



City of Appleton

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

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, December 13, 2017

6:30 PM

Council Chambers, 6th Floor

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

[17-1957](#) Minutes from 10-25-17

Attachments: [Minutes 10-25-17.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[17-1974](#) Request to approve Valley Transit to eliminate the .5 Road Supervisor, .5 Communication Technician and .6 Administrative Assistant and create a 1.0 Operations Supervisor position.

Attachments: [VT reorganization request.pdf](#)

[17-1538](#) Request to approve the 2018 Seasonal Pay Plan with a 1.25% adjustment and addition of Election Workers to the schedule.

Attachments: [2018 Seasonal Pay Plan.pdf](#)
[Seasonal Pay Plan for Election Workers memo.pdf](#)

Legislative History

10/11/17 Human Resources & Information Technology Committee held

Motion to hold until the December 13 committee meeting.

[17-1960](#) Request to approve the maximum pay for performance adjustment provision under - V. Procedures, Section D. Compensation Plan Components (b) Pay for Performance of the Salary Administration Policy.

Attachments: [Salary Administration Policy 2017partially revised-with max P4P.pdf](#)

- [17-1959](#) The committee will meet in closed session to discuss status of labor negotiations, pursuant to the exemptions contained in State Statutes 19.85 (1) (c) and (e). The Committee will then reconvene into an open session and conduct further business.

6. Information Items

- [17-1958](#) Recruitment Status Report 12-8-17

Attachments: [RSR thru 12-08-17.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
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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, October 25, 2017

6:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Metting called to order at 6:30pm

2. Roll call of membership

Present: 5 - Konetzke, Plank, Spears, Coenen and Baker

3. Approval of minutes from previous meeting

[17-1682](#)

Minutes from 10-11-17

Attachments: [Minutes 10-11-17.pdf](#)

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

Aye: 5 - Konetzke, Plank, Spears, Coenen and Baker

4. Public Hearings/Appealances

5. Action Items

[17-1692](#)

Request to approve changes to the Salary Administration Policy from file #17-1532 which had Section H Overtime approved but remaining policy held until 10/25/17 committee meeting.

Attachments: [Salary Administration Policy 2017.pdf](#)
[Salary Policy Examples.pdf](#)

Konetzke moved, seconded by Plank, that the Report Action Item be amended separating out Section V. Procedures, D.-G.. Roll Call. Motion carried by the following vote:

Aye: 5 - Konetzke, Plank, Spears, Coenen and Baker

Konetzke moved, seconded by Plank, that the Report Action Item be recommended for approval as amended. Roll Call. Motion carried by the following vote:

Aye: 5 - Konetzke, Plank, Spears, Coenen and Baker

[17-1692](#)

Request to approve changes to the Salary Administration Policy from file #17-1532 which had Section H Overtime approved but remaining policy held until 10/25/17 committee meeting.

Attachments: [Salary Administration Policy 2017.pdf](#)
[Salary Policy Examples.pdf](#)

Konetzke moved, seconded by Plank, that the balance of the Report Action Item be held until the December 13, 2017 Human Resources Committee meeting. Roll Call. Motion carried by the following vote:

Aye: 5 - Konetzke, Plank, Spears, Coenen and Baker

[17-1691](#)

Request to approve changes to the Employee Status policy to update the definition of a Community Service Officer.

Attachments: [Employee Status policy.pdf](#)

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

Aye: 5 - Konetzke, Plank, Spears, Coenen and Baker

6. Information Items

[17-1536](#)

2018 Human Resources Budget

Attachments: [2018 Human Resources budget.pdf](#)

This Presentation was received and filed

7. Adjournment

Coenen moved, seconded by Plank, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 5 - Konetzke, Plank, Spears, Coenen and Baker



Date: December 7, 2017

To: Ald. Curt Konetzke, Chair
Human Resources & Information Technology Committee
100 N. Appleton Street
Appleton, WI 54911

From: Ron McDonald, General Manager *RM*

Re: Valley Transit Table of Organization

Dear Ald. Konetzke and Committee Members,

Valley Transit has been in process of restructuring its Management Team throughout the last 15-months. I believe this restructuring effort will result in a firm foundation to lead Valley Transit now and into the future.

I humbly request the following changes to Valley Transit's Table of Organization:

I would like to re-establish a Transit Operations Supervisor position. This position will be funded by current resources. The City of Appleton Finance Department Director Saucerman determined this request is budget neutral.

New Position:

Operations Supervisor - Transit

Current Resources:

Administrative Assistance 0.6 FTE - Vacant

Communications Technician 0.5 FTE - Vacant

Road Supervisor 0.5 FTE - G. Chapa, Incumbent

The Operations Supervisor shall report to the Assistant General Manager. This position will provide oversight and supervision to the Road Supervisor and Bus Drivers.

The Paratransit/Operations Supervisor shall report to the Assistant General Manager. This position shall provide direct oversight and supervision to the Communications Technicians in addition to providing administration and oversight of Valley Transit's contracted services.

The Operations Specialist shall report directly to the General Manager. This position will continue to work closely with all Valley Transit Divisions providing technical and compliance support, and other resources as necessary.

Recommendation:

Update the Valley Transit Table of Organization to include:

Establish a Transit Operation Supervisor position, reporting to the Assistant General Manager

Change the Paratransit / Operations Supervisor position to report to the Assistant General Manager

Change the Operations Specialist position to report to the General Manager

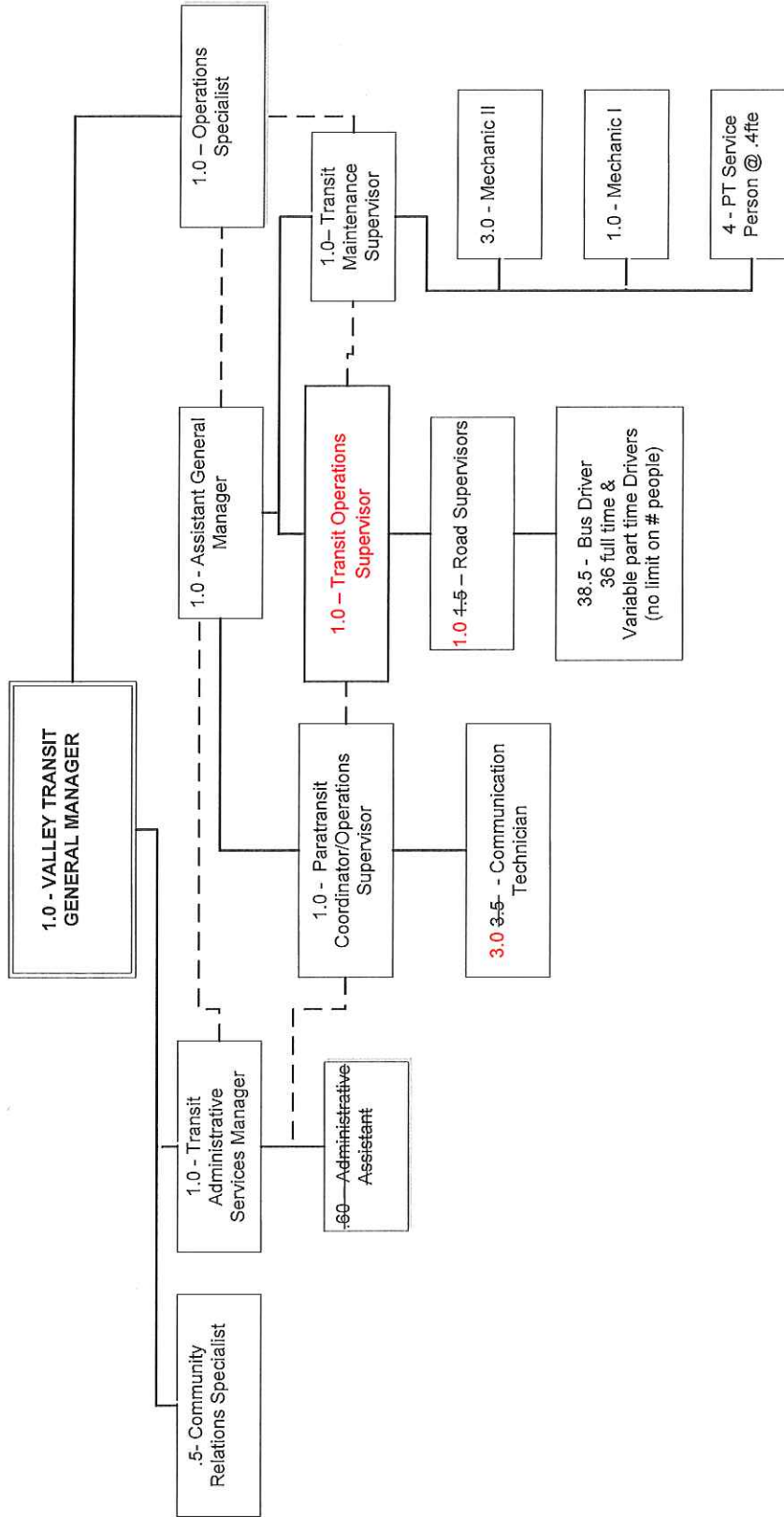
Eliminate Administrative Assistant 0.6 FTE

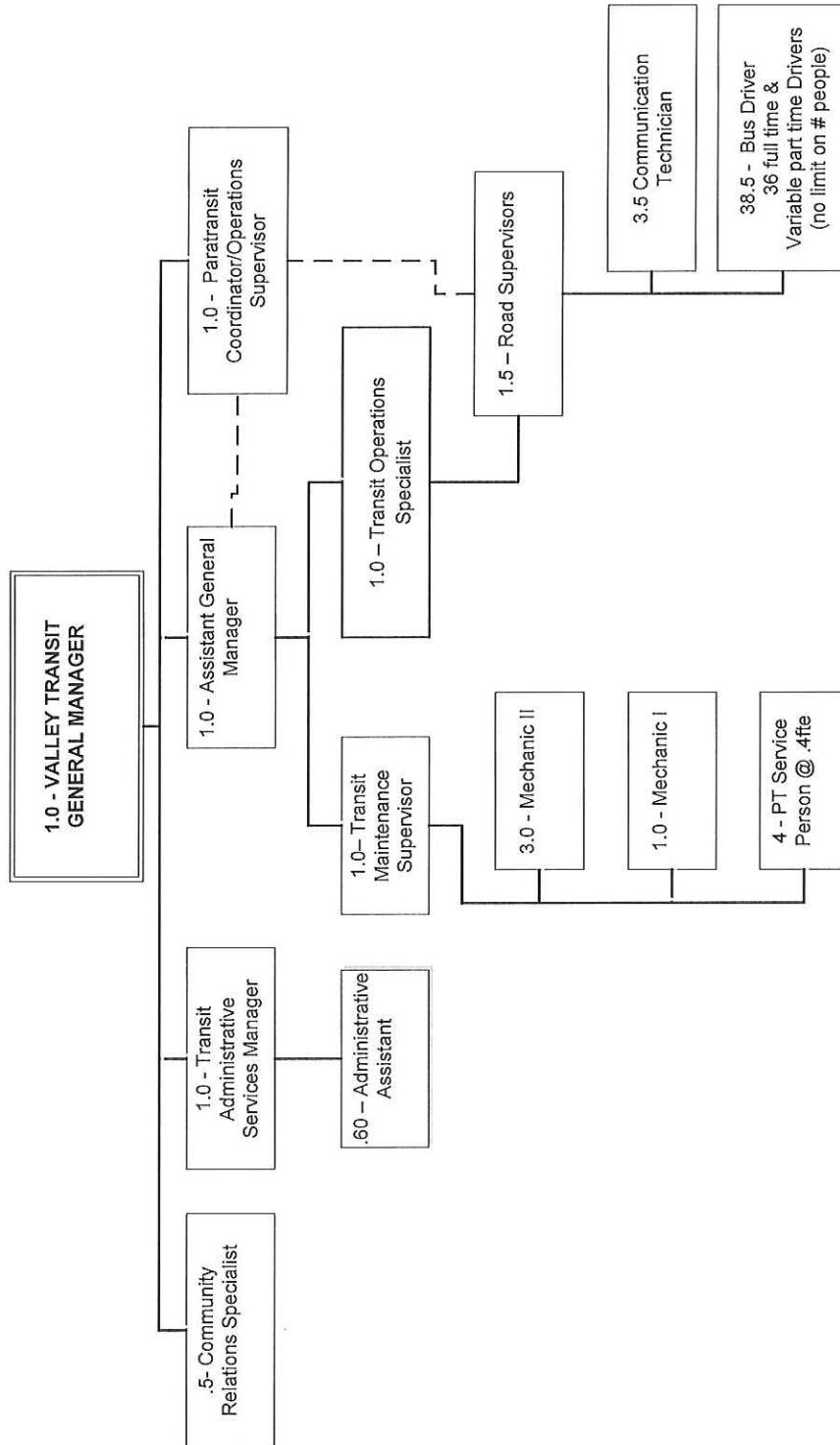
Eliminate Communications Technician 0.5 FTE

Eliminate Road Supervisor 0.5 FTE



Proposed 12-13-17





2018 SEASONAL/RECREATION PAY SCHEDULE

PAY GRADE	1st Year	2nd Year	3rd Year	4th Year
GRADE 12	\$14.62	\$15.21	\$15.81	\$16.39
Adult Sport Official <i>Adult Flag Football</i> Youth Sport Official III Recreation/Sports Instructor III Activity Coordinator III				
GRADE 11	\$13.70	\$14.28	\$14.87	\$15.47
GRADE 10	\$12.84	\$13.43	\$14.02	\$14.62
Activity Coordinator II Recreation/Sports Instructor II <i>Dance Instructor</i> <i>Adult Fitness Instructor (Zumba, Outdoor Bootcamp)</i> <i>Parkour Instructor</i> <i>Preschool Instructors (Jr. Clubhouse, Teacher and Me</i> <i>Active Adult Instructor (Fitness, Spanish and Yoga)</i> Code Compliance Inspector Concession Coordinator Election Technician				
GRADE 9	\$12.05	\$12.64	\$13.24	\$13.81
Economic Development Technician				
GRADE 8	\$11.31	\$11.89	\$12.48	\$13.06
Activity Coordinator I <i>Director of Instruction - Swim Lessons</i> <i>Youth Sports - Assistant Coordinator</i> <i>Summer Playground Coordinator</i> <i>Golf Tournament Coordinator</i> Engineering Aide - Inspection/Drafting/Survey Facility Manager II <i>Facility Supervisor - Basketball/Soccer</i> <i>Pool Manager</i> Recreation/Sports Instructor I <i>Active Adult - Knitting</i> <i>Bike Safety Instructor</i> <i>Camp Instructor (Tennis, Soccer, Baseball, Sports Exploration)</i> <i>Golf Instructor</i> <i>Youth/Family Fitness Instructor (Water Aerobics)</i> <i>Lifeguard Instructor</i> Youth Sport Official II				
GRADE 7	\$10.28	\$10.56	\$10.87	\$11.17
Facility Manager I <i>Clubhouse Attendant</i> <i>Maintenance Leader-Outdoor Pools</i>				

GRADE 6	\$9.64	\$9.91	\$10.23	\$10.51
Engineering Aide - Traffic Laborer II Student Intern Customer Service Associate II Sign Shop Laborer Electrical Laborer Concessionaire Program/Activity Leader III <i>Open Gym Supervisor</i> <i>Dance Assistant Instructor</i> Lifeguard III <i>Lifeguard with WSI</i> <i>Swim Instructor</i> Chief Election Inspector Chief Election Inspector (co-chief)				
GRADE 5	\$9.02	\$9.30	\$9.62	\$9.89
Program Activity Leader II <i>Facility Supervisor - Winter Recreation Center</i> <i>Playground Leader</i> <i>Camp APRD Supervisor</i> Lifeguard II <i>Lifeguard-2 yrs of HS and WSI or HS Grad/GED w/o WSI</i> <i>Swim Instructor</i> Laborer I Clerical II				
GRADE 4	\$8.45	\$8.73	\$9.05	\$9.33
Youth Sport Official I <i>Baseball/Softball, Basketball</i> <i>Flag Football, Kickball, Soccer</i> Program Activity Leader I Lifeguard I <i>Lifeguard without WSI</i> Customer Service Associate I <i>Concessionaire - Winter Recreation Center</i> <i>Pool Cashier</i> <i>Outside Operations Staff (Golf)</i> Clerical I Laborer Election Inspector				
GRADE 3	\$7.87	\$7.99	\$8.11	\$8.23
Parking Ramp Painter Scorekeeper II <i>Basketball</i> <i>Flag Football - Youth and Adult</i>				
GRADE 2	\$7.82	\$7.94	\$8.06	\$8.18
Attendant/Grounds Personnel <i>Concessionaire/Beverage Cart Attendant</i> <i>Water Slide Attendant/Grounds Personnel</i>				
GRADE 1	\$7.77	\$7.89	\$8.00	\$8.12
Scorekeeper I				

WIAA Certified Sports Officials	\$20.68 per game
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The plan will be adjusted to comply with minimum wage laws.



LEGAL SERVICES DEPARTMENT

Office of the City Clerk

100 North Appleton Street

Appleton, WI 54911

Phone: 920/832-6443

Fax: 920/832-5823

MEMORANDUM

December 6, 2017

To: Alderperson Konetzke, Chair of Human Resources & Information Technology Committee
Human Resources & Information Technology Committee Members, Common Council

From: Kami Lynch, City Clerk

Re: Addition of Election Inspectors/related staff to the Seasonal Pay Plan

The request to add election inspectors and related election positions to the Seasonal Pay Plan is a result of the decision to pay election inspectors an hourly rate versus a per diem stipend. As the length of time worked by an election inspector varies by the specific election this is a fair way to compensate these individuals. The polling places are open from 7 a.m. to 8 p.m. but election workers spend time setting up the polling place prior to open and stay after the close of the polls to serve voters in line at 8 p.m., process absentee ballots, and complete the other closing duties. After the polling places are closed, three election inspectors return the election materials to City Hall where they are reviewed and organized before those inspectors are able to leave for the night. General elections have a higher turnout and usually make for a longer work day for election inspectors. In addition to compensating election inspectors appropriately for each individual election, hourly pay allows for accurate compensation for inspectors who are unable to work an entire day.

Election Inspectors are also entitled to compensation for attending election training and for any election-related duties performed leading up to or following an election. For example, during in-person absentee voting numerous election workers help facilitate in-person absentee voting or voter registration and they would be entitled to their election inspector wage for this help.

Including election inspectors in the seasonal pay plan provides a pay range which allows us to recognize election workers who have served many terms and are knowledgeable workers. It also encourage workers to continue to serve knowing that there are opportunities for wage increases.

For the reasons cited above, I would encourage your support of including election inspectors/chief election inspectors in the seasonal plan. If you have any further questions on the item please do not hesitate to contact me at kami.lynch@appleton.org or 832-6443.

Thank you,

Kami Lynch, City Clerk

CITY OF APPLETON PERSONNEL POLICIES	TITLE: SALARY ADMINISTRATION	
ISSUE DATE: February 18, 2005	LAST UPDATE: September 4, 2001 February 2006 September 10, 2003 October 2006 February 18, 2004 July 2008 February 17, 2005 August 2009 December 2011 September 2012 September 2013 July 2014	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All regular full and part-time benefited employees covered by the Non-represented compensation plan. Excludes represented employees.	TOTAL PAGES: 7
Reviewed by Legal Services Date: December 2000 September 12, 2003 February 2006 September 2009 August 2013 July 2014	Committee Approval Date: March 9, 2000 September 24, 2003 May 12, 2004 February 9, 2005 February 22, 2006 July 23, 2008 October 28, 2009 December 12, 2011 September 24, 2012 September 9, 2013 August 11, 2014 October 6, 2014	Council Approval Date: March 15, 2000 October 1, 2003 May 19, 2004 February 16, 2005 March 1, 2006 August 6, 2008 November 4, 2009 December 21, 2011 October 3, 2012 September 18, 2013 August 20, 2014 October 15, 2014

I. PURPOSE

To outline the guidelines utilized for administration of the compensation plan.

II. POLICY

It is the policy of the City of Appleton to provide competitive compensation to attract and retain competent staff and to encourage and reward superior performance within the financial resources available.

III. DISCUSSION

This policy provides the current salary administration guidelines. This policy is subject to change with approval of the Common Council. The Human Resources Director shall be responsible for the administration of the compensation policy.

IV. DEFINITIONS

- A. Fair Labor Standards Act (FLSA): A federal act that sets minimum wage, overtime pay, equal pay, record keeping and child labor standards for employees who are covered by the act and who are not exempt from specific provisions. An employee classified in the compensation plan as “Exempt” is

not eligible for the overtime compensation provisions of FLSA.

- B. Base Pay: An employee's initial rate of compensation, excluding extra lump sum compensation, shift differential etc. An employee's base pay can be expressed as a base hourly rate of pay or as an annual salary.
- C. Compensation Plan: A schedule of pay ranges listing the job classifications Minimum, Maximum and Control Points. All regular positions shall be placed in one of these ranges based on a job questionnaire and point factor job evaluation.
- D. Interim Assignment: When an employee is assigned to a different position on a temporary basis, because of a vacancy.
- E. Job-Questionnaire (JQ): A job analysis that outlines the responsibilities and the requirements necessary to perform the functions of the position. The JQ is utilized to evaluate the position responsibilities using the City's point factor job evaluation system for allocation to the appropriate pay grade. A JQ also functions as the key document for pay plan maintenance.
- F. Non-base pay adjustment: Pay adjustments generally in the form of a lump sum or other forms that do not increase the employee's base pay.
- G. Red-circled: The maintenance of an employee's pay rate above the established range maximum. An employee whose pay rate is above the range maximum shall not be eligible for general pay adjustments but may be eligible for a non-base performance adjustment. Exception: Employees who are above the maximum of the assigned pay grade as a result of implementation of the 2013 pay plan shall be eligible for a general pay adjustment and for a non-base performance adjustment until the employee changes positions or leaves City employment.

V. PROCEDURES

A. DETERMINATION OF PAY RANGES

The compensation plan shall be based on the principle of equal pay for equal work. Pay ranges within the compensation plan shall be determined with regard to factors including, but not limited to: uniformity of pay for each class; relative difficulty, complexity, and responsibility of work; competitive recruiting, education and experience requirements; and prevailing rates of pay for similar jobs in public and private employment as determined by the City.

B. ENTRANCE PAY RATE

The entrance pay rate shall be within the Minimum and the Control Point of the pay range. All appointments (including department heads) above the Control Point must be authorized, in advance, by a majority of the Mayor, Human Resources Committee Chair and Human Resources Director.

C. RECLASSIFICATION

The Position Classification Review Process is the method for determining pay range assignment of new positions or reclassification actions involving substantial changes in the duties and responsibilities of an existing position.

(a) Classification or Reclassification Consideration

A request for reclassification of a current position or the classification of a new position may be initiated by a staff member seeking reclassification, by the staff member's department director, or by the Human Resource Director. Requests for reclassifications may occur throughout the year as positions are created or become vacant.

Reclassification consideration for existing positions requires that the employee and the department director document substantial changes in existing duties since the most recent review. Duty changes may be from substantial, immediate reassignment of duties due to reorganization, or may be the result of a logical and gradual change of responsibilities over a period of time.

To be considered for reclassification, changes should be stable and typically should have been in effect for at least six months preceding the reclassification request so that it is clear that the changes that exist are likely to remain for some period of time. Reclassification will not be considered for temporary changes in duties.

A request for classification or reclassification consideration must be in writing and include a new JQ with notes indicating duties that have changed since the last review. The Questionnaire must be completed and signed by the employee, then reviewed and signed by the supervisor and department director. The supervisor and department director must verify or comment on the accuracy of the responses.

(b) Review of Requests

Following internal review by the Human Resource Director, the Human Resource Director may submit the Questionnaire and any supporting documentation to the consultant for evaluation if the criteria for reclassification is met. If the reclassification is appropriate, the consultant will recommend a grade assignment for the position. The consultant may request further information from the Human Resource Director and may request that other positions affected by the reclassification changes be reviewed as well.

(c) The Employer's Response to the Consultant's Recommendations

The employee and the department director will be informed of the decision in writing and the consultants recommendation will be reported out informationally to the Human Resources Committee. Classification decisions for existing positions will normally take place on the first pay period following approval by the employer. The effective date of any compensation changes will be based on the specific circumstance of the reclassification.

D. COMPENSATION PLAN COMPONENTS

(a) Pay Range Adjustment

Pay Range adjustments are typically made on an annual basis. The Human Resources Director shall recommend such adjustments to the Mayor and Finance Director based on the general level of pay adjustments in the job markets where the City competes for its staff, as well as internal adjustments (e.g. collective bargaining settlements). These adjustments are also made in consideration of general changes in cost-of-living indices.

The adjustment takes the form of an adjustment to pay ranges with the goal of maintaining

market competitiveness of the pay plan.

No increase will be made to an employee's pay as a result of a pay range adjustment.

(b) Pay for Performance

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

The maximum Pay for Performance Adjustment shall not exceed the approved Pay Range Adjustment plus 3%.

E. PAY RATE ADJUSTMENTS

The Human Resources Director and the applicable Department Director shall determine the pay status of an employee based on the following:

- (a) Transfers - When an employee is transferred from one class to another with a common pay range, he/she shall continue to receive the same pay rate unless a different rate is deemed appropriate.
- (b) Promotion - When an employee is promoted from one class to another having a higher pay range, he/she shall receive an increase as deemed appropriate but not to exceed the Control Point of the range unless approved by the Committee as outlined in the above Entrance Pay Rate section. If the employee's pay rate is higher than the control point of the new position prior to promotion, no authorization is needed from the Committee. For consideration of placement into the new salary range, such factors as the average value of overtime lost, average value of extra hours worked in a non-exempt capacity as well as other internal and external factors shall be considered.
- (c) Demotion - When an employee accepts a position in a lower pay grade for any reason, a rate of pay shall be determined. For consideration of placement into the new salary range, such factors as experience, qualification, length of service, average value of overtime lost and the level of pay similar to employees in the pay range shall be considered.
- (d) Upward Re-Classification - When an employee's position is reclassified into a higher pay grade, the reclassification shall be treated the same as a promotion under (b) above.
- (e) Downward Re-Classification - When an employee's position is reclassified into a lower pay grade, the reclassification shall be treated the same as (c.) above.
- (f) Equity Adjustments
Equity adjustments are salary changes outside of the normal salary programs (as listed above) to remedy salary issues such as external pressure in high demand areas, internal salary compression, and/or retention considerations.

F. MINIMUM AND MAXIMUM RATES

Generally, an employee shall be paid within the pay range of his/her position.

An employee may be paid below the minimum of his/her pay range as the result of not receiving a pay adjustment due to their performance.

An employee who receives a base pay adjustment cannot exceed the maximum of their pay range.

In the event of a reclassification, or re-evaluation of a pay range that results in an employee's pay falling outside the maximum of the newly assigned pay range, such employee's pay rate may be red-circled.

G. OVERTIME

- (a) Employees in the Compensation Plan who meet the exemption under the Fair Labor Standards Act shall be exempt from all premium pay provisions except as otherwise outlined in this policy.
- (b) Employees who are required to work Sunday, not part of their regular schedule, shall receive double time pay. Utility Department employees who work Sunday, as part of their regular schedule, shall receive double time pay.
- (c.) All non-represented non-exempt employees in the Compensation Plan shall be paid no less than the minimum compensation required pursuant to the FLSA, including overtime compensation on a time and one half basis, for all hours worked in excess of 40 hours per week subject to the following:
 - 1. Compensatory Time, Sick leave, PTO Sick, approved non-paid leave and FMLA non-paid leave hours shall not be counted as hours worked for purposes of computing overtime compensation; and,
 - 2. Scheduled City holiday hours, vacation, PTO, funeral leave, jury duty and approved paid FMLA leave (except PTO Sick, see #1 above) may be counted as hours worked for purposes of computing overtime compensation (except when employee is called to work, then see #3 below); and,
 - 3. Hours worked and paid at a Sunday or Holiday double time rate*, where the employee is also paid an additional call pay premium, shall not be counted as hours worked for purposes of computing overtime compensation.

*Holiday double time rate refer to Fringe Benefit Policy.

- (c) Battalion Chiefs and Deputy Fire Chiefs who fill in for other Chief Officers, when overtime would otherwise be required, shall receive straight time pay for all such hours worked in addition to his/her regular bi-weekly rate. Operations Battalion Chiefs who are required by the Chief to attend extended (generally more than four (4) hours) training on his/her off-duty time may be eligible for straight time pay for attendance at such training at the discretion of the Fire Chief.
- (d) Police Lieutenants and Captains will receive compensation at time and one half of the top senior sergeant rate when working beyond their normal schedule for Grants, Off-Duty Police Services, Avenue Detail and special events.
- (e) Overtime shall be approved in advance by the Department Director or supervisor and reviewed periodically by the Department Director. Overtime shall be kept to a minimum and shall be

utilized to relieve specific occasional peak workloads or emergencies.

H. SHIFT DIFFERENTIAL

Non-exempt employees designated by departmental policy ~~may~~ receive a shift differential of \$.30 per hour between the hours of 5:00 PM and 5:00 AM. This shall not include an extension of the workday of **two (2) hours or less**, or employees working a modified schedule.

I. HIGHER RATE OF PAY

Employees of the Public Works Department shall be eligible for higher rate of pay per departmental policy.

J.

K. TELEPHONE CALL

Non-exempt 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 hour's straight time pay in either pay or time off to be determined by his/her supervisor.

L. EMERGENCY CALL-IN/EMERGENCY SHIFT CHANGE

Non-exempt employees who are called in or whose shift is changed may be eligible for call-time or shift change allowance as designated by departmental policy.

M. N.

O. STAND-BY DUTY

Emergency locators and utility maintenance staff, who are required by his/her department director to be on stand-by duty (required to remain within a one (1) hour response area, accessible by phone or pager, etc.) shall receive one hour's pay for each day of stand-by.

All employees required to be on stand-by must remain physically fit and ready for duty and must continue to abide by City policies (i.e., Drug-Free Workplace).

P. CALL DUTY - EMERGENCY RESPONSE (Excludes Directors and Deputy Directors)

Any exempt employee, who is required to report to duty for emergency operations (snowplowing, water main breaks, etc.) may be eligible for additional compensation in the form of a bonus as outlined below:

- ◆ If the employee reports for work and works more than one (1) hour but less than four (4) hours, the employee shall be entitled to \$50.00 for each report.
- ◆ If the employee reports for work and works four (4) hours or more, shall be entitled to \$100.00 for each report.
- ◆ Police Captains and Lieutenants, who report for work and work four (4) hours or more, shall be entitled to \$200.00 for each report.

O. SPECIAL CONDITIONS

It is recognized that external forces such as unique market conditions and compression of wage differentials between employees in the compensation plan and those they supervise can jeopardize the integrity of the plan. The Human Resources Director shall develop appropriate means to address such situations on a case-by-case basis, subject to the approval of the Common Council.

**RECRUITMENT STATUS REPORT
UPDATES THRU 12/08/17**

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	RTF Approval Date	# of Openings	STATUS
KIM	PT Bus Driver	VT	NA	NA	Flexible	Will keep process open with new flex schedule options Testing pending for next group
	Bus Driver	VT	5/2/17 7/6/17	5/23/17 9/20/17	1	Resignations of Todd Schafer and Flint Moua Continuing to accept applications Medical pending on one candidates Testing pending on next group to develop eligibility list
	PT Serviceperson	VT	9/26/17	10/16/17	1	Resignation of Scott Pellegrini Application deadline extended to 12/17/17
	Mechanic II	VT	10/16/17	10/16/17	1	Promotion of Jeff Pellegrini Medical pending on top candidate
	Facilities Management Support Specialist	PRFM	8/22/17	9/5//17	1	Final references pending
	Grounds Coordinator	PRFM	12/8/17	12/4/17	1	Resignation of Dave Vander Heyden Application deadline 1/7/18
	Laborer	DPW	8/7/19	5/31/17	1	Vacancy from earlier processes References and background pending on candidate from eligibility list
	Operator II – Water	DPW	1/2/18	11/20/17	2	Retirement of Mike Allen and Dave DeBaal Application deadline 12/10/17
	Customer Service Specialist (.5 FTE)	DPW	10/20/17	10/26/17	1	Resignation of Cathy Wedel Background and references pending on final candidate
	Operator I – Sweeper	DPW	1/3/18	Pending	1	Retirement of Charlie Hoff
	Operator I – Sweeper	DPW	1/2/18	Pending – Dept. discussing possible change	1	Retirement of Scott Coenen
	WW Operations Supervisor	Utilities	3/30/18	Pending	1	Retirement of Bob Kennedy
SANDY	Fire Chief	Fire	7/1/18	Pending	1	Application deadline date 1/5/18
JAY	Police Officer	Police	1/1/18 (added as part of 2018 budget) 1/4/18 1/13/18	NA	3 + Elig list	Payne Hughes start date 12/13/17 Backgrounds pending on 2 candidates Chief interviews 12/13/17 and 12/14/17 PFC interviews 12/21/17
	Crossing Guard (Regular and Alternate)	Police	NA	8/2/17	NA	Backgrounds pending
	Communication Specialist	Police	7/7/17	7/14/17	1	Susan Deruchowski start date 12/18/17
	Community Service Officer	Police	NA	8/16/17	2 + Elig list	Backgrounds pending
	Deputy Finance Director	Finance	12/12/17	11/20/17	1	Application deadline date 12/10/17
	Library Clerk (full-time)	Library	1/6/18	Pending	1	Application deadline date 12/17/17
	Library Assistant (Sub)	Library	NA	10/26/17	1	Panel interviews 12/8/17

TOTAL POSITIONS OPEN = 22 TOTAL ELIGIBILITY LISTS = 2

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
KIM	Community Relations Specialist .5 FTE	VT	1/13/17	Pending	1	Resignation of Nikki Voeltzke Re-org approved by Council on 6/21/17 (to .5)
	Administrative Assistant .6 FTE	VT	6/28/17	RTF pending	1	Transfer of Laura VanHoorweghe

TOTAL POSITIONS ON HOLD = 3