowance, and the clothing market basket.

Add language: The Chief has ability to determine sick allowance for new officers with significant policing experience.

12. OTHER ITEMS:

1. Delete canine side letter.
2. Delete sick leave bank side letter.
3. Add Modified Pittman language to the contract and delete side letter.
4. Renew Week Day Patrol side letter.
5. Clean up spelling and punctuation.
6. Change non-schedule dependent and schedule dependent to patrol and non-patrol.
7. Add consistency to either refer to Officer or to Employee throughout the contract.

RECRUITMENT STATUS REPORT

UPDATES THRU 10/03/19

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	# of Openings	STATUS
KIM	Bus Driver	VT	Multiple	4	Medical pending on 1 candidate. Background and references pending on 2 candidates. Testing 10/9/19. Panel Interviews 10/18/19. Application deadline 10/27/19.
	Part-Time Bus Driver	VT	N/A	1	Background and references pending on 1 candidate. Testing 10/9/19. Application deadline 10/27/19. Landon Gammons starting 10/10/19.
	Mobility Manager	VT	New Position	1	Panel Interviews 10/15/19 and 10/22/19.
	Arborist	DPW	9/3/19	1	Panel Interviews 10/4/19.
	Electrician – DPW (Traffic)	DPW	Jan 2020	1	Application deadline 10/20/19.
	Engineering Technician	DPW	4/3/19 & 5/29/19	2	Applications under review.
	Operator I - DPW	DPW	8/26/19	1	Application deadline 10/6/19.
	Operator I - Sanitation	DPW	Jan 2020	1	Panel Interviews 10/4/19.
	Operator I – Sweeper (3 rd Shift)	DPW	9/6/19	1	Panel Interviews 10/4/19.
	Master Electrician	PRFM	9/6/19	1	Second interview with top candidate on 10/10/19.
	Recreation Coordinator	PRFM	9/9/19	1	Panel Interviews 10/16/19.
	Master Electrician	Utilities	Jan 2020	1	Application deadline 10/6/19.
ALLISON	Police Officer	Police	NA	2 + Elig. list	Benjamin Goodin starting 10/16/19. PFC interviews 10/21/19..
	Police Communication Specialist	Police	9/5/19	1	Panel interviews 10/8/19.
	Forensic Evidence Specialist	Police	N/A	1	Application deadline 10/20/19.
	Fire Fighter	Fire	N/A		Application deadline 10/20/19.
	Library Assistant (.5 Reach Out & Read Partners)	Library	9/14/19	1	Panel Interviews 10/7/19.
	Library Page Clerk – Regular Part Time	Library	9/14/19	1	Background and references pending on top candidate.

TOTAL POSITIONS OPEN = 23 TOTAL ELIGIBILITY LISTS = 1

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

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	# of Openings	Person Vacating Position/Status
ALLISON	Systems Analyst	IT	7/6/15 & 9/6/19	2	Using part-time temporary staffing to fill current need. Deb Jepson retiring 9/6/19.

TOTAL POSITIONS ON HOLD = 2

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