



City of Appleton

225 N. Oneida Street
Appleton WI, 54911

Meeting Agenda - Final Library Board

Wednesday, August 7, 2019

11:00 AM

225 N. Oneida Street

Personnel & Policy Committee

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

3. Action Items

[19-1124](#) Salary Administration Policy

Attachments: [Salary Administration Policy July 2019.pdf](#)

[19-1125](#) Volunteer Policy

Attachments: [Volunteer Policy - Draft Changes.pdf](#)

[19-1126](#) Lockout Tagout Policy

Attachments: [Lockout Tagout Policy2019.pdf](#)

[19-1127](#) Fleet Safety Policy

Attachments: [Fleet Safety Policy2019.pdf](#)

[19-1128](#) APL Gifts and Donations Policy

Attachments: [Gifts and Donations Policy Draft July 2019.pdf](#)

[19-1129](#) APL Meeting Room and Study Room Use Policy

Attachments: [Meeting and Study Room Policy update 8-2019 DRAFT.pdf](#)

[19-1130](#) Library Director's 2019 Mid-Year Performance Review

Closed Session

The Committee may meet in Closed Session pursuant to WI Statute 19.85(f)(c) to discuss personnel matters and then resume meeting in Open Session.

4. Adjournment

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

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 April 2018	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 March 2018	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 April 11, 2018	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 April 18, 2018

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. Emergency: For purposes of this policy, an emergency shall be defined as an unplanned, significant event that affects the operation, or service level of the department (as determined by the Department Director and/or the Mayor)
- E. Interim Assignment: When an employee is assigned to a different position on a temporary basis, because of a vacancy.
- F. 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' point factor job evaluation system for allocation to the appropriate pay grade. A JQ also functions as the key document for pay plan maintenance.
- G. 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.
- H. Red-circled: The maintenance of an employee's pay rate above the established range maximum. An employee whose pay rate is at or above the range maximum may be eligible for a non-base performance adjustment.

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 final decision in writing. 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 **Comp, Sick, and** non-paid leave hours shall not be counted as hours worked for purposes of computing overtime compensation; and,
 - 2. Scheduled City holiday hours, **Floating Holiday**, vacation, PTO, funeral leave, jury duty and approved paid FMLA leave (except FMLA Compensatory Time and Sick leave **as outlined in #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 PREMIUM

Non-exempt employees shall be eligible for a \$.50 shift premium added to their base pay if the employee is regularly scheduled (through shift selection or designated assignment) to work a 2nd or 3rd shift schedule (3rd or 4th shift schedule for Police).

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. This does not apply to employees receiving the Stand-by Duty pay.

L. EMERGENCY CALL-IN

Non-exempt employees who have left the worksite or are in a paid leave status, and who are called to return to work outside of their regularly scheduled hours to handle emergency situations that could not be anticipated, will be eligible for a lump sum of \$100 as call-in pay.

M. ASSIGNED SHIFT CHANGE

This applies to Department of Public Works and Utilities employees who operate on shifts.

When a non-exempt employee is required to work outside their assigned shift he/she will be paid as follows:

Employees notified for a change of assigned shift for a duration of more than one week and are given 48 hours or more notice shall be paid \$1.00 per hour, added to their base pay, for all hours worked for the duration of the scheduled shift.

Employees notified for a change of assigned shift for a duration of one week or less and are given 48 hours or more notice shall be paid \$2.00 per hour, added to their base pay, for all hours worked for the duration of the scheduled shift.

Employees notified for a change of assigned shift and are given less than a 48 hour notice shall be paid \$50 per day for the first 48 hours and then the employee shall be paid pursuant to the above.

The \$1.00 and \$2.00 premium pay shall be added to the employee's regular base rate for purposes of calculating the overtime rate.

O. STAND-BY DUTY

Employees 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 and (2) two hours if on the actual holiday (does not include the observed holiday).

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, Deputy Directors and Assistant Police Chief)

Any exempt employee, not on Stand By Duty, who is required to report to duty for emergency operations (e.g. snowplowing, water main breaks, facilities and grounds and technology issues, storms & other disasters, police investigations, SWAT calls 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 \$200.00 for each report.

CITY OF APPLETON POLICY	TITLE: VOLUNTEER POLICY	
ISSUE DATE: March 2011	LAST UPDATE: April 2015	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: City Departments and Volunteers	TOTAL PAGES: 10
Reviewed by Legal Services Date: July 16, 2010 June 2015	Committee Approval Date: April 19, 2011 August 24, 2015	Council Approval Date: May 4, 2011 September 2, 2015

I. PURPOSE

The City recognizes and supports the use of volunteers to assist in providing services and programs. This policy contains responsibilities of both the City and volunteers. Written policies and procedures will assure volunteers are suitably oriented and trained, written assignments and job duties are developed, supervision is appropriate to assigned duties and volunteers are told about safety and liability to the City.

II. POLICY

SCOPE

In order to maximize the effectiveness of volunteers yet limit risk exposure to both volunteers and the City, this policy will apply to all City departments and volunteers.

The City of Appleton defines a volunteer as “an individual recognized and authorized by the City of Appleton or one of its officials, agents or employees to perform services on behalf of the City of Appleton without receipt of salary or compensation other than for expense reimbursement.”

~~These guidelines~~ This policy complements, but does not supersede, the statutory authority of the Library Board.

PROCEDURES

Prior to using volunteers, each department using volunteers will have procedures to supplement this policy which will address specific methods to recruit, interview, select, orient, train, supervise and recognize volunteers within their department. Department

directors will designate an employee to be responsible for the volunteer program and who will serve as a ~~contact person~~ **volunteer coordinator**. Some departments may have more stringent policies and procedures in place for use of volunteers within their department.

A. **Screening & Selection Process**

- **Recruitment**. Departments shall use recruiting procedures appropriate to the specific program area. Procedures shall be consistently followed. To assist in this initial process, potential volunteers will be required to complete an ~~on-line~~ **volunteer** application ~~through the City's website~~.
- **Selection**. A screening and selection process shall be established where potential volunteers are interviewed, references verified when appropriate, and a background check is completed.

Departments should maintain an active roster of those individuals whose volunteer services are engaged. A welcome letter to the volunteer is also recommended. A welcome letter accepts the volunteer as part of your team and can underscore your appreciation of their services. It, along with a roster, also provides a written record of those individuals who are authorized to provide services on behalf of the City. A written record is of utmost importance since the City provides liability protection to volunteers under any official City volunteer program and the City's liability insurance provides protection to any expressly authorized volunteer. Your records will document which individuals the City will be responsible for in terms of liability protection.

Volunteers and the appropriate supervisors must complete and sign the City of Appleton's Volunteer Waiver and Release of Liability Form (Exhibit A). Volunteers under the age of 18 must have documented parental or guardian consent. The parent or legal guardian must complete and sign the City of Appleton's Volunteer Waiver and Release of Liability Form (Exhibit A).

Departments must comply with applicable Fair Labor Standard Act (FLSA) rules. Volunteers under the age of 18 must be provided with adequate supervision. For assistance on these specific rules, contact the Human Resources Department.

B. **Orientation**

In order for both the City and volunteers to have a complete understanding of the conditions of volunteering, the following topics should be discussed during department volunteer orientation.

- **Policy and procedure**. Policy and procedure regulating volunteer duties as well as any other pertinent rules, policies and procedures of the organization should be discussed. Specific emphasis should be given to working safely, conditions of driving while as a volunteer and risk exposure to the City. The ~~seasonal employee/volunteer~~ "Safety for All Seasons" **"Volunteer Safety Information"** ~~brochure~~ **handout (Exhibit B)** should be furnished to and discussed with volunteers.

Volunteers who will be driving non-city owned vehicles to carry out their volunteer responsibilities for the City of Appleton need to complete the driver's license and insurance verification sign-off form (Exhibit C). Without this verification of auto liability insurance, the City's insurance will become "primary" in a loss and would end up responding first to liability claims. It is our objective to be "excess" and respond to liability claims only after the volunteer's personal insurance is exhausted.

- **Training.** Training of volunteers is of importance to ensure they have the necessary skills and confidence to carry out their responsibilities. Written documentation of training given to volunteers should be made and kept on file by the department. Volunteers will receive an overview of their volunteer assignment and a comprehensive list of duties and expectations, hours of service, specific safety policies and procedures, supervision, confidentiality, call-in procedure, proper personal protective equipment for the job (if applicable), etc. ~~Volunteers should be issued ID badges when working in the public eye identifying them as a City of Appleton volunteer.~~ Where practical, it is recommended that volunteers, working in the public eye, be provided with some form of identification (ID badge, volunteer T-shirt/vest, etc.) to recognize them as a City of Appleton volunteer.
- **Supervision.** Volunteers will be supervised as to assignments, work performance, activity, use of equipment, etc. ~~Performance problems will be corrected or the volunteer service terminated.~~
- **Incident & Accident Reporting.** Volunteers should be instructed to report all incidents or accidents they are involved in while carrying out their volunteer responsibilities to their supervisor as soon as possible. Supervisors should then have the volunteer complete the City of Appleton's Volunteer Report of Injury or Accident form within 24 hours of incident or accident occurrence (Exhibit D). A verbal notification to the Human Resources Department should be made as soon as possible in the event of serious injury to the volunteer or others or for extensive property damage. Supervisors should conduct a prompt accident investigation to determine possible casual factors and possible corrective actions to prevent such incidents or accidents from occurring in the future.

RISK MANAGEMENT CONSIDERATIONS

It is important volunteers know what coverage the City will or will not provide.

- **Personal injury.** Volunteers are not employees, as defined by the State Workers' Compensation Act; therefore, workers' compensation coverage will not be provided if they are injured while performing volunteer services. The City purchases accident insurance for all authorized volunteers which covers medical, dismemberment and death benefits. The City does not provide any coverage for loss of income, permanent disability or other non-monetary damages or injuries.

- **Damage to volunteer property.** When volunteer's personal property is damaged while the volunteer is serving in an authorized volunteer status, the City will not be responsible to reimburse for the damage.

Automobile accidents. ~~All operators of a motor vehicle, while on City business, must be qualified to drive and must drive safely. This applies to both City owned and non-city owned vehicles. Volunteers operating City vehicles or equipment will receive instruction from the supervisor or department regarding City vehicles and equipment before being authorized to operate them.~~ **The City does not permit volunteers to operate any city vehicles or equipment.** The City does not provide automobile liability insurance coverage for a volunteer's privately-owned vehicle. Volunteers who use non-City-owned vehicles for City business should confirm that their personal auto insurance policy provides coverage for this use. Volunteer's automobile liability insurance will be considered primary. All volunteers who drive non-City-owned vehicles for City business shall be required to purchase (at their own expense) and maintain auto insurance at a level that meet the standards set under **Exhibit C.** ~~the City of Appleton Conditions of Employment policy.~~

- **Other liability.** If a volunteer's actions causes physical injury or property damage to another (other than from automobile accidents) and the injured party files a claim against or sues the volunteer, the City and/or its liability insurance carrier will defend the volunteer and be responsible for any financial judgment incurred as long as the volunteer was acting within the scope of their responsibilities.

**CITY OF APPLETON
WAIVER AND RELEASE OF LIABILITY FORM
FOR VOLUNTEERS, INTERNS, JOB SHADOWING AND RIDE ALONG PARTICIPANTS**

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS.

BEFORE SIGNING THIS WAIVER AND RELEASE OF LIABILITY, READ THIS ENTIRE DOCUMENT CAREFULLY. IF YOU SIGN THIS WAIVER AND RELEASE OF LIABILITY AND AN INCIDENT OCCURS RESULTING IN INJURY OR LOSS OF PROPERTY, THEN YOU WILL BE GIVING UP LEGAL RIGHTS THAT YOU MIGHT OTHERWISE HAVE HAD. IF THERE IS ANYTHING IN THIS DOCUMENT THAT YOU DO NOT UNDERSTAND OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS DOCUMENT, YOU SHOULD NOT SIGN THIS DOCUMENT AS IT IS DRAFTED, BUT RATHER SEEK ADVICE FROM YOUR LEGAL COUNSEL. REQUESTS FOR MODIFICATIONS MAY BE DIRECTED TO THE CITY ATTORNEY'S OFFICE AT 920-832-6423 WEEKDAYS BETWEEN 8:00 AM AND 4:00 PM.

This Waiver and Release is executed on the date entered below by the undersigned (the "Volunteer") in favor of the City of Appleton and its elected officials, officers, employees, agents and the like (collectively the "City").

WAIVER AND RELEASE

The Volunteer freely, voluntarily and without duress executes this Waiver and Release under the following terms:

1. For good and valuable consideration including Volunteer's ability to participate in a City sponsored activity or activities, Volunteer (or parent/guardian on behalf of Volunteer who is under 18 years of age) agrees on behalf of Volunteer and Volunteer's heirs, assigns and the like, to hold harmless, indemnify and defend the City of Appleton and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses, costs (including attorney fees) arising in any way out of Volunteer's participation in the City sponsored activity or activities including, but not limited to, any acts or omissions to act which the Volunteer may commit. However, the City and Volunteer understand that the City is not released from liability for harm incurred by Volunteer which results from the City's intentional or reckless conduct.
2. The Volunteer understands that the activity Volunteer is participating in may involve hazards that are either known or unknown that may subject the Volunteer to the risk of personal injury or death and damage to property and, with that understanding, Volunteer hereby expressly and specifically assumes all risk of injury or harm associated with the activity and releases the City from any and all liability for injury, illness, death or property damage resulting from the Activities and caused by Volunteer or by the negligence of the City.

3. The Volunteer further understands that the City does not assume any responsibility for or obligation to provide financial assistance or other assistance to Volunteer including, but not limited to medical, health, workers compensation or disability insurance in the event of injury or illness. To that end, Volunteer warrants and represents that Volunteer has consulted with a medical doctor with regard to Volunteer's personal medical needs and represents that Volunteer will not engage in any activity for which Volunteer has not received clearance from a medical doctor. Volunteer is aware of any applicable personal medical needs and conditions and has arranged through insurance or otherwise to meet any and all need for payment of medical costs that may accrue or occur while Volunteer is participating in the activity.
4. The City may, but is not obligated to, take any action it considers warranted under the circumstances regarding Volunteer's health and safety and Volunteer does hereby release and forever discharge the City from any claims whatsoever which arise or may hereafter arise on account of any first aid, treatment or service rendered in connection with Volunteer's activities with the City.

EARLY TERMINATION OF SERVICES OR ACTIVITY

The City reserves the right to terminate Volunteer's services or the activity itself at any time with or without cause or notice. Volunteer agrees that although Volunteer is not an employee of the City, Volunteer will act in accordance with all applicable City policies while engaged in the activity.

PHOTOGRAPHIC RELEASE

The Volunteer does hereby grant and convey unto the City all right, title and interest in any and all images and video or audio recordings made by the City during Volunteer's activities with the City including, but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.

CONSTRUCTION OF WAIVER AND RELEASE AND SEVERABILITY

The Volunteer expressly agrees that this Waiver and Release is intended to be as broad and inclusive as permitted by the laws of the State of Wisconsin and that this agreement shall be governed and interpreted by Wisconsin law. It is further agreed that nothing in this Waiver and Release shall be construed as a waiver, replacement or forfeiture of any other legal rights and defenses available to the City. The Volunteer agrees that in the event any clause or provision of this Waiver and Release is deemed invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Waiver and Release which shall continue to be enforceable.

[SIGNATURES BEGIN ON THE NEXT PAGE]

CITY OF APPLETON
WAIVER AND RELEASE OF LIABILITY FORM
FOR VOLUNTEERS, INTERNS, JOB SHADOWING AND RIDE ALONG PARTICIPANTS

General Description of Activity

Activity Date(s) (Approximate)	
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Volunteer's Name and Address	Emergency Contact
Parent/Guardian Information if Volunteer is under 18	Name and Phone Number
Affiliated Organization	

I CERTIFY THAT I AM AT LEAST 18 YEARS OF AGE AND HAVE READ THE PRECEDING WAIVER AND RELEASE OF LIABILITY THOROUGHLY AND I FULLY UNDERSTAND ITS TERMS AND CONDITIONS AND ENTER INTO IT ON BEHALF OF MYSELF, MY HEIRS, NEXT OF KIN ASSIGNS AND PERSONAL REPRESENTATIVES. NO ONE HAS MADE ANY REPRESENTATIONS, STATEMENTS OR INDUCEMENTS THAT CHANGE OR MODIFY ANYTHING WRITTEN IN THIS WAIVER AND RELEASE OF LIABILITY.

Volunteer's _____	Signature:	Date: _____
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IF VOLUNTEER IS UNDER AGE 18, PARENT/GUARDIAN MUST COMPLETE THIS SECTION

AS PARENT, GUARDIAN OR TEMPORARY GUARDIAN WITH LEGAL RESPONSIBILITY FOR THE VOLUNTEER, I CERTIFY THAT I HAVE READ THE PRECEDING WAIVER AND RELEASE OF LIABILITY AND BY SIGNING BELOW CONSENT TO THE NAMED MINOR VOLUNTEER'S PARTICIPATION SUBJECT TO THE TERMS AND CONDITIONS OF THE WAIVER AND RELEASE. NO ONE HAS MADE ANY REPRESENTATIONS, STATEMENTS OR INDUCEMENTS THAT CHANGE OR MODIFY ANYTHING WRITTEN IN THIS WAIVER AND RELEASE OF LIABILITY.

Name of Minor Volunteer (please print): _____	
_____ Signature of Parent or Guardian of Minor Volunteer	Date: _____
_____ Printed Name of Parent or Guardian	

For Office Use Only

Volunteer Safety Information

General Safety Policy: The City of Appleton is committed to providing a safe working environment for its volunteers. The City's Human Resources Director shall have full authority to stop any unsafe act where prescribed safety precautions are not being followed or to see that an unsafe condition is corrected before work resumes.

Volunteer Responsibilities: Volunteers are responsible for performing their work safely by adhering to all federal, state and City standards that apply to their jobs, including: following all applicable City safety policies and rules, wearing the required personal protective equipment, using common sense, maintaining good housekeeping, and reporting all accidents, injuries and unsafe conditions to their supervisor.

Drug & Alcohol Policy: It is the City's policy to maintain a workplace free from drugs and alcohol for its volunteers. All volunteers are expected to report to duty free from the influence of any alcohol or controlled substances. In addition, manufacturing, distributing, dispensing, possession or use of controlled substances, alcohol or drug paraphernalia is also prohibited. Should you be convicted of a drug-related crime, you must notify your supervisor of the conviction no later than five days after receiving it. Before reporting to work, notify your supervisor of any prescribed medications that could affect your judgment or motor skills.

Workplace Violence Policy: It is the policy of the City to provide a workplace free from violence. All aggressive behavior and violent acts are unacceptable conduct and will not be tolerated. Workplace violence includes: violent behavior or conduct, aggressive behavior or conduct or bringing weapons into the workplace. Volunteers who demonstrate such conduct will be subject to removal from their volunteer position, may not be considered for future volunteer opportunities and/or possible civil/criminal prosecution. Volunteers are expected to: conduct themselves in a manner conducive to positive relationships and effective teamwork, report all restraining orders that you file to the HR Department or any supervisor, not bring weapons into the workplace (unless it is part of the standard equipment for your job), immediately report violent threats to the police, immediately leave an area if violent or hostile actions are taking place and reporting current or potential occurrences of aggressive behavior or violence to your supervisor.

Hazard Communication (Right to Know/Understand): Volunteers have the right to know and the right to understand about the hazards of the chemical substances they may work with and how to protect themselves from these hazards. For more information, contact your supervisor or the Human Resources Department.

Blood Borne Pathogens: The City of Appleton has a comprehensive blood borne pathogen policy. This program provides volunteers with education, protective equipment and a preventative vaccine to volunteers who are at risk for exposure to blood and body fluids in the normal course of their job duties. Job classifications specifically targeted include: police officers, fire fighters, public health nurses and life-guards. All volunteers are offered a post-exposure evaluation if an exposure to blood or a body fluid occurs. If you have specific questions regarding the City's blood borne pathogen program, contact your supervisor.

Harassment & Discrimination: It is the policy of the City of Appleton that all volunteers have the right to work in an environment free of all forms of harassment. The City will not tolerate, condone or allow harassment by employees or other non-employees who conduct business with the City. Volunteers are expected to: a) refrain from or participate in, or encouragement of, actions that could be perceived as harassment, b) report to a supervisor offensive behavior such as physical grabbing, pinching or touching another employee's/volunteer's private areas, or sexual, racial, ethnic, religious or gender-based slurs, c) encourage any employee or other volunteer who confides with you that he/she is being harassed or discriminated against to report these acts to a supervisor and d) to cooperate fully in any investigation, whether or not you are directly involved in an incident.

DRIVER'S LICENSE & INSURANCE VERIFICATION FORM ~~INFORMATION UPDATE~~

Please print CLEARLY

First Name: _____ Middle Initial: _____

Last Name: _____

Do you have a **valid** Driver's License? ☐ Yes ☐ No

Driver's License Number: _____ State: _____

Date your Driver's License expires (mm/dd/year): ____/____/____

List any restrictions on your Driver's License (i.e. glasses, occupational, etc.):

It is your responsibility to notify the Volunteer Coordinator ~~or your Supervisor~~ immediately when your driver's license is restricted, suspended or revoked.

AUTO INSURANCE

The City does not provide insurance coverage for a volunteer's privately owned vehicle. Volunteers who use non-City-owned vehicles for City business should confirm that their personal auto insurance policy provides coverage for this use.

All volunteers who drive non-City-owned vehicles **to carry out their volunteer responsibilities for the City of Appleton** ~~for City business~~ shall be required to purchase (at their own expense) and maintain auto insurance at a level that meets one of the following minimum standards:

(a) Single limit of liability - \$200,000 for bodily injury and property damage

OR

(b) Split limit of liability with limits of; \$100,000 each person bodily injury \$300,000 each accident bodily injury \$50,000 property damage.

~~Proof of insurance must be provided prior to mileage reimbursement payment. Volunteers who cannot provide proof of this level of insurance will not be entitled to receive mileage reimbursement, and will not be allowed to drive for City business.~~ Failure by the volunteer to maintain required **auto liability** insurance limits ~~may~~ **will** affect volunteer status.

I understand that, should I use a non-City-owned vehicle in the conduct of my volunteer duties, I must have and maintain adequate insurance coverage (as noted above) for that vehicle.

Signature

Date

**City of Appleton
Volunteer Report of Injury or Accident**

Volunteer Information

Name of Volunteer:

Volunteer's Address:

Volunteer's Phone:

City Department & Program Served:

Type of Incident / Accident (check all that apply)

- ☐ Injury to Volunteer ☐ Injury to Others ☐ City Property Damage ☐ Property Damage to Volunteer
☐ Property Damage to Others

Description of Incident / Accident

Date of Incident / Accident:

Time:

Incident / Accident Location:

Incident / Accident Description (use the back of this form or additional sheets, if needed)

- ☐ Check here if there is security or traffic camera footage of this incident/accident. If so, download this camera footage and send a copy to the Human Resources Department.

Witness Information:

Injuries / Damage

Persons Injured (Name / Address / Phone):

Extent of Injuries:

Did volunteer seek medical attention?

If yes, list name and address of treating physician:

Describe property or vehicle damage:

Name of property or vehicle owner:

If accident involved volunteer's personal vehicle, has the volunteer already notified their personal vehicle insurance company?

Signatures

Volunteer Signature and Date: _____

Supervisor's Signature and Date: _____

CITY OF APPLETON PERSONNEL POLICY	TITLE: LOCKOUT/TAGOUT POLICY	
ISSUE DATE:	LAST UPDATE: June 28, 1999, May 4, 2006, March 2008, August 2012 <u>2019</u>	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	POLICY COVERAGE: All City Employees, Volunteers, Contractors	TOTAL PAGES: 6
Reviewed by Attorney's Office Date: June 4, 2008 July 2012	Committee Approval Date: June 26, 2001 August 13, 2008 September 24, 2012	Council Approval Date: July 18, 2001 August 20, 2008 October 3, 2012

I. PURPOSE

To establish procedures that are the “minimum” requirement for the lockout of energy isolating devices.

II. POLICY

It is the City's policy to provide a safe work environment for all employees and to follow regulations related to lockout of energy and energy isolating devices. Violations of this policy will be subject to disciplinary action, up to and including discharge.

III. DEFINITIONS

Authorized Employee: A person who locks or implements a tagout procedure on machines or equipment to perform service or maintenance on that machine or equipment.

Affected Employee: An employee whose job requires him/her to operate or use a machine or equipment on which servicing or maintenance is being performed under lockout or tagout. That person's job may also require him/her to work in an area in which service or maintenance is being performed.

Tagout: The placement of a lockout device on an energy isolating device, in accordance with an established procedure, ensuring that the energy isolating device and the equipment being controlled cannot be operated until the lockout device is removed.

Lockout Device: A device that utilizes a positive means such as a lock (either key or combination type) to hold an energy isolating device in the safe position and prevent the energizing of a machine or equipment.

Energy Source: Any source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.

Energy Isolating Device: A device that isolates the source of electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other energy.

Servicing and/or Maintenance: Workplace activities such as constructing, installing, setting up, adjusting, inspecting, modifying, lubricating, and maintaining and/or servicing machines or equipment.

Flange: A protruding rim, edge, rib, or collar, as on a wheel or a pipe shaft, used to strengthen an object, hold it in place, or attach it to another object.

IV. PROCEDURES

A. Training

1. Training shall take place periodically on an annual basis for all affected employees, and whenever a new employee is hired or posts into a position that falls under the guidelines of lockout/tagout procedures.
2. Each authorized employee shall receive training in the recognition of applicable hazardous energy sources, the type and magnitude of the energy available in the workplace, and the methods and means necessary for energy isolation and control.
3. Each affected employee shall be instructed in the purpose and use of the energy control procedure.
4. All other employees whose work operations are or may be in an area where energy control procedures may be utilized shall be instructed about the procedure, and about the prohibition relating to attempts to restart or re-energize machines or equipment which are locked out or tagged out.
5. Additional retraining shall also be conducted whenever a periodic inspection reveals that procedures and requirements of the standard are not being followed. The retraining shall establish employee proficiency and introduce new or revised control methods and procedures.
6. The supervisor shall certify that employee training has been accomplished and is being kept up to date. The sign-in sheet for the class shall contain the employee's name, date(s) of training and instructor's name. A copy will be sent to Human Resources immediately after training is complete, or departments may enter the data into the training system. Annual field safety training meets this requirement also.

B. Applying Energy Controls

1. Energy isolation and lockout/tagout are to be applied only by trained employees authorized to perform service or maintenance or emergency services personnel.
2. Before lockout/tagout is applied, all employees who work in the affected area must be notified.
3. Listed are the steps to control hazardous energy:
 - a. Preparation for shutdown:

Before turning off any equipment in order to lock or tag it the employee must know:

 1. Identify any other equipment or safety devices that would be affected by the shutdown.
 2. The types and amounts of energy that power it

3. The hazards of that energy
4. How the energy can be controlled

b. Equipment shutdown:

1. Shut the system down by using its operating controls
2. Follow whatever procedure is right for the equipment so that no one is endangered during shutdown.

c. Equipment Isolation:

1. Operate all energy isolating devices so that the equipment is isolated from its energy source
2. Be sure to isolate all energy sources – secondary power supplies as well as the main one
3. Never pull on an electrical switch while it is under load
4. Never remove a fuse instead of disconnecting

C. Applying Lockout/Tagout Devices:

1. All energy isolating devices are to be locked and tagged
2. Only the standardized devices supplied by the City are to be used for lockout/tagout, and they are not to be used for anything else
3. Use a lockout device with ID tag if a lock cannot be placed directly on the energy control
4. When lockout is used, each employee in the crew must attach his/her personal lock
5. More than one employee can lock out a single energy-isolating device by using a multiple-lock hasp
6. In the event it is physically impossible to use a lock, use a tag. Attach them at the same point as you would a lock or as close to it as possible. Be sure to fill out tags completely and correctly

D. Controlling Stored Energy: Take any of the following steps that are necessary to guard against energy left in the equipment after it has been isolated from its energy sources.

1. Inspect the system to make sure all parts have stopped moving
2. Install ground wires
3. Relieve trapped pressure
4. Release the tension on springs, or block the movement of spring-driven parts
5. Block or brace parts that could fall because of gravity
6. Block parts in hydraulic and pneumatic systems that could move from loss of pressure. Bleed the lines and leave vent valves open
7. Drain process piping systems and close valves to prevent the flow of hazardous materials

8. If a line must be blocked where there is no valve, use a blank flange
 9. Purge reactor tanks and process lines
 10. Dissipate extreme cold or heat, or wear protective clothing
 11. If stored energy can reaccumulate, monitor it to make sure it stays below hazardous levels
- E. Verifying Isolation of Equipment: prior to starting work on machines or equipment that have been locked out or tagged out follow these guidelines:
1. Make sure all danger areas are clear of personnel
 2. Verify that the main disconnect switch or circuit breaker can't be moved to the "on" position
 3. Press all start buttons and other activating controls on the equipment
 4. Shut off all machine controls when the testing is finished
 5. In a job that takes more than one day, the employee must verify that the lockout system is still in place before re-commencing work.
- F. Removing Lockout/Tagout: (NOTE: Locks and tags are to be removed as soon as work on the equipment is completed. Before lockout or tagout devices are removed and energy is restored to the machine or equipment, the following should be followed:
1. Make sure the equipment is safe to operate. Remove all tools from the area and be sure the system is fully assembled.
 2. Safeguard all employees by conducting a head count to make sure everyone is clear of equipment. Be sure to notify everyone who works in the area that lockout/tagout is being removed.
 3. Remove the lockout/tagout devices. Note: Except in an emergency, each device must be removed by the person who put it on. If the individual who applied the lockout or tagout device is not available to remove it, that device may be removed under the direction of the supervisor, provided that this procedure has been incorporated into the training program. This procedure shall include the following as a minimum:
 - a. Verification by the supervisor that the authorized employee who applied the device is not in the facility
 - b. Inform the employee that the lock or tag has been removed when he/she returns to the facility
- G. Additional requirements: Testing or positioning of machines, equipment or components
1. In situations in which lockout or tagout devices must be temporarily removed from the energy isolating device the following steps are required:
 - a. Clear the machine or equipment of tools and materials
 - b. Remove employees from the machine or equipment area
 - c. Remove the lockout or tagout devices
 - d. Energize and proceed with testing or positioning
 - e. De-energize all systems and reapply energy control measures

H. Service and Maintenance

When service and/or maintenance is performed by a crew, craft, department or other group, they shall utilize a procedure which affords them a level of protection equivalent to that provided by the implementation of a personal lockout or tagout device.

1. Group lockout requirements:

- a. Primary responsibility is vested in an authorized employee for a set number of employees working under the protection of a group lockout or tagout device
- b. Each person shall place his/her own personal lockout device or tagout device on the energy isolating device(s).
- c. When an energy-isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used.
- d. If lockout is used, a single lock may be used to lock out the machine or equipment with the key being placed in a lockout box or cabinet that allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

I. Tagout System

(NOTE: To be used in addition to the lockout with lockout being the primary means of isolation). When Tagout Systems are used, employees shall also be trained in the following limitations of tags:

1. Tags are essentially warning devices affixed to energy isolating devices, and do not provide the physical restraint on those devices that is provided by a lock.
2. When a tag is attached to an energy isolating device, it is not to be removed without authorization of the authorized person responsible for it and it is never to be bypassed, ignored or otherwise defeated.
3. In order to be effective, tags must be legible and understandable by all authorized employees, affected employees, and all other employees whose work operations are or may be in the area.
4. Tags and their means of attachment must be made of materials that will withstand the environmental conditions encountered in the workplace.
5. Tags may evoke a false sense of security and their meaning needs to be understood as part of the overall energy control program.
6. Tags must be securely attached to energy isolating devices so that they cannot be inadvertently or accidentally detached during use.

J. Periodic Inspection

The individual departments falling under the lockout/tagout policy shall conduct a periodic inspection of the energy control procedure at least once a year to ensure that the procedure and the requirements of the policy are being followed.

1. The periodic inspection shall be performed by an authorized employee other than those utilizing the energy control procedure being inspected.

2. The periodic inspection shall be designed to correct any deviations or inadequacies observed.
3. Where lockout is used for energy control, the periodic inspection shall include a review between the inspector and each authorized employee of that employee's responsibilities under the energy control procedures being inspected.
4. Where tagout is used for energy control, the periodic inspection shall include a review between the inspector and each authorized employee, of that employee's responsibilities under the energy control procedure being inspected. The department head or supervisor shall certify that periodic inspections have been performed. The certification shall identify:
 - a. The machine or equipment on which the energy control procedure was being utilized
 - b. The date of the inspection
 - c. The employees included in the inspection
 - d. The person performing the inspection

K. Outside Contractors

Whenever outside servicing personnel are to be engaged in activities covered by the scope and application of this standard, the on-site employer (City of Appleton employees) and the outside employer shall inform each other of their respective lockout or tagout procedures.

CITY OF APPLETON POLICY	TITLE: <u>VEHICLE USAGE</u> FLEET SAFETY POLICY	
ISSUE DATE: 2006	LAST UPDATE: 2006, 2012, <u>2019</u>	SECTION: Safety
POLICY SOURCE: Human Resources Department	AUDIENCE: All City Employees	TOTAL PAGES: 10
Reviewed by Attorney's Office Date: January 26, 2007 July 31, 2012	Committee Approval Date: February 14, 2007 September 24, 2012	Council Approval Date: February 21, 2007 October 3, 2012

I. PURPOSE

The purpose of the fleet safety vehicle usage policy is to ~~prevent vehicle accidents and to promote safe driving practices while maintaining City of Appleton vehicles and heavy equipment in proper operating conditions~~ set forth where applicable, the rules governing the operation of vehicles used in the performance of official City business.

II. POLICY

~~This policy applies to all City owned and leased vehicles operated on public roads and includes special use vehicles such as construction and excavation equipment designed to operate primarily off-road but driven on public roads to job sites. Where appropriate, this policy applies to the operation of privately owned vehicles used while performing official City business. Where applicable, Valley Transit may follow different reporting and investigation procedures as established by Transit Mutual Insurance Corporation of Wisconsin. e fleet safety policy serves as the uniform best practice standard governing the privilege of operating City of Appleton vehicles and/or heavy equipment.~~

Failure to comply with this policy shall lead to disciplinary action up to and including discharge.

III. DISCUSSION

The fleet safety vehicle usage policy applies to all City of Appleton full-time, part-time and seasonal employees. In addition to the provisions of this policy, all employees are required to comply with applicable Federal and Wisconsin Department of Transportation (DOT) motor vehicle and local traffic laws, and the established City of Appleton driving safety work rules, best practices and procedures.

IV. PROCEDURES

A. RESPONSIBILITIES

1. DEPARTMENT HEADS

Department Heads have the responsibility to implement the adopted fleet safety vehicle usage policy ~~and overall fleet safety program~~ by:

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- a. Directing all supervisors and employees to endorse and comply with the adopted policy and program components.
- b. Providing appropriate safety and financial resources.
- ~~e. Providing support and interest in the fleet safety program.~~

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2. SUPERVISORS

Supervisors have the responsibility to:

- a. Provide training to employees so that they are fully qualified to drive and maintain fleet vehicles and heavy equipment.
- b. Ensure the safe operation of fleet vehicles in compliance with the overall fleet safety program requirements.
- c. Enforce the established ~~vehicle usage~~fleet safety policy's driving work rules, procedures, policies and best practices.
- d. Thoroughly investigate all vehicle accidents and make recommendations to avoid future accidents.
- e. Demonstrate support and interest in the ~~vehicle usage~~fleet safety program.

3. EMPLOYEES

Employees have the responsibility to:

- a. Adhere to the directives of this ~~fleet safety policy and overall fleet safety program~~.
- b. Participate in in-service training and apply their education and training to the safe operation of assigned vehicles and heavy equipment.
- c. Immediately report any change to the status of their driver's license to their immediate supervisor, Department Director or Human Resources. Maintain a satisfactory driving record both on and off the job.
- d. Conduct required pre-trip inspections and preventive maintenance on assigned vehicles and heavy equipment. If an employee is unfamiliar with the operation or maintenance of a vehicle or piece of heavy equipment, it is his/her responsibility to request information and instructions on the proper procedures from his/her immediate supervisor.
- e. ~~Thoroughly complete all fleet related inspection and maintenance forms (this is repeat of d.~~
- f. Report unsafe conditions and/or mechanical defects.
- g. Report all accidents immediately and thoroughly ~~complete the City of Appleton investigation report.~~ Following the City of Appleton accident reporting and investigation policy.
- ~~h. Maintain a satisfactory driving record both on and off the job.~~
- ~~i-h.~~ Employees are required to obey all Federal DOT, Wisconsin DOT-MV, local and City of Appleton traffic regulations.
- ~~j-i.~~ Seat belts and shoulder harnesses MUST BE WORN while operating or riding in City of Appleton owned commercial and fleet vehicles, personal vehicles while on duty, and when operating heavy equipment that has been equipped with a manufacturer's installed seat belt and a rollover protection (ROP) feature. Inoperative or missing seat belts and/or harnesses shall immediately be reported to the immediate supervisor. The vehicle or equipment shall not be operated until the repairs have been made. (Law enforcement personnel are exempt from this requirement as outlined in Wisconsin statute 347.48(2m)(dm)
- ~~k.~~ Employees who are assigned a vehicle and/or piece of heavy equipment are responsible for the daily inspection of the vehicle and/or heavy equipment and completion of the required forms. If an employee is unfamiliar with the operation or maintenance of a vehicle or piece of heavy equipment, it is his/her responsibility to request information and instructions on the proper procedures from his/her immediate supervisor. (repeative and a portion added to d. above)

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i.
4. OPERATIONS FOREMAN - CEA:

Has the responsibility to:

- a. Develop, schedule and ensure implementation of the City of Appleton preventive maintenance program on all vehicles and heavy equipment.
- b. Prepare specifications for purchased or leased vehicles and heavy equipment to ensure maximum safety features.
- c. Assist in the development of fleet safety rules, best practices, procedures and policies.
- d. Supervise the activities of the maintenance staff to ensure quality maintenance.
- e. Assist in providing training on preventive maintenance inspection, techniques, and best practices.

B. USE OF PERSONAL VEHICLES ON CITY OF APPLETON BUSINESS

1. An employee who operates a personal vehicle for City business must provide proof of Liability Insurance with limits of not less than \$100,000 per person, \$300,000 per occurrence and statutory minimums for uninsured/underinsured motorists. This requirement shall not be waived. The insurance on the vehicle shall be primary to any City insurance coverage.
2. Motorcycles and/or mopeds are not acceptable and cannot be used to conduct City of Appleton business and are not eligible for mileage reimbursement.

3.

~~3-4.~~ Employees required to operate their personal vehicles to conduct City of Appleton business will be required to follow the City of Appleton Travel Policy.

5.
~~4-6.~~ Any loss or restriction of driving privileges during an employee's incumbency must be immediately reported to his/her supervisor, Department Director or Human Resources.

7.
~~5-8.~~ All employees that are required to drive in the course of their employment will complete a document verifying they hold a valid driver's license and adequate insurance on a yearly basis.

C. USE OF CITY OF APPLETON VEHICLES

The operation of City of Appleton owned or leased vehicles and/or heavy equipment is a privilege/requirement, which may be withdrawn at any time at the sole discretion of the City of Appleton. An employee must comply with the following fleet safety driving rules and best practices in order to continue this granted privilege/meet the requirement to operate vehicles and heavy equipment:

1. Maintain an approved and valid WI DOT-MV driver's license with the applicable classifications and endorsements at all times. Any loss or restriction of driving privileges during the employee's incumbency must be immediately reported to their immediate supervisor, Department Director or Human Resources.
2. Employees who operate fleet automobiles, light trucks, and medium trucks SHALL conduct a visual pre-trip inspection of the tires, brakes, headlights, taillights, directional lights, 4-way flashers, wipers, heater, and defroster on the vehicle at each fueling. (See Exhibit 1) The only exception to this will be Police and Fire vehicles, which will follow departmental inspection guidelines.

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3. Employees who operate commercial vehicles SHALL conduct and document the required "Pre-trip/Post-trip Inspection" prior to and at the conclusion of operating on public roadways as required by federal DOT regulations. (See Exhibit 2)
4. Engines SHALL BE stopped and ignition keys removed when parking or leaving City of Appleton vehicles and/or heavy equipment, unless parked within an enclosed garage.
5. Individuals not employed by the City of Appleton are NOT PERMITTED as passengers in fleet vehicles unless authorized by a Department Director, Human Resources or City Attorney's Office. If a Department Director is not sure of an acceptable deviation of the policy they should consult with the City Attorney's Office or Risk Management/Human Resources Department to determine acceptable risk levels.
6. While fueling fleet vehicles and/or heavy equipment:
 - a. Smoking is PROHIBITED while fueling.
 - b. Engines SHALL BE turned OFF during the fueling operation. Leaving the vehicle unattended while fueling is PROHIBITED.
 - c. Using an object to "lock the nozzle" on a fuel pump nozzle while fueling is PROHIBITED.
 - d. Fuel leaks and/or spills (gasoline, diesel fuel, and hydraulic oil) over one gallon SHALL BE reported immediately to the person responsible for safety so that an internal spill report can be completed.
7. Non-emergency vehicles are PROHIBITED from parking in fire lanes or in front of fire hydrants while on job sites.
8. Report any fleet vehicle and heavy equipment mechanical problems immediately. NEVER drive a fleet vehicle and/or operate heavy equipment that does not appear safe.
9. Protective guards, deflectors and shields SHALL BE in place before starting and operating any heavy equipment.
10. Heavy equipment SHALL BE properly maintained and inspected prior to each use.
11. Employees SHALL BE properly trained and certified on specialty and heavy equipment prior to its use.
12. Metal vehicle jack stands must always be used when working under a raised vehicle. Use safety blocks to secure the body of a vehicle in a raised position. Never exceed the rated capacity of jack stands.
13. The "3-POINT CONTACT" concept SHALL BE used when mounting and dismounting commercial vehicles, large specialty equipment, and heavy equipment. Jumping off vehicles and heavy equipment is PROHIBITED.
14. Employees ARE NOT ALLOWED to tamper, over-ride or disconnect any manufacturer installed safety features and devices.

15. All heavy or specialty equipment SHALL BE turned OFF under the following field conditions:

- a. Changing attachments
- b. Manually loading or unloading equipment
- c. Adjusting attachments
- ~~d.c.~~ In proximity to the general public

16. Vehicle interiors are to be kept clean and free of rubbish.

17. Excess material and debris SHALL BE CLEANED OFF after trailers and trucks are loaded prior to moving (i.e. trailer wheel fenders, bumpers, side panels, truck bed ledges, etc.)

18. Riders and/or passengers ARE NOT ALLOWED on heavy equipment while it is moving unless authorized by a supervisor, Department Director or Human Resources.

19. Vehicle and equipment steps, platforms, and deck plates SHALL BE kept clear of grease, oil, ice and mud.

20. Loading and unloading of trailers:

- Loading and unloading of heavy or specialty equipment on trailers SHALL BE done on a level surface area.
- The “4-POINT TIE DOWN” practice and application of the emergency brake SHALL BE done when transporting large riding landscape and construction-type equipment on trailers. The combined strength of all cargo tie-downs (straps, chain, ropes, tensioning devices) must be strong enough to lift half the weight of the piece of cargo tied down.
- Cargo on trailers SHALL NOT exceed the load capacity of the trailer.
- Equipment attachments SHALL BE lowered and secured on trailers while transporting.

D. DRIVER ORIENTATION AND TRAINING

Orientation and training must supplement the employee’s trial period to assure that all employees have the knowledge and skills necessary to perform the job in the manner expected, as well as to review the City of Appleton’s policies and practices with each employee. The orientation and the type and amount of training that is needed will vary directly with the complexity of the job assignments, and the knowledge and experience level of the employee.

Immediate supervisors, or designated trainers, are responsible for orienting and training both new and current employees regarding the proper use, maintenance and operation of City of Appleton vehicles and heavy equipment. The following components shall be thoroughly covered during the employee’s orientation/trial period.

1. Vehicle Safety Rules, Policies, Procedures and Practices

Employee will be instructed before using the vehicles and/or heavy equipment for the first time on the following:

- ☐ Approved uses of City of Appleton vehicles
- ☐ Vehicle accident procedures
- ☐ Maintenance repair reporting process, procedures and mandatory forms
- ☐ Vehicle and/or heavy equipment field breakdown procedures
- ☐ Proper storage and parking procedures
- ☐ Fueling practices and mandatory forms
- ☐ Drug Free Workplace Policy
- ☐ Fleet safety driving rules and best practices

2. Vehicle Operation (Off Road)

Employees will be instructed on the proper use of vehicles and/or heavy equipment off road and the following:

- ☐ Proper use of the vehicle and/or heavy equipment's controls, features and attachments
- ☐ Procedures for operating vehicles or heavy equipment on the roadway
- ☐ Required inspection techniques and preventative maintenance practices
- ☐ Completing the mandatory inspection and maintenance forms
- ☐ Proper use of safety features and equipment
- ☐ Cargo loading, unloading, and tie-down practices
- ☐ Backing procedures and use of spotters

In addition, the City of Appleton will provide ongoing in-service training programs which address the knowledge and skills necessary for all employees to perform in a satisfactory and safe manner.

E. VEHICLE AND HEAVY EQUIPMENT MAINTENANCE AND CARE

It is the responsibility of each department or division head to ensure that all City of Appleton owned or leased vehicles and heavy equipment assigned to their respective departments are in proper working condition at all times. The department or division head shall ensure that an orientation and training program is developed for vehicles and heavy equipment in his/her department. Routine checklists shall be developed and utilized for the vehicles and heavy equipment.

All supervisory personnel are accountable for the City of Appleton assigned vehicles and heavy equipment. This accountability includes instruction of employees in the proper operation and preventative maintenance procedures and ensuring that routine vehicle inspections are performed on a pre-use basis and that inspection forms are completed and submitted in accordance with the established procedure.

F. VEHICLE EMERGENCY BREAKDOWN PROCEDURE

Employees are responsible for following the breakdown procedures whenever a vehicle becomes disabled in a public roadway:

1. Get completely off the traveled roadway. Avoid curves, hills or where the view may be obstructed.
2. Shut down the vehicle.
3. Set the parking brake to prevent movement.
4. Turn on the 4-way flashers. If reflective triangles and/or approved cones are available, set them near the vehicle and at approximately 100' to warn approaching traffic.
5. Call for assistance (911, supervisor or on-duty supervisor depending on circumstances)
6. Stay in and with the vehicle.

G. EMERGENCY EQUIPMENT AND SUPPLIES

Supervisors and employees are required to maintain and ensure that all commercial vehicles are carrying the following emergency equipment: 1) reflective triangles; 2) basic first aid kit; 3) small multi-purpose dry fire extinguisher; and the 4) Proof of Insurance, vehicle and trailer registration cards.

RECEIPT OF ACKNOWLEDGEMENT AND UNDERSTANDING OF “FLEET SAFETY” POLICY FOR CITY OF APPLETON EMPLOYEES

I, Print Name, acknowledge the receipt of a copy of the City of Appleton’s
Fleet Safety Policy. I have read and familiarized myself with the contents and understand my
responsibility for adhering to these policies.

I agree to follow the City of Appleton’s rules and procedures as outlined in the policy.

I understand I will not be penalized for reporting conduct that I believe is forbidden by these
policies.

All of my questions relating to the City of Appleton’s Fleet Safety policy have been answered.

I understand that should I have future questions, I may contact my supervisor, the Human
Resources Department or the City Attorney’s Office.

Employee Signature

Date

Department

EXHIBIT 1

Daily check:

1. Check vehicle for damage (report damage to supervisor before you leave).
2. Inspect all tires to see if they look inflated the same.
3. Look for oil or fluid on ground after backing up.
4. Remove all trash and unneeded equipment.
5. Monitor gauges.
6. Write up any needed repairs on defect slips.

Fueling checks:

1. Check oil (fill if needed).
2. Check washer fluid level and wipers.
3. Turn on four-way flashers and headlights and inspect.
4. Date and initial inspection completed on every refueling.

Odometer	Initials		Odometer	Initials		Odometer	Initials		Odometer	Initials

EXHIBIT 2**CITY OF APPLETON
C.E.A. TRIP INSPECTION TICKET**

DATE _____ EQUIPMENT # _____ LICENSE # _____
MILEAGE/HOURS _____

EXTERIOR CONDITION	
	Underhood /Fluid Levels
	Front Steering & Suspension
	Tires-Front 4/32, Rear 2/32
	Headlights, 4-Ways, Directionals
	Brakes
	Check Transmission Fluid at Operating Temp, Engine Running
	Windshield, Wipers & Fluid
	Inspect Plow for Blade Wear & Mechanical Condition

INTERIOR CONDITION	
	Steering Wheel Play
	Mirrors
	Low Air Warning Device
	Gauges
	Horns
	Seats/Seat Belts

POST TRIP INSPECTION**VEHICLE DEFECTS:**

Pre Trip Sign On _____

Work Completed By _____

Post Trip Sign Off _____

Mechanic's Comments _____
(write on back side of this form)

GIFTS AND DONATIONS POLICY

Purpose

The Appleton Public Library (“APL”) believes that private initiative has an important role in extending and enriching the services of the library. The APL Board of Trustees (“library board”) establishes this policy to set guidelines for accepting gifts and donations.

Policy

1. The library board is authorized to receive, manage and dispose of gifts and donations for library purposes per Wis. Stat. § 43.58(7).
2. Gifts and donations for the library should be of such nature that usage of them falls within the mission of the APL.
3. Gifts and donations are an addition or supplement to, not a reduction of, the APL operating budget.
4. Gifts and donations should be complete and may be refused if the expenditure of library funds is necessary to make the gift item usable or they result in ongoing operating costs to APL such as staffing or special maintenance. Any such gift requires library board approval for acceptance.
5. Depending on the wishes of the donors, the library board may refer, pay or transfer any gift, donation, bequest, devise, or endowment, or its proceeds, to the City of Appleton (“city”); or the library board may refer, pay or transfer the gift, donation, bequest, device or endowment to the Friends of Appleton Public Library (“Friends”). APL reserves the right to transfer ownership to the Friends or sell the item and use the proceeds of the sale for purposes in keeping with APL’s mission.
6. Gifts and donations shall be handled consistent with APL’s Financial and [Materials Selection/Collection Development](#) Policies as well as the city’s Code of Conduct and Procurement and Contract Management Policies.
7. APL accepts gifts and donations of the following:
 - a. Donations of new or gently used books, media and periodical materials
 - i. Materials will be evaluated for inclusion based on the [Materials Selection/Collection Development](#) Policy and may or may not be added to the collection.
 - ii. Materials not added to the collection are subject to the Financial Policy - Disposal of Property.
 - iii. APL reserves the right to refuse items based on format, condition, volume of items received in specific formats and ability to use the format.
 - b. Monetary gifts, trusts, real property and stocks
 - i. Gifts of cash, real property, stocks, trusts, etc. will be accepted. Such resources may be used to purchase materials in keeping with the APL’s collection development plan, or to provide services in keeping with the APL’s mission.

- ii. The purchase of specifically identified titles or the funding of specifically dictated programs or services with such funds cannot be guaranteed, nor does the donor have the right of approval of titles or services before purchase. However, donors are encouraged to recommend subject areas.
- iii. The acceptance of these items is subject to the approval of the library board.

c. Art, personal property, other objects and collections

- i. Donations of art, personal property, other objects and collections will be accepted if such items have a use in the library or if the sale of such items can benefit APL's mission.

i.

- ii. Acceptance of these items does not guarantee display within the library.

8. Receipts, Appraisals and Recognition:

- a. APL does not assign a monetary value to gifts or donations, and the appraisal of gifts or donations to APL for tax purposes is the responsibility of the donor.
- b. The APL will furnish appropriate acknowledgement for gifts or donations upon request, either in the form of a receipt or letter.
- c. Recognition of gifts and donations may be made through the APL's newsletter, website or other communication channels and shared with media outlets.
- d. APL bookplates may be placed in library materials purchased with gift funds, format permitting.
- e. Programs and services made possible by gift funds will include recognition of such benefactors in their supporting literature.

9. Disposal of gifts and donations:

- a. The library reserves the right at all times to dispose of any gift or donation without notification to the donor if in the judgment of the staff such item no longer serves the purposes of the library.
- b. Disposal of gifts or donations will fall in compliance with this policy as well as the Procurement and Contract Management Policy.

10. Personal gifts and donations

- a. Per Wis. Per Wis. Stat. § 19.59 and the city's Code of Conduct, no employee, volunteer or trustee may solicit or accept from any person or organization, directly or indirectly, money or anything of value if it could reasonably be expected to influence such employee's official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of such employee.
- b. Staff should consult the Legal Services Department to determine appropriateness.

11. Grants are administered through APL's Financial Policy and the city's Grant Administration Policy.

MEETING AND STUDY ROOM POLICY

I. PURPOSE

Appleton Public Library ("Library") encourages the use of its meeting and study rooms by the public when the use does not interfere with the normal function of the Library and when the use conforms to the guidelines of this policy. Meeting and study rooms are available to the public free of charge regardless of the beliefs or affiliations of the individual or group requesting the use.

II. POLICY

1. Guidelines and General Rules.

- a. To use a meeting or study room, a person must sign up in advance of the use of the room and must agree to abide by this policy, as well as all other applicable laws, regulations and policies.
- b. Preference for meeting and study room reservations is given to library sponsored and co-sponsored programs first. Secondary preference is given to the City of Appleton ("City"), other government agencies and local non-profit/community groups.
- c. The following are prohibited uses of meeting and study rooms:
 - i. Use that involves the sale, advertising, solicitation (including the solicitation of donations and gifts), and/or promotion of products and services, with the exception of self-authored books and original music that is ancillary made available for sale by the author or creator.
 - ii. Personal, company and family meetings and parties.
 - iii. Use that requires a fee of any kind, including entrance fees or participation fees, with the exception of library fundraising activities and for fees associated with participating in City sponsored functions.
 - iv. Use intended, directly or indirectly, to obtain clients or customers for a for-profit service or company.
 - v. Use that involves illegal activity and/or activity that may pose a safety risk to persons or property, including any activity that involves combustible materials or any other device or object that may trigger a smoke alarm or sprinkler system.
 - vi. Any other use that the Library reasonably believes will violate the purpose of this policy.
- d. Meeting and study rooms must be left in an orderly condition after their use and users agree to accept responsibility for any and all damage caused to the room and/or equipment in the room.

- i. If library staff must provide more than reasonable cleanup, a minimum fee of \$25 will be charged to the individual who signed up for the use of the room pursuant to paragraph 1.a above. The total fee amount will depend on the actual cost of cleaning and/or repair.
 - ii. Any fee charged must be paid in full before the individual may reserve or use a meeting or study room again.
- e. Temporarily or permanently attaching items to the walls of the meeting or study rooms is prohibited.
- f. Directional signs may be posted on the first floor using a library provided stand. Reasonable amounts of signs may be used in the basement. All signs must comply with library policies.
- g. Light refreshments may be served. No alcohol may be served.
- h. The Library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library regulations.
- i. Library staff must have free access to meeting rooms at all times and no entry or exit door may be locked or barred.
- j. The Library reserves the right to take photographs of events for its own records and for future promotional materials. Before taking a photograph of a person that may be used for marketing or non-internal library use, the Library will first obtain written consent.
- k. The Library does not advocate or endorse the viewpoints of meetings or meeting room users, and meeting room users must not publicize their event in any manner that implies that it is sponsored, co-sponsored, endorsed or approved by the Library unless permission to do so has been given in advance by the library director.
- l. In the event a person fails to comply with this policy, or any other applicable law, regulation or policy, he or she may be removed from the Library and denied the right to use the Library's meeting and study rooms in the future, in addition to any other applicable penalties and charges.

2. Meeting Room Rules.

- a. The meeting rooms in the lower level of the Library are available for use by groups for the presentation of informational, educational or recreational meetings and programs. Meeting rooms may be used for open interviews / job fairs.
- b. Meetings held in meeting rooms must be open to the public and must be held during regular library hours
- c. Meeting rooms are intended for larger groups, and therefore a minimum attendance requirement may be imposed. Meeting rooms are not intended for one-on-one discussions, study or tutoring (see study room information below).
- d. No single group may have more than four (4) meetings reserved in advance in a six (6) month period. Exceptions are library sponsored and co-sponsored activities, or library system sponsored programs, and events offered by the City.

- e. Meeting rooms may be reserved at least one week and up to six months in advance through the online meeting room booking system or by calling the library administration.
- f. An authorized member of the group requesting the use of the meeting room will be required to sign or electronically submit a "Meeting Room Request Form" which provides information regarding the program and the requested room set up.
- g. Anyone using the Community Piano must comply with the Piano Policy.
- h. The Library may require proof that any public audiovisual presentation is not in conflict with copyright laws.
- i. The Library may schedule non-library programs in the children's program rooms when lower level meeting rooms are not available so long as the meeting complies with the Library Children's Room Appropriate Use Policy and The Lab on second floor.

3. Study Room Rules.

- a. The Library provides study rooms for individuals and small groups to meet and work quietly. These rooms are reserved through the Reference Desk.
 - i. Individuals and small groups may request a study room when they are available on a first-come, first-served basis.
 - ii. Tutors may reserve a study room up to one (1) month in advance by calling the Reference Desk.
 - iii. Individuals may reserve a room the day of in person or by calling the Reference Desk.
- b. Rooms may be reserved for up to two (2) hours. Extensions may be granted if no one is waiting to use the room.
- c. Study rooms may be booked in coordination with library administration following the meeting room reservation process for the following circumstances:
 - i. Groups not meeting minimum size requirement for a meeting room may use a study room, which may be booked in advance.
 - ii. Employers and employment agencies may use study rooms for open job interviews.
 - iii. Individuals and groups providing people free social services information may use study rooms.
 - iv. Individuals may request a specific room, however rooms will be assigned by library staff based on the size of group, room availability and needs of the user.