



City of Appleton

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

Meeting Agenda - Final Human Resources Committee

Monday, April 11, 2016

5:00 PM

Council Chambers, 6th Floor

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

[16-542](#) Minutes from 2-8-16

Attachments: [Minutes 2-8-16.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[16-543](#) The committee will meet in closed session to discuss the terms of an employee separation agreement pursuant to the exemptions contained in State Statutes 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Committee will then reconvene into an open session and conduct further business.

6. Information Items

[16-546](#) Implementation of FICA Alternative Plan for seasonal and part time employees who work less than 1200 hours in a calendar year.

Attachments: [FICA Alternative Retirement Plan.pdf](#)

[16-551](#) Changes to the Employee Assistance Program policy

Attachments: [EMPLOYEE ASSISTANCE PROGRAM Policy.pdf](#)

[16-552](#) Changes to the Electronic Communication policy.

Attachments: [Electronic Communicaton Policy.pdf](#)

[16-553](#) Changes to the Social Media Policy.

Attachments: [Social Media Policy.pdf](#)

[16-554](#) Changes to the Attendance Policy.

Attachments: [Attendance Policy.pdf](#)

[16-555](#) Public Official Program seminar for veteran and newly-elected public officials on April 27, 2016

Attachments: [Public Officials Program 4-27-16.pdf](#)

[16-576](#) Recruitment status report 4-8-16

Attachments: [RSR thru 4-8-16.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 Behnke at 920-832-6426 or Chairperson Konetzke at 920-427-1868.



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Meeting Minutes Human Resources Committee

Monday, February 8, 2016

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Roll call of membership

Rollcall

Aldersperson Baranowski arrived at 5:20

Present: 4 - Aldersperson Konetzke, Aldersperson Baranowski, Aldersperson Meltzer and
Aldersperson Williams

Excused: 1 - Aldersperson Spears

3. Approval of minutes from previous meeting

[16-177](#)

January 25, 2016 Human Resources minutes

Attachments: [MeetingMinutes25-Jan-2016-01-43-58.pdf](#)

This Minutes was approved

4. Public Hearings/Appealances

5. Action Items

6. Information Items

[16-173](#)

Education and Discussion on Fair Labor Standards Act (FLSA)

Attachments: [FLSA information 2-8-16.pdf](#)

This Presentation was received and filed

[16-174](#)

Report out on SmartChoice MRI

This Presentation was received and filed

[16-175](#) Discussion and information on new Employee Assistance Provider (EAP) - ComPsych

This Presentation was received and filed

[16-176](#) Alderperson participation in Deferred Compensation

This Presentation was received and filed

[16-214](#) Recruitment Status Report 2/5/16

Attachments: [RSR thru 2-5-16.pdf](#)

This Presentation was received and filed

7. Adjournment

Alderperson Baranowski moved, seconded by Alderperson Meltzer, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Alderperson Konetzke, Alderperson Baranowski, Alderperson Meltzer, Alderperson Spears and Alderperson Williams

FICA

Alternative Retirement Plan



The FICA Alternative Retirement Plan Gives You More Control!

As a part-time, seasonal or temporary employee, you are accustomed to seeing your FICA tax withholding required by The Social Security system deducted from your paycheck. Under normal circumstances, you will not see that money until you retire. Instead of sending FICA taxes to the Federal Government, your employer is providing you with the benefits of The FICA Alternative Retirement Plan available under Internal Revenue Code Section 3121.

Here is how The Plan works:

Rather than reducing your wages on an after-tax basis by the required 6.2% FICA tax on each pay check, your employer established The FICA Alternative Retirement Plan account. A 7.5% pre-tax contribution is deducted from your wages and is contributed to your personal account.

Flexibility and earnings:

Unlike Social Security, with the The FICA Alternative Retirement Plan your contributions and interest earnings are available to you:

- Upon termination of employment
- At normal retirement age
- In the event of death or disability

Contributions to your FICA Alternative account are deposited in an annuity contract which provides guaranteed interest and principal.

The FICA Alternative Retirement Plan was established by your employer to help you make the most of your benefits. If you have questions, contact your Human Resources Department or your Precision Retirement Group Representative.

Paycheck Comparison

	Social Security	FICA Alternative
Gross monthly wage	\$1000.00	\$1000.00
Less 7.5% pre-tax contribution	-0-	\$(75.00)
Taxable Income	\$1000.00	\$925.00
Less 15% Fed inc. taxes	\$(150.00)	\$(138.75)
Less 5% State inc. taxes	\$(50.00)	\$(46.25)
Less 6.2% FICA withholding	\$(62.00)	-0-
Less 1.45% Medicare	\$(14.50)	\$(13.41)
Net paycheck to you:	\$723.50	\$726.59

** Above calculations are based upon general assumptions. Actual calculations for your circumstance can and will be different based upon your financial circumstances.*

CITY OF APPLETON PERSONNEL POLICIES	TITLE: EMPLOYEE ASSISTANCE PROGRAM	
ISSUE DATE: April 4, 2007	LAST UPDATE: August 2, 2001 February 16, 2007 February 2011 February 2016	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: Applies to all employees	TOTAL PAGES: 2
Reviewed by Attorney's Office Date: August 2001 February 2007 March 2011	Committee Approval Date: August 21, 2001 March 28, 2007 April 27, 2011	Council Approval Date: September 5, 2001 April 4, 2007 May 4, 2011

I. PURPOSE

In an effort to help City of Appleton employees **and their families** maintain healthy levels of emotional, **work-life, and** physical well-being, and to limit the effect of personal problems on job performance, the City sponsors an Employee Assistance Program (EAP). This benefit comes at no cost to the employee **or dependents** and is designed to provide short-term **Confidential** Counseling and referral services, **Financial Information and Resources, Legal Support and Resources, Work-Life Solutions and Guidance Resources Online** to employees, their spouses and dependent children. Services rendered by the EAP are provided through a contract with a private employee assistance consulting firm.

II. POLICY

~~The City's Human Resources Department~~ **City of Appleton** shall **provide confidential and voluntary assistance through its employee assistance program (EAP) to all employees and their dependents who may be faced with dynamic challenges of financial concerns, legal issues, alcohol or drug problems, marital problems, illness of a family member, emotional worries, child care problems, etc** ~~The City of Appleton encourages its employees and family members to take advantage of this valuable employment benefit. be responsible for the coordination of an Employee Assistance Program. This~~ **The Human Resources Department** will promote the utilization of the EAP through the City's HealthSmart **committee and Leadership Teams**.

III. DISCUSSION

CONFIDENTIAL COUNSELING: One component of the EAP is a confidential information referral, and counseling program. Trained professionals provide assistance in identifying the problem, exploring ways to resolve the problem, lending support during a crisis or difficult situation, and providing appropriate referral and counseling services.

The EAP can help employees with a variety of concerns, including, but not limited to:

- Marital/family/relationship issues
- Stress and anxiety
- Depression
- Alcohol/drug problems
- Financial concerns
- Legal concerns
- Employee/co-worker conflicts
- Problems with a supervisor

As soon as an employee or a family member recognizes that he/she may have a problem, the employee or family member should contact the EAP. Employees and their family members are encouraged to seek help before a situation becomes critical. Even if an individual is not sure he/she needs assistance, an EAP counselor may put the issue in a better perspective. An issue is defined as a problem if it takes up a considerable amount of time in person's thoughts, causes worry or illness, or is affecting job performance.

FINANCIAL INFORMATION AND RESOURCES: Employees or family members may speak by phone with Certified Public Accountants and Certified Financial Planners on a wide range of financial issues including:

- **Getting out of debt**
- **Credit card or loan problems**
- **Tax questions**
- **Retirement planning**
- **Estate planning**
- **Saving for college**

LEGAL SUPPORT AND RESOURCES: Employees or family members may talk with an attorney by phone. If you require representation, you can be referred to a qualified attorney in your area for a free 30 minute consultation with a 25% reduction in customary legal fees thereafter. Examples of questions you may call about are:

- **Divorce and family law**
- **Debt and bankruptcy**
- **Landlord/tenant issues**
- **Real estate transactions**
- **Civil and criminal actions**
- **Contracts**

WORK-LIFE SOLUTIONS: Work-Life specialists will do the research for you, providing qualified referrals and customized resources for:

- **Child and elder care**
- **Moving and relocation**
- **Making major purchases**
- **College planning**

- **Pet Care**
- **Home repair**

GUIDANCE RESOURCES ONLINE: Guidance resources online is a one stop for expert information on issues such as relationships, work, school, children, wellness, legal, financial, free time and more. Resources may include:

- **Timely articles**
- **Help sheets**
- **Tutorials, streaming videos**
- **Self-assessments**
- **Ask the expert; personal responses to your questions**
- **Childcare, eldercare, attorney and financial planner searches**

IV. REFERRAL PROCEDURES

Employees may access the EAP either through self-referral or supervisory referral.

Family members may access the EAP through self-referral by calling 844.393.4982 a designated number assigned to the City of Appleton. This number will be posted on bulletin boards throughout the City as well as the Human Resources Internet page and the Healthsmart page.

Online services can be obtained by visiting www.guidanceresources.com and enter the Company ID: CityofAppleton Employees and family members are able to set up an account and can access these on line resources 24 hours a day, 7 days a week.

Self-referral:

When an employee or eligible family member contacts the EAP as a self-referral, no one will know they have used the program unless the individual seeking assistance tells someone. No information is released to anyone without the individual's written consent unless it is required by law (i.e. when a person is a danger to society or him or herself). All records related to the self-referral will be kept at the EAP's location and **not accessible by the City unless the individual has authorized.**

Informal supervisory recommendation:

Supervisors, co-workers, or peers may consider recommending the EAP to individuals who are struggling with a personal or work-related concern. Informal supervisory referrals are voluntary.

Formal supervisory referral:

A formal supervisory referral is voluntary and associated with a pattern of deteriorating performance or conduct.

Mandatory Referral:

At times, employees may be required to see an EAP Counselor. Mandatory referrals are typically used as a result of any serious incident or problem that has affected or may affect the safety of the employee or workplace. (Some examples might be: threats of violence, substance abuse, etc.) In such a referral, failure to use the EAP may result in discipline up to and including discharge. A

mandatory referral shall require prior approval of the Department Director, Human Resources Director and City Attorney.

If an employee is referred to EAP as a result of a mandatory referral the employee may be asked to sign a release to enable designated individual(s) to verify that the employee is following the required plan. The nature of the problem will not be disclosed to anyone without the employee's written permission. Supervisors may contact Human Resources for guidance when making a referral and for sample referral letters.

CITY OF APPLETON PERSONNEL POLICY	TITLE: ELECTRONIC COMMUNICATION (INTERNET, CELL PHONES)	
ISSUE DATE:	LAST UPDATE: September 2003 October 2006 January 2007 October 28, 2010 February 6, 2013 October 28, 2015	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	POLICY AUDIENCE: City Employees and Volunteers	TOTAL PAGES: 94
Reviewed by Legal Services Date: September 12, 2003 February 5, 2007 February 6, 2013	Committee Approval Date: September 24, 2003 April 18, 2007 December 8, 2010 July 15, 2013	Council Approval Date: October 1, 2003 May 2, 2007 December 15, 2010 July 24, 2013

I. PURPOSE

To provide guidelines for the use of City electronic communications systems and/or equipment (including but not limited to e-mail, FAX, Internet, voicemail, calendars, telephones, computer applications, internal network or any device that is used to access or monitor any of these services). The City of Appleton provides this policy to set standards for users to adhere to when utilizing these resources.

II. POLICY

Generally, any communications transmitted by, received from or stored in City of Appleton systems and/or equipment are the property of the City of Appleton and are subject to open records (see Public Records Policy). Some personal communications may be exempt pursuant to law, however, (even if deleted) they are still not considered private if created or transmitted using City equipment (computers, cell phones, instant messaging, etc.). The use of City equipment for private or personal purposes must be pre-authorized by a supervisor. Failure to follow this policy may result in discipline up to and including discharge.

For purposes of Library administered systems, networks and/or equipment, Library Administration and Network Services serve the review and approval functions of Human Resources and Information Technology as listed below. Library rules and procedures are subject to review and approval by Human Resources, Information Technology and Legal Services.

III. DISCUSSION

The City of Appleton reserves the right to monitor City systems and/or equipment to ensure they are being used for legitimate business purposes, to ensure City systems and/or equipment are being used appropriately, and to access information at any time with or without notice. While monitoring an employee's electronic communication, the City of Appleton will have the right to access all information to which an employee has gained access or created.

Employees should recognize that legally they do not have a personal privacy right in any matter created, sent, received or stored in a City of Appleton system and/or equipment. When an employee deletes a message this does not guarantee that it has been erased.

Employees who are provided City equipment or devices for purposes of electronic communication related to City business will be expected to utilize them for City business to facilitate compliance with open records laws.

All materials created, sent, received or stored in a City of Appleton system or device will remain City of Appleton property and may, subject to applicable laws, be monitored or recorded by authorized staff as applicable, including Human Resources, Legal Services or Information Technology staff and such records may be subject to discovery and disclosure.

IV. GENERAL GUIDELINES

When using City of Appleton electronic communication systems and/or equipment, employees will be required to follow these guidelines:

- A. Employees should have prior supervisory approval before utilizing City resources for personal use and personal use must be kept to a minimum (limited frequency and duration).
Department directors have the right to restrict usage to workplace use only. An employee is expected to wait until non-work time or breaks for personal usage of electronic devices, unless extenuating circumstances arise. Employees shall not allow persons not employed by the City to utilize City issued devices and/or equipment.
- B. Usage will be audited and monitored by the department director and/or Mayor if applicable. The department director, or Mayor and Finance Director will determine whether the employee should reimburse the City for any personal or unauthorized services (e.g., cell phone overage charges or text message charges). An authorized supervisor may request to monitor systems by making the request to both the Human Resources Director and the Information Technology Director.
- C. Employees shall not access, send, solicit, display, print or otherwise distribute material that may harass, threaten or embarrass others or that is sexually explicit, fraudulent or otherwise inappropriate for a professional environment. This also violates the City's Harassment & Discrimination and Workplace Violence policies.
- D. No employee shall intentionally intercept any communication without consent. The Privacy Act of 1986 makes any interception without consent illegal and punishable under the law.

- E. Employees shall not copy, download, disseminate or print copyrighted materials except within 'fair use' rules, applicable licenses, contracted agreements, with express permission of the copyright holder, or as otherwise allowed by law. This includes articles, images, games, software, music, etc.
- F. Employees shall not use City of Appleton equipment/resources to engage in personal, non-employer-related activities for gain or profit as referenced in the Code of Conduct Policy. Examples include, but are not limited to, consulting for pay or advertising or selling goods or services for personal gain.
- G. Employees shall not engage in illegal activities or use any City of Appleton communication system for any illegal purposes, including initiating or receiving communications that violate any laws or regulations. The City of Appleton will fully cooperate with lawful requests from law enforcement agencies and internal investigations for logs, diaries, data and archives on any computing activities.
- H. Employees are prohibited from using cameras or other video-capable recording devices within the City without the express prior permission of their department director and of the person(s) present at the time (unless it is at a public meeting or public gathering place). Use of cameras or other video-recording devices are explicitly banned from City restrooms and locker rooms.
- I. Employees are prohibited from knowingly visiting inappropriate Internet sites, unauthorized chat rooms or instant messaging services through the City systems. If an employee inadvertently connects to an inappropriate internet site he/she must disconnect immediately and inform the supervisor of the incident. This would not pertain to employees during times they are required to access an inappropriate site in the course of their job duties. Designated staff at the Library may use instant messaging services for work related purposes on Library systems at the discretion of the Library Director. These services may only be used with log files enabled and will be subject to regular review by the Library Director or designee.

If an employee receives an unsolicited/inappropriate joke, advertisement etc. these messages should be immediately deleted. If an employee receives a grossly inappropriate message, they should immediately notify their supervisor.

- J. When an employee is using the City of Appleton equipment to perform union business, they must follow the same procedures as outlined for personal business.
- K. Any employee who uses City systems and/or equipment off-duty is doing so voluntarily and will not be compensated for off-duty use unless they have received prior approval from their department director.
- L. Employees should inform a supervisor if he/she becomes aware that a fellow employee is violating any of the guidelines listed above.
- M. The City of Appleton will report any illegal usage to the police.

V. SPECIFIC GUIDELINES

A. Cell Phones

1. Employees are expected to follow applicable state or federal laws and regulations regarding the use of cell phones/tablets at all times. As a part of Wisconsin law (as of December 1, 2010), employees are prohibited from texting while driving any motor vehicle.
2. Employees should refrain from using their cell phone/tablet while driving and/or operating equipment. Employees should pull off to the side of the road and safely stop the vehicle before placing or accepting a call. Employees are encouraged to use hands-free technology. These guidelines will not supersede stricter departmental rules.
3. Employees who are charged with traffic violations resulting from the use of electronic communications equipment while driving for the City may be held personally liable for the consequences of such actions.
4. Activation of services beyond the normal plan (e.g., internet activation, data charges, text messaging, roaming charges, long distance, etc.) must have prior written authorization from the employee's department director and/or Mayor if applicable.

B. Fax/Copy Machines

Reasonable use of copy machines and fax machines for personal needs must have supervisor approval. High volume personal usage is prohibited. As a guide to define reasonable usage, please consider this to be 20 sheets of paper or less.

If you are uncertain at any time how to apply these guidelines or have any questions, you should seek guidance from your supervisor, or the Human Resources Department or Legal Services prior to engaging in electronic communications activities or using City-owned electronic communications equipment.

CITY OF APPLETON PERSONNEL POLICY		SOCIAL MEDIA POLICY	
ISSUE DATE:	LAST UPDATE: November 2015	SECTION: Human Resources	
POLICY SOURCE: Human Resources Department	AUDIENCE: All employees	TOTAL PAGES:	
Reviewed by Legal Services Date:	HR Committee Approval Date:	Council Approval Date:	

I. Purpose

The purpose of this Policy is to ensure all City of Appleton (“City”) employees have an understanding of the expectations and guidelines the City has for using and posting on social media platforms. The City has a responsibility in deciding what is “spoken” on behalf of the City.

This Policy will also outline the role of the City’s social media efforts in sharing information and news with the community and to serve as a tool to help social media coordinators ensure all accounts are using the same standards. These standards will make the City’s online presence uniform and immediately recognizable. Social media platforms will also be utilized to drive people to the City’s website for additional information.

For purposes of this Policy, social media is a type of interactive online media that allows parties to communicate instantly with each other or to share data in a public forum. This includes, but is not limited to, online social media platforms such as blogs, video-and image sharing websites (e.g., YouTube, Instagram), micro blogging websites (e.g., Twitter) and others (e.g., Facebook, LinkedIn).

II. Guidelines

a. Social media should be used to engage the community in conversation, create positive interactions, and drive traffic to the City’s website, www.appleton.org, for information about City related business and events.

b. Posts must be relevant to furthering the goals and mission of the City. Posts should attempt to help the City and/or department reach its mission, enhance residents’ knowledge of services, encourage civic engagement, increase transparency and/or solve a problem.

c. The City’s Communications Coordinator will be responsible for maintaining, posting to, and reviewing the City’s main social media accounts.

d. City Departments may have one (1) social media account per approved social media platform (e.g., Facebook, Twitter). Questions about which social media platforms are approved should be directed to the City’s Communications Coordinator.

e. City Departments that choose to have social media accounts must have a minimum of two (2) designated social media coordinators per department. They will be responsible for maintaining, updating, posting to and reviewing the department's social media accounts.

i. Social media coordinators will receive training on how to effectively use social media and the policies and laws governing social media usage.

ii. New social media coordinators must receive training provided by the City's Communications Coordinator prior to being allowed to post.

f. All social media accounts used by the City or departments must contain a link to www.appleton.org and a direct link to the department's page, if applicable.

g. No City employee may discuss confidential or non-public City business on any social media platform. When using social media for personal use during their own personal time, employees may comment on publicly available information; however, employees must clearly express that their views are personal in nature and do not represent the City. City employees may comment on a post to the City's social media accounts but should do so only during non-working hours unless prior approval has been granted by their department director. Note: employees who are in highly visible positions for the City should be conscientious when commenting on social media, even for personal use, because it may be perceived as they are commenting on behalf of the City due to the public nature of their City position.

h. City employees with personal social media accounts must not imply their personal accounts are affiliated with the City.

i. City-made posts may not be deleted from the account without the approval of the Communications Coordinator and/or City Attorney. In the event a post violates the terms in this policy, contact the Communications Coordinator immediately.

j. Given the evolving nature of social media, this Policy may be changed or updated at any time.

SOCIAL MEDIA ACCOUNT REQUEST FORM AND WORK PLAN

These are the steps involved for having a department specific social media account. If your department would benefit from using social media, complete Attachment A and email it to the City's Communication Coordinator.

STEP 1: EVALUATE

When a department wants to use social media, the following questions should be considered:

1. Why does the department want to use social media and what are the goals?
2. Which social media platform(s) will you use and how will those accounts interact with the City website and other social media assets?
3. Who is the target audience, and why should they interact?
4. How will this help meet the goals of the department and City communications plan? How can it support, or supplement, what's already taking place?
5. Does the department have the resources to maintain this account with fresh content (at least 3-5 posts per week) and ~~around-the-clock-regular~~ monitoring?
6. Which of the established City profiles could be leveraged to share your messaging? Could they be used instead of creating a new account?
7. Are there at least two people in the department who can be responsible for this account as part of their other regularly scheduled job duties?
8. What is the department's plan for creating, reviewing and scheduling messaging that will benefit citizens?
9. How will posts encourage interaction rather than merely serve as one-sided updates?
10. How will success be measured and reported?

STEP 2: COMPLETE AND SUBMIT THE ATTACHED SOCIAL MEDIA ACCOUNT REQUEST FORM AND WORK PLAN – ATTACHMENT 1.

STEP 3: TRAINING

There is an initial training and an annual training for department's social media coordinators. The training will be set up by the City's Communication's Coordinator. The training will cover the following:

1. 70/20/10 Rule
2. Filling out the profile (Example: Facebook "About" data, Twitter bio, etc.).
3. Determining the visual elements of the profile (e.g., avatar, cover photo, etc.).
4. Developing the "voice" – Learning how to ensure messages are consistent across all platforms.
5. Content - Learning about the different types of posts and pros/cons of each.
6. Responding to comments – How to appropriately respond to positive and negative comments.
7. Creating a content calendar – Includes learning to schedule multiple posts concerning the same topic and scheduling posts in advance.
8. Metrics and reporting – Learning to measure success and failure of posts to continually improve quality and reach.

ATTACHMENT A

Email Completed Form to Chad.Doran@Appleton.Org

INSTRUCTIONS

This form should be completed by the department director, the department director's designee, or one of the department's current or anticipated social media coordinators. No new social media accounts may be created without the submission and approval of this form to the City's Communications Coordinator. The final approved form will be emailed back to the department director and/or the department's social media coordinator. Direct all questions/comments/concerns to the City's Communications Coordinator.

GENERAL INFORMATION

Date:

Department:

Name/Title of Person Submitting Request:

Has Department Director Given Approval? Yes No

WORK PLAN

1. Provide information regarding the current/desired social media platform.

Platform (e.g., Facebook, YouTube)	Does Site Already Exist? (if yes, provide link)	Desired Profile Name (if applicable)

2. Each department using social media needs two trained social media coordinators. Who will they be and what will be their individual responsibilities?

	Name/Title	Responsibilities
Coordinator One		
Coordinator Two		

3. Why does your department want a separate department social media account as opposed to using the City's main social media accounts?
4. How does your department anticipate using the social media account?
5. Who is the intended audience of the social media account and why?
6. Does your department have the resources to maintain this account with fresh content (at least 3-5 posts per week) and ~~around the clock~~ regular monitoring? Explain.
7. How will success be measured and reported?
8. How can the City's Communications Coordinator help you?
9. Any comments/questions/concerns?

STOP! To be completed by City's Communications Coordinator:

Date Received: _____ Date Approved/Denied: _____

If Denied, Reason Why: _____

Initial Training Date: _____ Annual Training Date: _____

Social Media Site Standards

When creating or updating a social media site for the City of Appleton, these standards (or a live link to these standards) must be prominently displayed on the site. These standards should in no way be modified from their original form.

Terms and Conditions

General

By using this website (the “Site”), you agree to be bound by these Terms and Conditions and to use the Site in accordance with these Terms and Conditions, applicable City of Appleton policies, and any additional terms and conditions that may apply to specific sections of the Site or to products and services available through the Site. Accessing the Site, in any manner, whether automated or otherwise, constitutes use of the Site and your agreement to be bound by these Terms and Conditions. The City of Appleton (the “City”) reserves the right to change these Terms and Conditions or to impose new conditions on use of the Site, from time to time, in which case we will post the revised Terms and Conditions on this website. By continuing to use the Site after we post any such changes, you accept the Terms and Conditions, as modified.

The City also reserves the right to deny access to the Site or any features of the Site to anyone who violates these Terms of Service or who, in our sole judgment, interferes with the ability of others to enjoy our website or infringes on the rights of others.

Prohibited Content and/or Activity

This Site may include a variety of features, such as bulletin boards, commenting forums, blogging areas, polling, web logs, chat rooms, and email services, which allow feedback to us and real-time interaction between users, and other features, such as personalized home pages and email services, which allow users to communicate with others. Responsibility for what is posted on bulletin boards, web logs, chat rooms, and other public posting areas on the Site, or sent via any email services on the Site, lies with each user - you alone are responsible for the material you post or send. We do not control the messages, information or files that you or others may provide through the Site. The statements and/or opinions expressed by participants of this Site are solely those of the persons participating. The statements and/or opinions do not necessarily represent the views of the City of Appleton or its officers, officials, employees, agents and the like. It is a condition of your use of the Site that you do not:

- Restrict or inhibit any other user from using and enjoying the Site.
- Use the Site to impersonate any person or entity, or falsely state or otherwise misrepresent your affiliation with a person or entity.
- Interfere with or disrupt any servers or networks used to provide the Site or its features, or disobey any requirements, procedures, policies or regulations of the networks we use to provide the Site.
- Use the Site to instigate or encourage others to commit illegal activities or cause injury or property damage to any person.
- Gain unauthorized access to the Site, or any account, computer system, or network connected to the Site, by means such as hacking, password mining or other illicit means.
- Obtain or attempt to obtain any materials or information through any means not intentionally made available through the Site.
- Use the Site to post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, vulgar, pornographic, profane or indecent information of any kind, including without limitation, any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any local, state, national or international law.

- Use the Site to post or transmit any information, software or other material that violates or infringes upon the rights of others, including material that is an invasion of privacy or publicity rights or that is protected by copyright, trademark or other proprietary right, or derivative works with respect thereto, without first obtaining permission from the owner or rights holder.
- Use the Site to post or transmit any information, software or other material that contains a virus or other harmful component.
- Use the Site to post, transmit or in any way exploit any information, software or other material for commercial purposes, or that contains advertising.
- Use the Site to advertise or solicit to anyone to buy or sell products or services, or to make donations of any kind, without our express written approval.
- Gather for marketing purposes any email addresses or other personal information that has been posted by other users of the Site.

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Effective Date:

TITLE: ATTENDANCE POLICY		CITY OF APPLETON POLICY
ISSUE DATE:	LAST UPDATE: February 18, 2008 May 6, 2008 (Administrative) December 2015	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	POLICY AUDIENCE: All City of Appleton Employees	TOTAL PAGES: 11
Reviewed by Attorney's Office Legal Services Date: January 4, 2008	Finance Committee Approval Date: January 9, 2008 February 27, 2008	Council Approval Date: January 16, 2008 March 5, 2008

I. **PURPOSE**

The purpose of this policy is to: communicate attendance expectations to all employees; provide attendance guidelines and standards for employees to ensure maximum productivity and morale; and establish consistent guidelines and standards for supervisors to follow when managing employees' attendance, with an emphasis on prevention rather than discipline.

II. **POLICY**

It is the policy of the City of Appleton to require regular, reliable and punctual attendance. Attendance is an essential requirement of every job. The City of Appleton operates to provide essential services for residents and visitors to meet its mission of serving community needs and enhancing the quality of life. In order to provide these services, all employees are expected to report to work regularly, on time, and physically and mentally fit to perform their job.

A Collective Bargaining Agreement with more specific language than what is in the policy shall be the language applied.

III. **DISCUSSION**

Employee absenteeism increases the cost of City operations. In addition to the direct costs of paid leave time and replacement workers, there are many indirect costs associated with absenteeism, including decreased customer service levels, reduced efficiency, and negative impacts on fellow employees. This policy balances the needs of employees for time away from their job with the equal needs of the City to have a reliable work force. City departments are expected to use this policy as a minimum standard. Each department director has the authority to set higher expectations than those listed in this policy.

IV. **DEFINITIONS**

- A. **Sick leave:** paid time away from work to be used when an absence from work is necessary for the employee, or **domestic partner** or **immediate** family member living in the employee's residence due to illness or injury or to attend doctor appointments or as defined in City policy, collective bargaining agreement, or Family Medical Leave Act (FMLA) guidelines. Employees are encouraged to schedule appointments outside of the workday.
- B. **Sick Leave Abuse:** the use of sick leave for purposes other than those outlined in the collective bargaining agreements, City policy or FMLA guidelines (e.g., using sick leave to attend court).

- C. **Call-in procedure:** The process an employee must follow to notify their supervisor they will not be at work.
- D. **Job Abandonment:** An employee will be considered to have abandoned their job if they are a no-call, no-show for more than one working day or as outlined in the employee's collective bargaining agreement. Paid leave, such as vacation, paid time off and sick leave, may not be substituted to excuse an unauthorized absence, unless extenuating circumstances exist (the Human Resources Department Director must give final approval).
- E. **Paid Time Off (PTO):** in this policy, when the term PTO is used, it refers to PTO used as sick leave (e.g., doctor's appointments, sick time away from the office, etc.). Employees should use the code "PS" in their time records to indicate PTO time used for non-FMLA sick leave.
- F. **Unauthorized Absence:** Failure to report for and remain at work as scheduled. This includes late arrival at work, leaving early, or unauthorized time away from work during the employee's scheduled work hours.
- G. **Sick Leave Usage Ratings (includes PTO used for sick leave or sick leave):**
1. **Excellent:** 8 hours or less of non-FMLA sick leave usage during a calendar year.
 2. **Good:** More than 8 hours but not more than 24 total hours of non-FMLA sick leave usage in a calendar year.
 3. **Adequate:** More than 24 but not more than 48 hours of non-FMLA sick leave usage in a calendar year.
 4. **Needs Improvement:** More than 48 but not more than 72 total hours of non-FMLA sick leave usage in a calendar year.
 5. **Poor:** More than 72 total hours of non-FMLA sick leave usage in a calendar year OR a noticeable pattern* to absences is present.

These usage ratings are based on full-time status. Part-time employees' leave usage ratings will be evaluated on a pro-rated basis (e.g., "Excellent" for a .5 full-time-equivalent position would be 4 hours or less of non-FMLA sick leave usage during a calendar year).

- H. **Sick Leave Usage Ratings for Fire Personnel working a 24-hour shift (includes PTO used for sick leave or sick leave):**
1. **Excellent:** 12 hours or less of non-FMLA sick leave usage during a calendar year.
 2. **Good:** More than 12 hours but not more than 36 total hours of non-FMLA sick leave usage in a calendar year.
 3. **Adequate:** More than 36 but not more than 72 hours of non-FMLA sick leave usage in a calendar year.
 4. **Needs Improvement:** More than 72 but not more than 108 total hours of non-FMLA sick leave usage in a calendar year.
 5. **Poor:** More than 108 total hours of non-FMLA sick leave usage in a calendar year OR a noticeable pattern* to absences is present.

*Note: Certain patterns of absenteeism may fall into the Poor category regardless of the total hours of non-FMLA usage in a calendar year. Indicators of a poor rating may include: frequency or length of absences; amount of accrued sick leave in relation to

years of service; annual sick leave usage that consistently is below adequate for multiple years; or poor or decreasing work performance.

G. Patterns of Use: Sick leave that is taken on a regular or recurring basis. Examples include: sick leave taken on Fridays or Mondays, before or after holidays, before or after vacation periods or other days off, sick leave taken on days previously denied for other leave, sick leave taken to avoid undesirable job tasks, or sick leave usage that creates a pattern (e.g., taking multiple Tuesday afternoons off).

V. RESPONSIBILITIES

A. Department Director Responsibilities

Department Directors are responsible for:

1. Analyzing attendance records and addressing those employees who have Needs Improvement or Poor sick leave usage ratings, suspicious usage patterns or sick leave abuse.
2. Including “Managing **sick leave usage attendance**” in each supervisor’s goals and holding each supervisor accountable for monitoring and addressing employees who have Needs Improvement or Poor sick leave usage ratings, suspicious usage patterns or possible sick leave abuse by his/her employees.
3. Ensuring consistent enforcement of attendance and punctuality standards for all employees within their department.
4. Identifying and communicating their department’s procedure that all employees are expected to follow when requesting sick leave **or PTO used as sick leave**.
5. Leading by example for their employees when utilizing **sick leave or PTO used as sick leave**.

B. Supervisor Responsibilities

Supervisors are responsible for:

1. Holding their staff accountable to the guidelines within this policy.
2. Following up with any employee who has a Needs Improvement or Poor sick leave usage rating, **sick leave** suspicious usage patterns, or sick leave abuse, **and maintaining documentation on how they are addressing these issues**.
3. Discussing attendance and punctuality guidelines with all of their employees on a regular basis.
4. Leading by example for their employees when utilizing sick leave **or PTO used as sick leave**.

C. Employee Responsibilities

Employees are responsible for:

1. Utilizing sick leave for appropriate and legitimate reasons.
2. Using their departmental call-in procedure, when requesting sick leave **or PTO used as sick leave**.
3. Personally calling, **unless extenuating circumstances**, each time they are sick or tardy for non-FMLA reasons, including providing a number where they can be reached during their regularly scheduled work hours.
4. Working on all scheduled workdays and during all scheduled work hours, and reporting to work on time.
5. Submitting a completed Return-to-Work slip after a non-FMLA absence of more than three days prior to returning to work.

For those employees with a Needs Improvement or Poor sick leave usage rating:

6. Responding to the questions from Exhibit 4 when calling in.
7. Providing documentation from their physician when requested.

VI. PROCEDURES

A. Supervisor Procedures

To manage sick leave usage within their work area, all supervisors should:

1. **Analyze Attendance Records.** Supervisors should regularly review employee attendance records for evidence of sick leave usage that falls into the Needs Improvement or Poor categories, suspicious patterns of use, or possible sick leave abuse. Supervisors should work with their Department Director to review quarterly sick leave reports for their employees.
2. **Ensure Appropriate Use.** Supervisors should ensure that the reason for the use of sick leave is allowable under the terms of the collective bargaining agreement or City policy.
3. **Monitor and track their employees' sick leave** (see Exhibit 1) to identify sick leave usage in the Needs Improvement or Poor categories, possible suspicious usage patterns, or sick leave abuse, and follow up promptly. To identify sick leave use problems, supervisors should consider:
 - a. The frequency of and reasons for sick leave.
 - b. Non-FMLA sick leave usage that consistently is in the Needs Improvement or Poor categories each year.
 - c. Possible patterns of sick leave.
 - d. The impact of the employee's absences on the workplace (e.g., disruptions in work schedules, overtime costs, incomplete projects).
 - e. ~~The employee's unused sick leave balance (e.g., sick leave is taken as soon as it's accrued each month or the employee has reached the maximum in his/her sick leave bank and uses sick leave each time it's accrued).~~

When a supervisor has reason to suspect that an employee is abusing sick leave or if the employee's sick leave usage rating is Needs Improvement or Poor, the supervisor may require the employee to provide documentation from his/her doctor for a period of time (as deemed by the department) to verify legitimate use of sick leave. If there is a question about whether it is legitimate use of sick leave, the sick leave request should be denied until the employee provides satisfactory evidence of appropriate sick leave usage. If there is evidence of sick leave abuse, supervisors should contact Human Resources who will assist with following up on the issue.

4. **Respond to Sick Leave Problems.** If the supervisor determines a problem may exist, the supervisor shall:
 - a. Counsel the employee on his/her use of sick leave and the impact on his/her work performance and the work environment.
 - b. If the sick leave usage may qualify for FMLA or if the employee requests FMLA, provide the employee with an FMLA packet within two business days. Let the employee know it may be counted as FMLA, depending upon the circumstances.
 - c. Notify the employee that if he/she has suspicious usage patterns,

continues to have a sick leave usage rating of Needs Improvement or Poor, the City may require him/her to see the City's occupational health provider and/or provide a note from a physician detailing the reasons for his/her absences. After a leave of more than three consecutive scheduled workdays (or as outlined in the employee's collective bargaining agreement), the employee must provide a return-to-work slip (Exhibit 2) or medical certification that includes similar content **prior** to returning to work.

- d. Document all these actions and follow up in writing if the employee continues to have a Needs Improvement or Poor sick leave usage rating.

5. Document for Employee Records

If the employee's attendance record has impacted his/her ability to complete the tasks in his/her job, supervisors should reflect this in the employee's performance review or personnel records. This may include constructive feedback on how the employee's sick leave usage has been detrimental to his/her work performance, or how it has affected City and departmental operations. Supervisors should note if there have been areas of concern, including Needs Improvement or Poor sick leave usage ratings, or substantiated suspicious usage patterns or sick leave abuse.

If not noted in the employee's performance review, supervisors should document each employee's sick leave usage in a separate memo (Exhibit 3) each year.

6. Provide Recognition/Consequences

Supervisors should recognize good attendance through documentation for the employee's personnel file or through appropriate incentives, which may include using departmental budget dollars designated for employee recognition or other non-monetary rewards such as flexible work hours, or first rights to trade days, ~~or additional business casual days~~.

Conversely, supervisors also have the right to suspend or discontinue employee privileges, such as using comp time, working a flex schedule, the opportunity to work restricted duty, use of a one-to-one vehicle, working a specific shift, etc. for employees who have a sick leave usage rating in the Needs Improvement or Poor categories or suspicious sick leave patterns, or those who abuse sick leave benefits. If there is a question regarding the appropriateness of an incentive or discontinuation of a privilege, contact Human Resources.

7. Respond to an employee's notification of sick leave

- a. For all employees: if the absence has the potential to qualify for FMLA or the employee requests an FMLA packet, the supervisor must give or mail the FMLA packet to the employee within two business days.
- b. For employees who have a Needs Improvement or Poor sick leave usage rating:
 - i. Upon receipt of notification from the employee, the supervisor will use Exhibit 4 (or similar departmental form) to document the reason for the call. Asking these detailed questions will help to determine if the situation may qualify for FMLA. The completed forms should be kept in the supervisory file unless the situation escalates.
 - ii. For employees who have a Needs Improvement or Poor rating or suspicious usage patterns, or those employees who

have abused sick leave benefits: in addition to the initial phone contact, supervisors are expected to follow up with the employee during his/her regularly scheduled shift to determine if the employee will return later that day or for his/her next scheduled work shift. If applicable, the supervisor should advise the employee that they would need to provide documentation to support sick leave usage.

B. Employee Procedures

When requesting sick leave, employees should:

1. Notify their supervisor

For all employees:

- a. When calling in sick, employees should use their departmental procedure.
- b. The employee must personally make the telephone call. Notification by a friend or relative does not satisfy this notification requirement unless extenuating circumstances exist (e.g., the employee is incapacitated due to an automobile accident).
- c. Employees are required to personally call **each time** they are absent or tardy from work for non-FMLA reasons.
- d. Employees must provide a number where they can be reached during their regularly scheduled work hours.

For employees with a Needs Improvement or Poor rating for non-FMLA sick leave:

- e. Employees must respond to the questions to the best of their ability from their supervisor as outlined in Exhibit 4 when calling in.
- f. Employees may be asked to provide their supervisor or their designee with a doctor's certificate if a questionable situation or suspicious patterns exist or whenever they are absent for more than three (3) consecutive scheduled workdays due to illness or injury. (If absent for three days or more (or as outlined by the employee's collective bargaining agreement), the employee should use Exhibit 2 or provide similar medical documentation.) The doctor's documentation must state that the employee is receiving medical care, the days/dates absent as a result of this medical condition, whether or not the employee has any work restrictions, and the approximate date the employee will be able to return to work. This slip shall be forwarded to the employee's supervisor or designee prior to the employee returning to work. If the City chooses to send an employee to see a City-selected physician, the appointment will be during the employee's regularly scheduled work hours and will be paid by the City.
- g. Employees shall be available by telephone when using sick leave. Those employees with a Needs Improvement or Poor rating, suspicious sick leave usage or sick leave abuse should expect to receive a phone call from their supervisor at any time during their regularly scheduled work hours.

2. Accurately Record Time

Employees are responsible for accurately recording their time. These time records are considered the employee's written testament that his/her sick leave was used for appropriate reasons as outlined in City policy, collective bargaining agreements, or FMLA guidelines.

3. **Be Responsible for Attendance and Appropriate Use of Sick Time**

3. **Responsibly Use Sick Time**

Employees are expected to be at work on all scheduled workdays and during all scheduled work hours, and to report to work on time. Employees are also responsible for utilizing sick leave for appropriate and legitimate reasons, including illness, injury or authorized family medical leave, as outlined in the employee's collective bargaining agreement or City policy.

To the extent permissible by law, an employee's absenteeism and tardiness can negatively impact his/her advancement opportunities and may result in discipline, up to and including discharge.

4. **Failure to Report to Work**

An employee who fails to appear or report for work as scheduled shall be considered absent without approved leave and will not be paid, under any circumstance, for the time during which the employee did not work. Vacation, holiday, **PTO** and sick leave may not be substituted to excuse an unauthorized or unexcused absence, except when extenuating circumstances exist. An employee will be considered to have abandoned their job if they are a no-call, no-show for more than one working day or as outlined in **City policy** or the employee's collective bargaining agreement.

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Exhibit 1

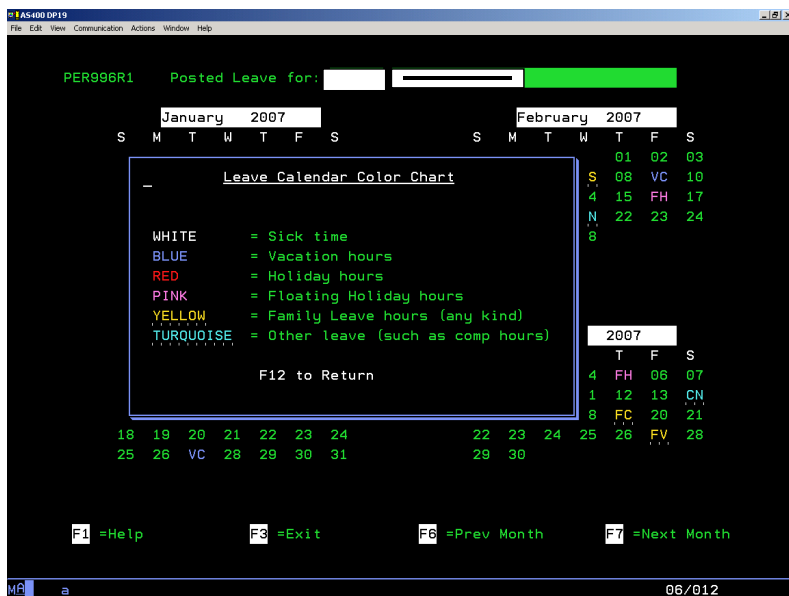
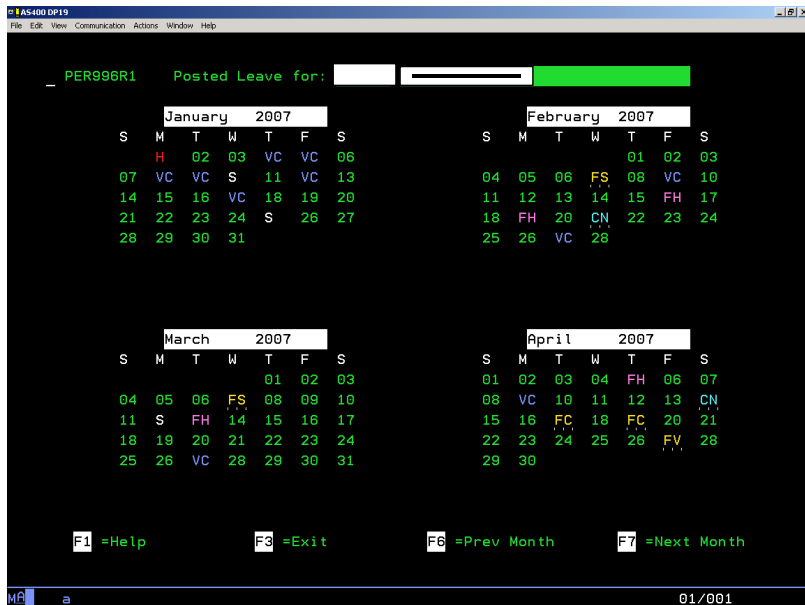


Exhibit 2**EMPLOYEE WORK RESTRICTIONS**

Patient Name: _____

Current Job: _____

Physician Name (please print): _____

Phone: _____ Fax: _____

Date you saw patient: ____-____-____ Time In: _____ Injury Date: ____-____-____

Patient Description of Injury: _____

Diagnosis: _____

Treatment: _____

Prescription strength meds orders ☐ Yes ☐ No. Meds: _____

Plan: _____

- DISPOSITION: 1. ☐ Patient is unable to work at this time.
2. ☐ Recommend his/her return to work with no limitations on (DATE): _____
3. ☐ He/She may return (DATE) _____ with a daily time limitation of _____
and/or with the following limitations until _____ or until re-evaluation on _____.

Part Time ☐ 1st Shift ☐ Sun. ☐ Thurs. ☐Full Time ☐ 2nd shift ☐ Mon ☐ Fri. ☐
Seasonal ☐ 3rd shift ☐ Tues ☐ Sat ☐
Temporary ☐ Swing ☐ Wed ☐
Next scheduled work day ____ Shift

Shift Supervisor: _____

CHECK ONLY AS RELATES TO ABOVE CONDITION

- ☐ **SEDENTARY WORK.** Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.
- ☐ **LIGHT WORK.** Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arms and/or leg controls.
- ☐ **LIGHT MEDIUM WORK.** Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.
- ☐ **MEDIUM WORK.** Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.
- ☐ **LIGHT HEAVY WORK.** Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.
- ☐ **HEAVY WORK.** Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

OTHER INSTRUCTIONS AND/OR LIMITATIONS:

SCHEDULED APPOINTMENTS:☐ Referral ☐ Clinic _____ Date: _____ Time: _____☐ Referral ☐ Clinic _____ Date: _____ Time: _____Time Out: _____ ☐ Called Employer Date _____ Signature _____

I hereby authorize my attending physician and/or hospital to release any information or copies thereof acquired in the course of my examination or treatment for the injury identified on this form to my employer or his representative.

PATIENT'S SIGNATURE _____

Date _____

PHYSICIAN'S SIGNATURE _____

Date _____

N=Never/Not Able				F=Frequent up to 30x/hr.			
O=Occasional up to 4 times/hr.				C=Constant over 30x/hr.			
Specify Restrictions for 24 day							
	N	O	F	C			
Sitting/Driving					Lab Work	Yes ___	No ___
Standing/Walking							
Climbing					X - Rays	Yes ___	No ___
Bending							
Kneeling/Squatting/Crawling							
					R	L	BIL
Reaching-Horiz./push-pull							
Reaching-Vert./above shoulder							
Gross Handling							
Finger Manipulation							
Single Grasping							
Repetitive Foot Movement							

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



Human Resources Department
100 N. Appleton Street
Appleton, Wisconsin 54911 – 4799

Memorandum - CONFIDENTIAL

To:
Date:
From:
RE: Sick Leave Usage Rating and Comparisons as of (date)

As part of an initiative to increase sick leave usage awareness, I would like to share your non-FMLA sick leave usage rating for this year in an effort to make you aware of how your usage compares with that of other department employees as well as City-wide.

Based on the City's Attendance Policy, your use of ____ non-FMLA hours year-to-date falls into the category of:

- ☐ Excellent
- ☐ Good
- ☐ Adequate
- ☐ Needs Improvement
- ☐ Poor*

(* Certain patterns of absenteeism may fall into the POOR category regardless of the total hours of absence.)

Your non-FMLA sick leave information for 20__ is being shared here to allow you to review your sick leave usage in comparison with all department employees and other City employees.

- The year-to-date average of non-FMLA sick leave use per City employee is ____ hours.
- In total, year-to-date, the ____ Department staff used ____ non-FMLA sick leave hours.
- Your leave represents ____ % of the total non-FMLA sick leave for our department.
- The average for our department's non-FMLA sick leave for 2011 was ____ hours.

If your sick leave usage rating is in the Needs Improvement or Poor category, you may be asked to comply with the following:

1. You will be asked for a telephone number that you can be reached at and will be expected to check in with your supervisor if that changes for the duration of the shift you called in for.
2. Any absence of more than 3 days will require a return to work form (Exhibit 2) or similar medical documentation prior to returning to work.
3. You may be sent to the City's physician for a "Fit for Duty" to return to work for absences of 3 days or more.
4. You will be notified if you will be required to bring in medical documentation for the day of the unexpected absence or you may be sent to the City's physician for illness verification.

SICK LEAVE CONTACT REPORT

Supervisor taking/making contact call: _____

Date and time of call: _____

Employee (or person calling in): _____

Type of leave requested (check one) (*This request does not indicate approval.*)

- ☐ (S) Sick for employee
- ☐ (SC) Sick child (includes medical appointments for children)
- ☐ (SS) Sick spouse
- ☐ (DR) Doctor appointment (if FMLA approved, use FS) for the employee only
Time of appt.: _____ Location of appointment: _____
- ☐ (FS) FMLA approved sick leave, regardless of whom for
- ☐ (PS) PTO for sick leave or doctor appointments
- ☐ Other: _____

What is the nature of your illness?

When do you expect to return to work? (e.g., Can we expect to see you later in your shift?)


Phone #(s) where the employee can be reached during his/her regularly scheduled hours:

Supervisor Follow up

- ☐ For employees who have a Needs Improvement or Poor rating or suspicious patterns of sick leave, or for those employees who have abused sick leave benefits:
 - ☐ Call the employee later in the shift. Ask how are they feeling and when they anticipate being able to return to work.
 - ☐ Remind them that they will need a statement from their doctor. As outlined in this policy, the doctor's certificate must state that the employee is receiving medical care, the days/dates absent as a result of this medical condition, whether or not the employee has any work restrictions, and the approximate date the employee will be able to return to work.
- ☐ Let the employee know the absence may or may not be counted against FMLA, depending on the circumstances.
- ☐ If the absence has been for more than three consecutive scheduled workdays (or as outlined in the employee's collective bargaining agreement), remind the employee they must provide a return to work slip (Exhibit 2) or similar documentation **prior** to returning to work.
- ☐ Follow up as appropriate, including ensuring that sick leave has been reflected accurately in the employee's time records.
- ☐ As outlined in the policy, review the employee's sick leave to identify usage patterns or declining usage rating.

**This completed form should promptly be returned to the employee's supervisor
(if someone other than his/her direct supervisor completed this form).**

DAVIS & KUELTHAU
38th Annual Public Officials Program
April 27, 2016

RECEIVED 

MAR 28 2016

HUMAN RESOURCES
APPLETON, WI

Davis & Kuelthau, s.c. is pleased to invite you to its 38th Annual Public Officials Program for veteran and newly-elected public officials and administrators.

Our public sector team will update attendees on several topics:

- Review of selected decisions or cases around the state dealing with a variety of issues arising out of the post-Act 10 era;
- Open meetings/public records update;
- Impact of *Flambeau* federal court decision on wellness plans;
- FLSA changes on the horizon which could require reclassifying some employees and incurring additional overtime costs; and
- Benefits and Affordable Care Act (ACA) update of interest to public sector employees.

The evening will conclude with a question and answer panel of Davis & Kuelthau attorneys who will collaborate on responses to questions regarding the topics presented as well as address any other issues of interest to public officials.

**When and
Where**

Wednesday, April 27, 2016

5:30 p.m. – 8:30 p.m.

Liberty Hall Banquet and Conference Center
(Located minutes off Hwy 41 -- Hwy 441 and County Road CE)
800 Eisenhower Drive | Kimberly, WI

Agenda

5:00 p.m.	Registration
5:30 p.m.	Reception
6:00 p.m.	Dinner
7:00 p.m.	Program

**Who Should
Attend**

School board members, city council members, town and village board members, county board members, school administrators, mayors, county executives, municipal administrators, human resource professionals and others who have an interest in public sector issues will benefit from attending this program. The program will be particularly helpful to newly-elected public officials.

How to Register

Please enter this web address <http://tinyurl.com/DKPublicOfficials> into your internet address bar to register online **or** complete the attached registration form and include it with your mailed check made payable to Davis & Kuelthau, s.c., in the amount of \$30.00 (per person) to:

Ms. Brandy J. Riley, Marketing Coordinator

Davis & Kuelthau, s.c.

111 E. Kilbourn Avenue, Suite 1400

Milwaukee, WI 53202

Contact Information: Brandy may be reached at 414.225.7508 or via e-mail at briley@dkattorneys.com with any questions.

About Davis & Kuelthau

Davis & Kuelthau represents many municipalities and school districts throughout the State of Wisconsin. Our firm emphasizes personalized, high-quality client service in all of our practice areas: business law, labor and employment law, commercial and civil litigation, environmental law, municipal special counsel, employee benefits, school law, intellectual property, real estate, commercial finance, insurance coverage, construction, health care, public utilities, tax, and trusts, estates and succession planning.

Meet Our Public Sector Team

Patrick M. Bergin | Robert W. Burns | Mary S. Gerbig | Claire E. Hartley
Joseph S. Heino | Christopher J. Jaekels | James M. Kalny
Mark G. Kmiecik | Frank W. Kowalkowski | Kelly S. Kuglitsch
Kathy L. Nusslock | Thomas V. Rohan | Hugo P. Rojas | Anthony J. Steffek
Joseph E. Tierney IV | Anthony W. Wachewicz III

www.dkattorneys.com

Please complete your registration and submit your mailed payment (\$30.00 per person) no later than April 20, 2016.

DAVIS & KUELTHAU
38th Annual Public Officials Program
April 27, 2016



REGISTRATION FORM – DUE DATE APRIL 20, 2016

ORGANIZATION NAME: _____

Mailing Address:

Attendee Name (\$30.00 per attendee)	Title	E-mail Address

Ms. Brandy J. Riley, Marketing Coordinator
Davis & Kuelthau, s.c. | 111 E. Kilbourn Avenue, Suite 1400 | Milwaukee, WI 53202

**RECRUITMENT STATUS REPORT
UPDATES THRU 4-08-16**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	Laborer	DPW	2/8/15 3/4/16	1/18/16 (Prev. RTF from Op I –Street process) 3/22/16	2 + Elig. List	Retirement of Bryan VandenBoogard Internal posting down on 4/3/16 Blake Blaskowski starting on 4/18/16
	2 nd Shift Laborer	DPW	2/8/16	1/18/16 (Prev. RTF from Op I –Street process)	1	Medical pending on finalist Darian Stark starting 4/15/16
	Operator I – Stormwater	DPW	1/8/16	1/18/16	1	Colin Heathman transferred Interviews 4/7/16 References and background pending on final candidate
	Inventory Control Clerk	DPW	4/11/16	3/24/16	1	Promotion of Jason VanRossum Application deadline date 4/10/16
	Facilities Technician	PRFM	1/8/16	12/17/15	1	Retirement of Jerry Running Selection of final candidate pending
	Engineering Technician	DPW	3/29/16	Pending	1	Resignation of Josh Winterfeldt
	Clubhouse Supervisor	PRFM	3/10/16	2/29/16	1	Resignation of Kelvin Johnson Application deadline 3/27/16 Interviews 4/5/16 Dr. Fico appointment 4/12/16
	Bus Driver (Part-time)	Valley Transit	2/12/16	2/18/16	1	Application deadline date 4/17/16
	Part-time Communication Technician	Valley Transit	3/18/16	9/17/15	1	Resignation of Jim VandenBoom Application deadline date 4/17/16
	General Manager	Valley Transit	2/5/16	2/19/16	1	Retirement of Deborah Wetter Application deadline 4/24/16
JAY	Police Officer	Police	2/2/16 3/13/16	2/3/16 Pending	2 + Elig. List	Franklin Wychgram start date 4/14/16 Backgrounds pending on 3 candidates Chief interviews 4/12/16 and 4/13/16 PFC interviews 5/3/16
	CSO	Police	NA	2/2/16	1+ Elig List	Chief level interviews in process
	Communication Technician	Police	2/11/16	2/3/16	1	Background started on top candidate
	Fire Fighter	Fire	2/1/16 3/16/16	2/3/16 2/3/16	2	Backgrounds started on two candidates
	Business Manager	Library	3/13/16	2/18/16	1	Top candidate to Dr. Fico 4/7/16
	Library Assistant	Library	3/7/16	3/01/16	1	Background and references pending on top candidate
	Librarian (Childrens)	Library	4/15/16	4/4/16	1	Internal posting with 4/12/16 deadline date
	Library Page (Summer only)	Library	NA	4/6/16	1	Application deadline date 4/24/16
	Property Tax Specialist	Finance	6/3/16	3/28/16	1	Application deadline date 4/10/16

TOTAL POSITIONS OPEN = 22 TOTAL ELIGIBILITY LISTS = 3

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)	RTF Approval Date	# of Openings	Person Vacating Position/Status
JAY	Systems Analyst	IT	7/6/15	Hold	1	Department re-evaluating position. Using part-time temporary staffing to fill current need

TOTAL POSITIONS ON HOLD = 1 TOTAL ELIGIBILITY LISTS = 0