



City of Appleton

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

Meeting Agenda - Final

Human Resources & Information Technology Committee

Wednesday, December 11, 2019

6:30 PM

Council Chambers, 6th Floor

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

[19-1892](#) Minutes 11-6-19

Attachments: [Minutes 11-6-19 1.pdf](#)

4. Public Hearings/Apearances

5. Action Items

[19-1893](#) Request to approve to over hire the position of Wastewater Instrumentation Technician

Attachments: [Instrumentation Technician Overhire Request.pdf](#)

[19-1888](#) Request to approve a 2.0% increase to the Seasonal Pay Plan for 2020.

Attachments: [2020 Seasonal Salary Schedules.pdf](#)

[19-1894](#) Request to approve changes to the Salary Administration Policy.

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

[19-1885](#) 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

[19-1889](#) Changes to the Fringe Benefit Policy.

Attachments: [Fringe Benefit Policy 2019.pdf](#)

[19-1890](#) Non Union Pay Plan with a 2.0% increase for 2020.

Attachments: [2020 Non Rep Salary Schedule.pdf](#)

[19-1891](#) Recruitment Status Report 12/5/19

Attachments: [RSR thru 12-5-19.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

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

Questions on agenda contact Director Matz at 920-832-6426.



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
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Meeting Minutes Human Resources & Information Technology Committee

Wednesday, November 6, 2019

6:45 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

Present: 5 - Spears, Van Zeeland, Thao, Siebers and Fenton

3. Approval of minutes from previous meeting

4. **Public Hearings/Appealances**

5. **Action Items**

[19-1492](#)

Request to approve the Aldermanic Salary for the 2021 election year.

Attachments: [Elected Alderperson official salary.pdf](#)
[alderperson comparison 2019.pdf](#)

Amendment by Thao, seconded by Spears to increase Aldermanic salary for 2021 by 1.5%.

Motion failed 2/3 vote (Siebers, Spears Fenton)

Motion by Siebers, seconded by Spears that the Aldermanic Salary for 2021 be approved with a zero percent increase. Roll Call. Motion carried by the following vote:

Aye: 4 - Spears, Thao, Siebers and Fenton

Nay: 1 - Van Zeeland

6. **Information Items**

[19-1669](#)

The Police Department change to table of organization by reassigning an Officer position from CRU to ISU.

Attachments: [Police info memo.pdf](#)
[Police Reorg 10.31.19.pdf](#)

This informational item was presented.

[19-1670](#)

Public Works Engineering Division reclassification of Engineering Technician positions from Pay Grade H to Pay Grade I and retitle Engineering Specialist positions to Engineering Technician to address recruitment and retention.

Attachments: [Public Works update 10-31-19.pdf](#)

This informational item was presented.

[19-1671](#)

Library change to table of organization joining two .5 Library Assistant positions (Reach out and Read and Volunteer Coordinator) to one full time equivalent position.

Attachments: [Library position TO change.pdf](#)

This informational item was presented.

7. Adjournment

Motion Spears, seconded by Siebers that the meeting adjourn be approved.

Roll call. Motion carried by the following vote:

Aye: 5 - Spears, Van Zeeland, Thao, Siebers and Fenton



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

Department of Utilities
Wastewater Treatment Facility
2006 E Newberry St
Appleton, WI 54915-3128
920-832-5945 tel.
920-832-5949 fax

To: Chairperson Katie Van Zeeland and members of the Human Resources Committee
CC: Chairperson Vered Meltzer and members of the Utilities Committee
From: Chris Shaw, Utilities Director
Date: November 8, 2019
Re: *Request to Over Hire – Wastewater Instrumentation Technician*

The current Utilities Instrumentation Technician is planning on retiring January 10, 2020. The position is critical as the instrumentation technician works independently on all of the wastewater electronic instruments. This would include flow meters, level indicators, pressure and temperature sensors, etc. Maintenance and calibration of the utility's instruments is a requirement under administrative code so that process systems produce reliable data to report to the State of Wisconsin.

The position is also responsible for a number of hardware and software programs that are used for the plant's Supervisory Control and Data Acquisition (SCADA). The current inventory of input/output is ~2700 items. Being able to read and write programming code is an important part of wastewater operations and maintenance programs.

The incumbent has 25+ years of experience with the wastewater utility servicing all of the aforementioned equipment and software. This is a technically skilled position that requires the incumbent to be fully competent to install, maintain, troubleshoot, document, and repair a wide variety of electronic equipment as well as computer hardware and software. In order for a successful transition to the position's successor, I believe the Utility would benefit from having the incumbent transfer his institutional knowledge over a twenty day over hire period.

The financial impact is approximately \$7,000 and will be funded with current vacant salary dollars with the remainder or balance from a budget adjustment.

2020 SEASONAL/RECREATION PAY SCHEDULE

WIAA Certified Sports Officials \$25.50 per game
 Certified Fitness Instructor \$25.50 per class

PAY GRADE	1st Year	2nd Year	3rd Year	4th Year
GRADE 8	\$15.14	\$15.75	\$16.37	\$16.97
Adult Sport Official (non-certified) <i>Adult Flag Football</i> Youth Sport Official III Recreation/Sports Instructor III (non-certified) <i>Adult Fitness Instructor (Zumba, Outdoor Bootcamp)</i> Activity Coordinator III <i>Assistant Clubhouse Supervisor</i> <i>Playground Coordinator</i>				
GRADE 7	\$13.29	\$13.90	\$14.51	\$15.14
Code Compliance Inspector Activity Coordinator II <i>Assistant Playground Coordinator</i> Recreation/Sports Instructor II <i>Dance Instructor</i> <i>Preschool Instructors (Jr. Clubhouse, Teacher and Me)</i> <i>Adult Instructor (Spanish, Special Events)</i> Facility Manager III Pool Manager Election Technician				
GRADE 6	\$12.47	\$13.09	\$13.71	\$14.30
Lifeguard III/Swim Instructor Concession Manager				
GRADE 5	\$11.71	\$12.31	\$12.92	\$13.53
Engineering Aide-Inspection/drafting survey Engineering Aide-Traffic Activity Coordinator I <i>Youth Sports - Assistant Coordinator</i> Facility Manager II <i>League Facility Supervisor</i> <i>Director of Instruction-Swim Lessons</i> <i>Scheig Center Attendant</i> <i>Maintenance Lead Outdoor Pools</i> Recreation/Sports Instructor I <i>Bike Safety Instructor</i> <i>Camp Instructor (Tennis, Soccer, Baseball, Golf, Sports Exploration)</i> Youth Sport Official II Lifeguard II/Swim Instructor				
GRADE 4	\$10.68	\$11.27	\$11.89	\$12.55
Laborer Program Activity Leader II <i>Camp Supervisor</i> <i>Playground Leader</i> Facility Manager I <i>Clubhouse Attendant</i> <i>Facility Supervisor-Winter Recreation Center</i> Student Intern Lifeguard/Swim Instructors				
GRADE 3	\$9.66	\$10.24	\$10.88	\$11.57
Program/Activity Leader I <i>Assistant Dance Instructor</i> Customer Service Associate <i>Outside Operations (Golf)</i> Pool Cashier, Concessionaire Youth Sports Official I Chief Election Inspector Chief Election Inspector (co-chief)				
GRADE 2	\$8.75	\$9.04	\$9.37	\$9.66
Election Inspector				
GRADE 1	\$8.15	\$8.27	\$8.39	\$8.52
Scorekeeper <i>Basketball</i> <i>Flag Football - Youth and Adult</i> Attendant/Grounds Personnal <i>Concessions/Beverage Cart</i> <i>Water Slide Attendant</i> Grounds Personnel				

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 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 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: FRINGE BENEFITS	
ISSUE DATE: April 6, 2000	LAST UPDATE: December 18, 2002, April 17, 2003 September 11, 2003, July 2004, February 2006 November 2006, September 2009, January 2010 November 2011, August 2012, April 2014, December 2015, September 2016, December 2017, April 2019	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	POLICY AUDIENCE: All Employees Excludes Valley Transit, Police and Fire protective employees covered by a collective bargaining agreement.	TOTAL PAGES: 17
Reviewed by Legal Services Date: March 2000 July 21, 2004 September 2009 June 27, 2014 December 2015	Committee Approval Date: March 28, 2000 July 28, 2004 March 22, 2006 October 28, 2009 December 12, 2011 August 20, 2012 July 21, 2014 December 7, 2015	Council Approval Date: April 5, 2000 August 4, 2004 April 5, 2006 November 4, 2009 December 21, 2011 September 5, 2012 August 6, 2014 December 16, 2015

I. PURPOSE

To outline for employees the fringe benefits available to all employees, excluding represented Valley Transit, Police and Fire protective employees.

II. POLICY

It is the policy of the City of Appleton to make available fringe benefits as outlined in this policy. It is also the policy of the City of Appleton to provide incentives, recognize significant levels of responsibilities, and to attract and retain qualified employees by offering comparable benefits.

III. DISCUSSION

This policy provides the current fringe benefits available. These benefits are subject to change with approval of the Common Council.

IV. DEFINITIONS

A. Regular Full-Time (exempt): Employees who work a minimum of 2080 hours per year or 80 hours bi-weekly and not eligible for overtime or compensatory time for any hours worked beyond 40 hours per week. A full-time exempt employee is expected to work whatever hours necessary to complete the job they have been hired for. Employees who are classified as exempt are paid on a “salaried basis” meaning that the person will be paid the same full salary for any week in which work is performed without regard to the number of hours worked.

B. Regular Full-Time (non-exempt): Employees who work 2080 hours per year and are eligible for

overtime after working 40 hours per week.

- C. Regular Part-Time (exempt): Employees who are normally scheduled to work a minimum 1040 hours per year but less than 2080 hours per year and are not eligible for overtime or compensatory time for any hours worked beyond their standard bi-weekly hours.
- D. Regular Part-Time (non-exempt): Employees who are normally scheduled to work a minimum 1040 hours per year but less than 2080 hours per year and are eligible for straight time pay for hours worked beyond their standard biweekly hours and for overtime after working 40 hours per week.
- E. Non-represented: All employees whose benefits are not covered by a Collective Bargaining Agreement.
- F. Represented: Employees whose benefits are covered by a Collective Bargaining Agreement. Those include: Valley Transit Teamster Local 662, Appleton Professional Police Non-supervisory Unit and the Appleton International Association of Firefighters Local 257.
- G. Domestic Partner: Persons without registration that meet the following criteria:
 - a. Each individual is at least 18 years old and competent to enter into a contract;
 - b. Neither individual is married to, or in a domestic partnership with, another;
 - c. They share a common residence
 - d. Their partnership must not violate Wisconsin Statutes which bar marriage between certain persons based on kinship and divorce;
 - e. They must consider themselves to be members of each other's immediate family and
 - f. They must agree to be responsible for each other's basic living expenses.

Employees who wish to utilize the funeral leave benefits available for domestic partners must submit in writing to the Human Resources Department proof that the criteria listed above in (a-f) are met. Human Resources will make a determination on eligibility based on the information provided by the employee.

- H. Look-Back Measurement Period: Rules set by Health Care Reform to offer coverage to an employee who at time of hire wasn't eligible for medical insurance coverage. If during measurement period the employee's hours increase to over 30 hours per week on average then must be offered medical insurance. Measurement Period is the 12 months the City will use to review hours worked in the calculation. Administrative Period is the 60 day period for the City to administratively compute hours work to know if insurance should be offered. Stability Period is the 12 month period of time that once an employee qualifies must be allowed to stay on medical insurance.

V. BENEFITS

A. Health and Dental Insurance

1. Health Insurance:

Regular full-time and part-time employees working 30 hours or more per week, shall be eligible for health insurance benefit plan options as outlined in Attachment A.

Effective January 1, 2013 part-time employees who are enrolled in the City health insurance program shall be grandfathered and will continue to be eligible for health insurance benefits

provided they maintain their enrollment in the plan. If said employee chooses to drop coverage the part-time employee must work 30 hours per week to re-enroll.

Health insurance is effective upon the 31st calendar day of employment. Employees not enrolling at this time will be required to provide a certificate of previous insurance coverage or will have to wait until the open enrollment period for coverage the following calendar year.

Premiums will be deducted from the employee's payroll check. All premiums will be taken on a pre-tax basis unless the employee notifies the Human Resources Department in writing of their desire to have the premium deducted on a taxable basis. Any payments for insurance premiums that cannot be taken through payroll, are due on or before the first of the month for the month of coverage to the Human Resources Department. Failure to make timely payments may cause cancellation of coverage.

Employees who have a spouse who also work for the City must select either one family plan or two single plans.

The City will follow the Health Care Reform Act look-back provision in order to determine if a previously not eligible employee becomes eligible for medical insurance. The Measurement Period will be November 1 through October 31. The Administrative Period will be November 1 through December 31. The Stability Period will be January 1 through December 31.

2. Dental Insurance:

Regular full-time and part-time employees shall be eligible for a dental insurance benefit plan as outlined in Attachment B.

Premiums will be deducted from the employee's payroll check. All premiums will be taken on a pre-tax basis unless the employee notifies the Human Resources Department in writing of their desire to have the premium deducted on a taxable basis. Any payments for insurance premiums that cannot be taken through payroll, are due on or before the first of the month for the month of coverage to the Human Resources Department. Failure to make timely payments may cause cancellation of coverage.

Dental insurance is effective upon the 31st calendar day of employment. Employees not enrolling at this time will have to wait until the open enrollment period for coverage the following calendar year.

Employees who have a spouse who also work for the City must select either one family plan or two single plans.

Life Insurance

1. Basic Life Insurance: Regular full-time and regular part-time employees are eligible for term life insurance in an amount equal to one times the employee's annual salary rounded to the next even thousand increment to a maximum of \$50,000. The City shall pay the full cost of the premium.

2. Optional Life Insurance: In addition to the \$50,000 term life insurance, regular full-time and regular part-time employees can purchase optional life insurance in \$10,000 increments. Optional

life insurance can be purchased for spouse and dependent children. The employee must pay the full premium for all optional life insurance.

Life insurance is effective on the first of the month after thirty-one (31) calendar days of employment.

B. Long-Term Disability Insurance

Regular full-time and regular part-time employees will be eligible for long-term disability insurance. Coverage will be provided at 60 % of the employee's salary for non-work related injuries or illnesses after a ninety (90)-calendar day waiting period. The carrier must deem employees eligible. The City shall pay the full cost of the premium.

Long-term disability insurance is effective on the first of the month after ninety (90) (uninterrupted) calendar days of employment.

C. Wisconsin Retirement System

The City shall pay one half of all actuarially required contribution for funding benefits under the retirement system for regular full-time and regular part-time employees, this excludes Police and Fire protective employees. Participation in the Wisconsin Retirement System is mandatory.

D. Deferred Compensation Program (Section 457 Plan)/Roth

Regular full-time and regular part-time employees are eligible to participate in the City Deferred Compensation Program upon enrollment into the program anytime on or after their first day of employment. Any amounts contributed to the program, which must be by payroll deduction, are paid for fully by the employee. Under this plan, you may contribute money (on a pre-tax basis) in a tax deferred investment of your choice to earn tax deferred interest until you are ready to receive distributions, usually at retirement. There is also a Roth option that must be by payroll deduction and is paid for fully by the employee. This allows you to contribute money (on an after tax basis) to investments of your choice.

E. Post Employment Health Plan (PEHP)

The City of Appleton participates in the PEHP for Non-Represented Public Employees in accordance with the terms and conditions of the Plan's Participation Agreement.

1. Monthly Contributions:

The City agrees to contribute to the Plan on behalf of all regular full-time non-represented employees. The City shall contribute for each Eligible Employee the amount of ten dollars (\$10) per month.

The City shall pay the annual administration fee on behalf of the eligible active employee. The procedure for payment of the administration fee shall be accomplished by a deduction and reimbursement directly into the employee's account.

Regular part-time employees are not eligible for payment of the annual administration fee or the monthly contribution to the PEHP.

2. Additional Contributions:

In addition to the monthly contribution amount, the City will contribute upon retirement, the value of unused sick leave of an Eligible Employee's accumulated sick leave balance to the maximum as follows:

90 days for formerly represented AFSCME employees;

90 days plus any accumulated physical fitness bonus incentive for Police Captains and Lieutenants and;

120 days plus any accumulated physical fitness bonus incentive for Police/Fire administrative protective status personnel and

120 days for all other employees

(For purposes of the additional contribution, an Eligible Employee is an employee who is qualified for an annuity under the Wisconsin Retirement System.)

PEHP contributions are not reportable earnings to the Wisconsin Retirement System.

Contributions to the PEHP may only be used after an employee leaves employment with the City of Appleton. Monthly contributions are placed into an account that may be used to pay for IRS qualified expenses. The additional contributions are placed into an account that may be used to pay for premium contributions only.

- F. Flexible Spending Account: All regular full-time and regular part-time employees are eligible to participate in the flexible spending account program. Enrollment shall be January 1 of each year for existing employees or within thirty (30) calendar days for newly hired employees or for qualifying status changes. This program allows the employee to use pre-tax funds to pay for IRS qualified expenses. It also allows pre-tax funds for dependent day care expenses for children under the age of thirteen (13) or day care expenses for disabled dependents.
- G. Worker's Compensation: Regular full-time employees and regular part-time employees shall receive worker's compensation benefits based on state worker's compensation laws, with the exception's that there shall be no cap on the weekly (TTD) temporary total disability payments and they be compensated for the first three days at 66 2/3% following the date of injury, after the 7 day period is met. All protected police and fire personnel shall receive the same benefit afforded to the represented employees in the department.
- H. Tuition Reimbursement: All regular full-time non-represented employees who successfully complete job related continuing education courses toward a degreed program shall be reimbursed for fifty percent (50%) of the cost of tuition and books. The total amount reimbursed will not exceed fifty percent (50%) of the amount charged by the University of Wisconsin system for similar courses that is paid by the employee.

Library employees shall be reimbursed for up to 25% of the cost of tuition and books, paid by the employee, not to exceed that charged by the University of Wisconsin system for similar courses for graduate Library education.

The department head and the Director of Human Resources must approve participation in such courses, in advance. Successful completion shall mean a passing grade if the course or program is graded on a pass/fail basis or a grade of "C" or better if letter grades are issued. Class participation will be on the employee's own time.

All tuition reimbursement requests shall be subject to available departmental funds. Reimbursements from other sources will offset City contributions. (ie; grants).

- I. Direct Deposit: All employees are required to have their payroll checks direct deposited into a bank or credit union of their choice. The full amount of the deposit must go into one account.
- J. Other Benefits: Other voluntary benefits may be offered based on the City's discretion.

VI. PAID LEAVE

Employees shall receive a total of twelve (12) holidays per year (this includes scheduled holidays, as listed below). When a holiday falls on Saturday or Sunday, it shall be determined by the Mayor in November of the previous year, if service to the public will be required on the Friday or Monday. If it is determined that service will be provided to the public, employees shall work those days as part of their normal workweek and will be given a floating holiday off in lieu of the Friday before and/or the Monday after a holiday to be scheduled with supervisory approval. Department Directors will inform employees the November prior to the beginning of the following year of any variations of the following schedules. For those employees who are not required to service the public as noted above, when New Years, Independence Day, or Christmas falls on Saturday they shall be observed on the preceding Friday and when they fall on Sunday they shall be observed on the following Monday.

- A. Holidays: the City (excluding Valley Transit and Library) shall observe the following holidays:
 - 1. New Year's Day
 - 2. Memorial Day
 - 3. Independence Day
 - 4. Labor Day
 - 5. Thanksgiving Day
 - 6. Day after Thanksgiving
 - 7. Last working day before Christmas
 - 8. Christmas Day
 - 9. Four floating holidays
 - 10. Any additional holidays granted by the Common Council

Valley Transit shall observe the following holidays:

- 1. New Year's Day
- 2. Memorial Day
- 3. Independence Day
- 4. Labor Day
- 5. Thanksgiving Day
- 6. Christmas Day
- 7. Six floating holidays
- 8. Any additional holidays granted by the Common Council.

The Appleton Public Library shall observe the following holidays:

- 1. New Year's Day

2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Christmas Eve
7. Christmas Day
8. New Year's Eve
9. Four floating holidays
10. Any additional holidays granted by the Common Council and Library Board

Regular full-time employees are eligible for holidays based on eight (8) hours for each of the above listed holidays. . Police Lieutenants and Captains who are required to work (minimum staffing) on Thanksgiving Day, Day after Thanksgiving, Christmas Eve or Christmas Day shall be entitled to receive \$100 compensation and will be allowed to take an alternative day off.

Regular part-time employees are eligible for holidays pro-rated based on the approved budgeted position. If one of the above listed holidays falls on a regularly scheduled day off for a regular part-time employee, the employee may have the option, with department head approval, of taking pay for the holiday, taking an additional day off during the pay period or scheduling the holiday as a floating holiday to be used by December 31.

Floating Holidays may be charged in one quarter hour increments and/or pursuant to departmental policy. Floating Holidays must be used during the calendar year or they will be lost. Department directors/ or designee shall approve the number of employees off on a floating holiday at any one given time, as well as how employees will pick floating holidays and whether or not employees will be allowed to cancel scheduled floating holidays.

In order for regular full-time and regular part-time employees to be eligible for holiday pay, they must work their regularly scheduled work day immediately preceding and following the holiday, except in the case of an employee on an approved paid leave. Floating holidays will be pro-rated in the year of hire and termination/resignation/retirement as follows:

	Hired	Leaving
January-March	3	0
April-June	2	1
July-September	1	2
October-December	0	3

Non-exempt employees who work on any of the scheduled holidays shall receive double time pay for all hours worked on the holiday unless otherwise noted in departmental policies or have received an additional day off as noted above.

When an exempt employee is required to work one of the holidays listed above, that supervisor shall be given an additional floating holiday off, to be scheduled with supervisory approval. This provision shall not apply to Fire personnel working a 24-hour shift.

Non-represented Fire Personnel working a 24-hour shift shall be granted pay for scheduled holidays in accordance with the current International Association of Fire Fighters Local 257

collective bargaining agreement. In addition to the pay for scheduled holidays, 24-hour shift personnel shall be entitled to floating holidays based on the following schedule:

Upon promotion or year of hire:	one (1) floating holiday
After five (5) years of city service:	two (2) floating holidays
After eight (8) years of city service:	three (3) floating holidays

Floating Holidays shall be charged in one quarter hour increments and/or pursuant to departmental policies or guidelines.

- B. Vacation: All regular full-time employees shall be entitled to paid vacation benefits as of January 1 of each year based upon their length of continuous service. For purposes of determining future vacation eligibility, the year of hire shall be treated as a full year of service.

Regular part-time employees are eligible for vacation pro-rated based on the approved budgeted position. Regular part-time employees shall use vacation based on the number of hours scheduled to work on the day or days for which the vacation is requested.

Paid vacations shall be provided in accordance with the following:

Vacation Schedules: Existing employees shall be placed on the schedule below effective January 1, 2012. Employees will not lose earned vacation as a result of that placement and shall move to the next increment based on their years of service on the schedule below.

Year of hire: Persons hired prior to July 1 of any year shall receive one week (5 working days) of vacation during their year of hire subject to approval of their department head or Mayor if appropriate and in accordance with department policies.

1. Non-exempt:

After one year of continuous service: one week of vacation (five working days.)

After two years of continuous service: two weeks of vacation (ten working days.)

After six years of continuous service: two weeks plus two days of vacation (twelve working days.)

After eight years of continuous service: three weeks of vacation (fifteen working days.)

After twelve years of continuous service: four weeks of vacation (twenty working days.)

After fifteen years of continuous service: four weeks plus two days of vacation (twenty-two working days.)

After twenty-years of continuous service: five weeks

2. Exempt:

After one year of continuous service: two weeks (ten working days.)

After five years of continuous service: three weeks (fifteen working days)

After eight years of continuous service: three weeks plus three days of vacation (eighteen working days.)

After twelve years of continuous service: four weeks plus two-days of vacation (twenty- two working days.)

After twenty years of continuous service: five weeks plus four days of vacation (twenty-nine working days.)

3. Fire Personnel working a 24-hour shift:

After one year of continuous service: three days of vacation.

After two years of continuous service: six days of vacation.

After five years of continuous service: seven days of vacation.

After eight years of continuous service: ten days of vacation.

After twelve years of continuous service: thirteen days of vacation.

After sixteen years of continuous service: fourteen days of vacation.

After twenty years of continuous service: sixteen days of vacation.

Administration of Vacation:

Department directors/or designee shall approve the number of employees off on vacation at any one given time, as well as how employees will pick vacations and whether or not employees will be allowed to cancel vacations.

With the exception of the year of hire, vacation credits are earned in one year and are available for use in the following year. All employees entitled to three (3) weeks or more of vacation must schedule and take at least two (2) weeks of vacation during the year of entitlement. All employees entitled to less than three (3) weeks of vacation must schedule and take at least one (1) week of vacation during the year of entitlement. Employees who do not schedule the minimum required vacation will have it scheduled for them at a time determined by the department. If a department is unable to schedule the minimum required vacation for the employee, the time will be lost.

Vacation benefits shall be charged in one quarter hour increments and/or pursuant to departmental policies or guidelines.

When a holiday falls during an employee's vacation, he/she shall not be required to use a vacation day in lieu of the holiday.

In the event an employee or family member becomes ill during an employee's vacation, the employee will not be allowed to substitute sick leave for vacation unless the need for sick leave commences prior to the start of the approved vacation.

Regular employees who move from one position to another by transfer, promotion, or demotion, in the City, shall be credited with accumulated vacation leave in their new position.

An employee whose employment status is changed from temporary to regular status without a break in service shall receive vacation credits from the original date of hire. Library employees whose status is changed from temporary to regular status will have their vacation based on their status effective date change.

No credit for vacation leave shall be granted for time worked by an employee in excess of their normal workweek.

Use of vacation time must be approved in advance by the department head.

Vacation Carry-Over:

Any employee may carry over, from one year to the next, up to a maximum of five (5) days (forty hours) vacation.

Non-represented Fire employees working a 24-hour shift may carry over, from one year to the next, three (3) days.

Any vacation time that is carried over into a subsequent year shall be considered the first vacation time used by the employee in the subsequent year. The process at year end for employees who have unused vacation will be as follows:

~~Employees who have vacation balances as of December 31, will have the following options:~~

1. Any unused eligible balance up to ~~five days~~ **forty hours will automatically** ~~may be~~ carried over to the next year ~~and/or~~;
2. Any remaining balance up to ~~five days~~ **forty hours** may be paid to the employees PEHP or H.S.A. account. **(No more than a total of up to 40 hours for the two plans combined)**

Any employee wishing to have their remaining balance paid to the PEHP (up to 40 hours maximum), must enter the hours of the remaining balance in the payroll system on the payroll that includes 12/31 and use a code of "VT".

Any employee wishing to have their remaining balance paid to their H.S.A. account (up to 40 hours maximum), must enter the hours of the remaining balance in the payroll system on the payroll that includes 12/31 and use the code of "XV".

~~Up to five days of vacation will automatically carry over if you do not choose the PEHP or H.S.A. option.~~

Fire personnel employees who have vacation balances as of December 31, will have the unused eligible balance up to three days for Fire personnel working a 24 hour shift, automatically carried over to the next year and any remaining balance up to three days for Fire personnel working a 24 hour shift may be paid to their PEHP account or their H.S.A. account: (No more than a total of up to 40 hours for the two plans combined)

In both payout options, Fire employees working a 24-hour shift will have their shift hours converted to a 40 hour paid work week.

All eligible vacation not used in the year in which it is available and not carried over, must be entered into the payroll system with the VT or XV codes for payment to their PEHP or H.S.A. account or the vacation time will be lost.

At termination or retirement, any unused vacation will be paid to the employee in a lump sum. Vacation cannot be used over payroll periods to extend the last day of employment.

Exceptions to the above vacation carryover and PEHP/H.S.A. contribution beyond ~~one week~~ **forty hours** and three days for Fire personnel working a 24 hour shift, may be made in unusual circumstances as pre-approved by the Department Director or Mayor as appropriate and the Human Resources Director.

The Human Resources Director may request exceptions to the vacation provisions as it relates to placement on the schedule, on a case-by-case basis with a report to the Human Resources Committee.

- C. Paid Time Off: (PTO) Employees shall receive six (6) PTO days January 1 of each year to be used as paid time off. Part-time employees shall receive a pro-rated amount based on their approved budgeted position. For newly hired employees, PTO days shall be pro-rated based on the month hired. Employees will be allowed to carryover three (3) PTO days not used as of December 31st. Any request made for PTO days shall follow the normal procedure for the type of leave being requested. (e.g. vacation, floating holidays and sick leave must follow the normal guidelines used for requesting that type of benefit)

PTO days shall be pro-rated in the year of hire/termination/resignation/retirement as follows:

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

Fire employees working a 24-hour shift shall receive four (4) PTO days on January 1st of each year to be used as paid time off. Fire employees will be allowed to carryover two (2) PTO days not used as of December 31st.

PTO days for Fire employees working a 24-hour shift shall be pro-rated in the year of hire/termination resignation/retirement as follows:

	Hired	Leaving
January-March	3	0
April-June	2	1
July-September	1	2
October-December	0	3

Employees who use more PTO than they are entitled to in the year they leave employment shall owe the City the time back, unless the employee leaves employment as a result of physician certified disability.

PTO days shall be charged in one quarter hour increments and/or pursuant to departmental policies or guidelines.

- D. Sick Leave: Employees who have sick leave on the books will have that balance grandfathered as of December 31, 2011 and employees will no longer earn sick leave.

Sick leave that has been grandfathered may be used for an absence due to illness of, or injury to, the employee or an immediate family member living in the employee's residence, unless otherwise qualified under the Family Medical Leave Act.

Sick leave cannot be used until all Paid Time Off (PTO) days have been exhausted unless otherwise qualified under the Family Medical Leave Act. Employees must use the 2nd sick leave bank before accessing the regular bank;

1. PTO
2. 2nd sick leave bank
3. Regular sick leave bank

Sick leave and PTO may be used for doctor or dental appointments, which cannot be scheduled during an employee's regular time off. Employees are encouraged to schedule routine appointments that minimize the operational impact to the department.

Sick leave and PTO shall be charged in no less than one quarter-hour increments provided it is pre-approved by the employee's supervisor and/or pursuant to departmental policies or guidelines

A regular employee who moves from one position to another by transfer, promotion, or demotion, in the City, shall have their total sick leave credits transferred to the new department.

Employees who wish to utilize the sick leave benefits available for domestic partners must submit in writing to the Human Resources Department proof that the criteria listed above in (a-f) under Definitions (G) are met. Human Resources will make a determination on eligibility based on the information provided by the employee.

- E. Funeral Leave: In the case of the death of the employee's spouse, domestic partner, child, or step child regular full-time employees may be paid for scheduled time lost up to ten (10) working days, but not to exceed (80) eighty hours, at the employee's regular straight time rate. Leave must be taken within 60 days of the death.

In the case of death in the immediate family of a regular full-time employee, the employee will be paid for the scheduled time lost up to three (3) scheduled work days, but not to exceed (24) twenty-four hours at the employee's regular straight time hourly rate.

For purposes of funeral leave, immediate family shall be defined as the employee's grandchild; mother or step-mother; father or step-father; legal guardian; sister or brother; mother-in-law or father-in-law; any other relative living in the employee's residence at the time of death; or the mother or father of the employee's domestic partner.

Fire employees working a 24-hour shift shall be eligible for funeral leave based on the following:
Spouse, domestic partner, child or stepchild: 5 work days without loss of pay

Immediate Family: 2 work days

Employees who wish to utilize the funeral leave benefits available for domestic partners must submit in writing to the Human Resources Department proof that the criteria listed above in (a-f) under Definitions (G) are met. Human Resources will make a determination on eligibility based on the information provided by the employee.

Regular part-time employees are eligible for funeral leave pro-rated based on the approved budgeted position.

- F. Compensatory Time: Non-exempt regular full-time employees will be paid-overtime at time and one-half for all hours in excess of forty hours worked in a pay week. (For purposes of determining overtime pay under this policy, PTO Sick and Sick leave shall not be counted as hours worked for the purpose of computing overtime.) Non-exempt regular full-time employees, with the prior approval of their supervisor, may have the option of converting additional time worked to compensatory time off up to a maximum of 40 hours. Request for usage of compensatory time shall be pursuant to departmental policies.
- G. Jury Duty/Witness Duty: Regular full-time and regular part-time employees shall receive full pay for any work day the employee serves as a juror or if subpoenaed on witness duty if the employee was scheduled for work. In order for an employee to be eligible for witness duty pay, the reason for being a witness must be related to their employment with the City of Appleton. As a condition for such payment, the employee shall report for work for their regularly scheduled hours immediately before and following such duty when reasonably possible and shall immediately notify the Employer upon receipt of the jury summons or subpoena. The employee shall complete a Jury Duty Request form and submit it to their supervisor as soon as they are notified by subpoena of their requested appearance.

In order to receive full pay the employee is required to, upon receipt of jury or witness pay, submit their jury or witness pay to the City payroll office. The payroll office will cash the employees check, retain the portion of the check representing per diem payments, and give the employee the mileage and meal reimbursement portions of the check.

Employees, at their option, may use paid time off for a day of jury or witness duty and thereby retain the jury or witness pay as well as full pay for the day(s).

VII. LEAVE OF ABSENCE

Leaves of absence may be granted without pay subject to the following conditions:

Leave without pay shall be granted at the City's discretion. Request for leave of absence must be requested at least 30 days prior to the taking of such leave or in emergency cases as soon as reasonable or practicable. No leave of absence shall be granted for more than one calendar year.

When such leave is requested as an extension of medical leave, an acceptable physician's certificate shall be required.

The employee must exhaust all available paid time off benefits prior to the commencement of an unpaid leave of absence.

Leaves will be granted at the total discretion of the Department Head and the Human Resources Director. Requests for Leave of Absence for Appleton Public Library employees must also be approved by the Library Board.

Return to work earlier than the scheduled termination of leave date may be arranged by the department head and the employee with the approval of the Human Resources Director, provided it does not conflict with the physician's certification.

Employees on an unpaid leave of absence with the City may not be employed elsewhere unless otherwise approved by the Human Resources Director.

If an employee is unable to return to work on the date stipulated, he/she may submit a written request to extend their leave of absence, subject to the approval of the Human Resources Director. If, on the date following the expiration of the leave of absence, an extension is not requested and granted and the employee has not returned to their position, the employee shall be considered to have voluntarily resigned from City employment.

The appropriate Department Head may approve leaves of absence without pay for a period of less than 3 days in a given year provided that all available paid time off benefits have been exhausted prior to the requested leave dates.

Any employee absent from work without approval shall receive no pay for the duration of the absence, and shall be subject to corrective action up to and including discharge.

VIII. BENEFIT STATUS DURING LEAVE OF ABSENCE

Employees on an approved leave of absence without pay may elect to continue health, dental, and life insurance coverage during the period they are on leave beyond the first thirty days in addition to any voluntary insurance policies they may have elected. The employee shall be responsible for paying the full premium(s), due on or before the first of the month, in the Human Resources Department for all of the desired coverage. Failure to make timely payments will cause cancellation of coverage.

Paid time off and vacation shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non compensable status, excluding approved FMLA, should such period without pay exceed thirty calendar days in any calendar month. In this case, the employee's vacation, floating holiday and PTO entitlement for the following year shall be pro-rated.

IX. PHYSICAL FITNESS PROGRAM-POLICE & FIRE SWORN PERSONNEL

Exempt non-represented protective status personnel shall have the option of participating in the Physical Fitness Salary Incentive and Physical Fitness Bonus Incentive program.

All participating protective status personnel will be tested on the schedule for the represented employees within their respective departments, either annually (Fire) or bi-annually (Police).

A. Physical Fitness Salary Incentive:

Annual Testing: Participating employees receiving a score of "excellent" will be paid a physical fitness salary incentive of 2% of base pay and those receiving a score of "good" will be paid a physical fitness salary incentive of 1% of their base pay until the next testing date. Such payment shall be in a lump sum payable within thirty (30) days of the finalization of the testing results and shall be calculated on the basis of 2% or 1% of the employee's annual base pay, calculated on the rate of pay at the time of the test. Employees receiving a score of "adequate" or "poor" will not be eligible for a physical fitness salary incentive.

Bi-Annual Testing: Participating employees receiving a score of "excellent" will be paid a

physical fitness salary incentive of 2% of base pay and those receiving a score of “good” will be paid a premium of 1% of their base pay until the next testing date. Such payment shall be in a lump sum payable within thirty (30) days of the finalization of the testing results and shall be calculated on the basis of 2% or 1% of one half of the employee’s annual base pay, calculated on the rate of pay at the time of the test. Employees receiving a score of “adequate” or “poor” will not be eligible for a physical fitness salary incentive.

B. Physical Fitness Bonus Incentive:

Annual Testing: Participating employees shall be eligible for eight (8) hours of physical fitness bonus pay for each testing period that the employee receives a score of “excellent” and four (4) hours of physical fitness bonus pay for each testing period that the employee receives a score of “good”. Employees who score as “adequate” or “poor” will not be eligible for a physical fitness bonus incentive.

Bi-Annual Testing: Participating employees shall be eligible for four (4) hours of physical fitness bonus pay for each testing period that the employee receives a score of “excellent” and two (2) hours of physical fitness bonus pay for each testing period that the employee receives a score of “good”. Employees who score as “adequate or “poor” will not be eligible for a physical fitness bonus incentive.

The accumulated total physical fitness bonus incentive shall be paid to the eligible employee upon retirement (as defined by WRS) to the PEHP. Such payment will be made in accordance with and in addition to the retirement benefits outlined in section V. (Benefits) E. (Post Employment Health Plan) and section XI. (Termination Benefits) of this policy.

X. TERMINATION BENEFITS

- A. Retirement: Employees retiring, with proper notice, at or above the normal retirement age established under the Wisconsin Retirement System and/or eligible for a retirement annuity from the Wisconsin Retirement System shall be eligible for the following benefits:
- a. A lump sum pay-out of their accumulated and carry-over vacation balance *
 - b. A lump sum pay-out of floating holiday and PTO based upon the proration outlined in, Section IV-Paid Leave, of this policy.**
 - c. A lump sum pay-out of their accumulated compensatory time.
 - d. Accumulated and unused sick leave to a maximum of one hundred and twenty (120) days, (90 days maximum for formerly represented AFSCME employees and Police Captains and Lieutenants), shall be paid to the Post Employment Health Plan. Additionally, any accumulated physical fitness bonus incentive for protective status personnel shall be paid to the PEHP).
 - e. If the employee has completed at least five (5) years of service with the City, the employee may be eligible for a medical plan option exclusive of Dental. Such medical option may be made available to employees and spouses at their own expense, up to the time the employee and/or spouse turns age 65 or becomes eligible for Medicare, provided they exercise this option prior to their last day of work.

- f. The option of continuing dental coverage for a period of eighteen (18) months following the month in which their retirement occurred, in accordance with state and federal laws.
- B. Resignation: Employees who resign their employment with proper notice shall be eligible for the following benefits:
- a. A lump sum pay-out of their accumulated and carry-over vacation balance. *
 - b. A lump sum pay-out of floating holiday and PTO based upon the proration outlined in, Section IV Paid Leave, of this policy.**
 - c. A lump sum pay-out of their accumulated compensatory time.
 - d. The option of continuing the medical and dental coverage for a period of eighteen (18) months following the month in which their resignation occurred, in accordance with state and federal laws.
- C. Retirement or Resignation without proper notice: Employees who retire or resign their employment without proper notice (unless the reason for lack of proper notice is due to a physician certified disability) may be eligible for the following benefits:
- a. A lump sum pay-out of any carry-over vacation balance.*
 - b. A lump sum pay-out of any accumulated vacation balance based upon the following proration
 - 1. Employees required to give a (2) week notice will have a reduction of 10 days.
 - 2. Employees required to give a (30) thirty day notice will have a reduction of 30 days.
 - c. Floating holiday and/or PTO**
 - d. Employees will receive a lump sum pay-out of their accumulated compensatory time.
 - e. The option of continuing the medical and dental coverage for a period of up to eighteen (18) months following the month in which their retirement or resignation occurred, in accordance with state and federal laws.
 - f. Accumulated and unused sick leave to a maximum of one hundred and twenty (120) days, (90 days maximum for formerly represented AFSCME employees and Police Captains and Lieutenants), shall be paid to the Post Employment Health Plan. Additionally, any accumulated physical fitness bonus incentive for protective status personnel shall be paid to the PEHP).
- D. Termination: Employees benefits:
- a. A lump sum pay-out of any carry-over vacation *
 - b. Floating holiday and/or PTO**
 - c. Employees will receive a lump sum pay-out of their accumulated compensatory time.

- d. The option of continuing the medical and dental coverage for a period of up to eighteen (18) months following the month in which their termination occurred, in accordance with state and federal laws.
- E. Death of an employee: In the event of the death of an employee, the following benefits shall be direct deposited into the employee's account:
 - a. A lump sum pay-out of their accumulated and carry-over vacation balance.*
 - b. A lump sum pay-out of floating holiday and PTO based upon the proration outlined in, Section VI Paid Leave, of this policy.
 - c. A lump sum pay-out of their accumulated compensatory time.
 - d. A lump sum pay-out of accumulated and unused sick leave to a maximum of ninety (90) working days. For those employees who are eligible, up to an additional thirty (30) days of accumulated sick leave (beyond the 90 days) and any accumulated physical fitness bonus incentive for protective status personnel shall be paid to the employee's spouse and if no spouse is living, the employee's estate.
 - e. A medical plan option exclusive of Dental, may be made available to the employee's spouse at their own expense, up to the time the spouse turns age sixty-five (65) or becomes eligible for Medicare, provided they exercise this option within thirty days of the employee's death.
 - f. The spouse shall have the option of continuing dental coverage for a period of eighteen (18) months following the month in which the employee's death occurred, in accordance with state and federal laws.

*Employees leaving with less than eighteen (18) months of service shall have vacation prorated based on the following formula:

$\frac{5}{6}$ vacation day for each month of completed service minus any vacation time used between their date of hire and their last day of work. In the event the employee has used more vacation than they were entitled, based on this formula, the employee shall have an amount equal to the paid but unearned vacation deducted from their final pay (unless the employee leaves employment as a result of a physician certified disability).

**Employees who have used more floating holiday and/or PTO benefit than they were entitled pursuant to Section VI Paid Leave, of this policy in the last year of their employment will have an amount equal to the paid but unearned benefit deducted from their final pay (unless the employee leaves employment as a result of a physician certified disability).

**2020 NON-REPRESENTED CLASSIFICATION COMPENSATION
GRADE ORDER LIST**

2.0% GPA

Exempt	Pay Grade	80%	Control Point	120%
	Pay Grade B	\$13.30	\$16.62	\$19.94
N	PARKING RAMP ATTENDANT			
	Pay Grade C	\$14.21	\$17.76	\$21.31
N	BINDERY CLERK			
N	LIBRARY PAGE CLERK			
	Pay Grade D	\$15.12	\$18.90	\$22.68
N	LIBRARY CLERK			
N	OPERATIONS CLERK - LIBRARY			
N	PARKING ENFORCEMENT PERSON			
N	PARKING ENFORCEMENT/RAMP ATTENDANT			
	Pay Grade E	\$16.04	\$20.05	\$24.06
N	ACCOUNT CLERK I - FINANCE			
N	OPERATOR			
	Pay Grade F	\$17.43	\$21.79	\$26.15
N	ACCOUNT CLERK II - FINANCE			
N	ADMINISTRATIVE ASSISTANT - COMM/ECON DEV			
N	ADMINISTRATIVE ASSISTANT - FIRE			
N	ADMINISTRATIVE ASSISTANT - HEALTH			
N	ADMINISTRATIVE ASSISTANT - HR			
N	ADMINISTRATIVE ASSISTANT - PRFM			
N	INVENTORY CONTROL CLERK - DPW			
N	OPERATOR I-PARKING			
N	SERVICE PERSON-CEA			
N	UTILITY LOCATOR			
	Pay Grade G	\$19.26	\$24.07	\$28.88
N	ACCOUNT CLERK III - FINANCE			
N	ADMINISTRATIVE SUPPORT SPECIALIST - DPW			
N	ADMINISTRATIVE SUPPORT SPECIALIST - HR			
N	ADMINISTRATIVE SUPPORT SPECIALIST - LEGAL SERVICES			
N	ADMINISTRATIVE SUPPORT SPECIALIST - LIBRARY			
N	ADMINISTRATIVE SUPPORT SPECIALIST - POLICE			
N	ADMINISTRATIVE SUPPORT SPECIALIST - UTILITIES			
N	COMMUNICATION SPECIALIST - POLICE			
N	CUSTOMER SERVICE SPECIALIST - DPW			
N	GROUPS COORDINATOR			
N	LABORATORY TECHNICIAN			
N	LEAD ADMINISTRATIVE SUPPORT SPECIALIST - POLICE			
N	LEAD COMMUNICATION SPECIALIST - POLICE			
N	LEAD CSO			
N	OPERATIONS CREW LEADER-PARKING			
N	OPERATOR 1			
N	REAL ESTATE ASSESSMENT TECHNICIAN			
N	UTILITY CLERK - FINANCE			
N	WEIGHTS & MEASURES SPECIALIST			

	Pay Grade H	\$21.08	\$26.35	\$31.62
N	ARBORIST			
N	ASSESSMENT TECHNICIAN - LEAD CLERICAL			
N	DEPUTY CITY CLERK			
N	EROSION CONTROL INSPECTOR			
N	FACILITIES MANAGEMENT SUPPORT SPECIALIST			
N	FACILITIES TECHNICIAN			
N	FORENSIC EVIDENCE SPECIALIST			
N	GROUPS TECHNICIAN			
N	HELP DESK ANALYST			
N	LIBRARY ASSISTANT			
N	LIQUIDS OPERATOR			
N	NETWORK SERVICES ASSISTANT			
N	OPERATOR II			
N	PAYROLL COORDINATOR			
N	PERSONAL PROPERTY ASSESSMENT TECHNICIAN			
N	PROPERTY TAX SPECIALIST			
N	SOLIDS OPERATOR			
N	UTILITY WORKER			
	Pay Grade I	\$22.93	\$28.66	\$34.39
N	ADMINISTRATIVE ASSISTANT - POLICE CHIEF			
N	ASSET MANAGEMENT PURCASHING SPECIALIST - UTILITIES			
N	BENEFITS COORDINATOR - HR			
N	CARPENTER/PAINTER			
N	COMMUNITY DEVELOPMENT SPECIALIST			
N	ENGINEERING TECHNICIAN			
N	FACILITIES CONTROL TECHNICIAN			
N	HORTICULTURIST-CONSERVATION TECHNICIAN			
N	HVAC TECHNICIAN/PIPEFITTER			
N	LEGAL ASSISTANT			
N	MASTER MECHANIC			
N	PC/LAN SPECIALIST			
N	PROPERTY ASSESSOR II			
N	PURCHASING CLERK			
N	RECREATION COORDINATOR			
N	RELIEF OPERATOR/MAINTENANCE HELPER			
N	SECRETARY TO THE MAYOR			
N	WATER PLANT OPERATOR			
E	ENVIRONMENTALIST II			
E	LIBRARIAN			
E	LIBRARY ASSISTANT SUPERVISOR			
E	ROAD SUPERVISOR - VT			
E	TRAINING & RESOURCE DEVELOPMENT SPECIALIST			
	Pay Grade J	\$24.76	\$30.95	\$37.14
N	CIVILIAN FIRE INSPECTOR			
N	FACILITIES TECHNICIAN-ELECTRICIAN			
N	MAINTENANCE SPECIALIST-MILLWRIGHT			
N	OPERATIONS CREW LEADER - MSB			
E	BUSINESS MANAGER - LIBRARY			
E	CIVIL ENGINEER			
E	COMMUNITY RELATIONS SPECIALIST			
E	DPW PLANS & RECORDS SPECIALIST			
E	GIS SPECIALST			
E	MARKETING COORDINATOR - LIBRARY			
E	MOBILITY MANAGER - VT			
E	PUBLIC HEALTH NURSE			
E	SYSTEMS ANALYST			

	Pay Grade K	\$26.58	\$33.23	\$39.88
N	CITY SURVEYOR			
N	INSPECTOR			
N	LEAD ELECTRICIAN			
N	LEAD MECHANIC			
N	MASTER ELECTRICIAN			
N	PLUMBER			
N	PROPERTY ASSESSOR III			
E	ADMINISTRATIVE SERVICES COORDINATOR - PRFM			
E	ADMINISTRATIVE SERVICES MANAGER - VT			
E	ASSISTANT TO FIRE CHIEF			
E	BUDGET ANALYST			
E	CITY SEALER			
E	CLUBHOUSE SUPERVISOR - PRFM			
E	ECONOMIC DEVELOPMENT SPECIALIST			
E	EMERGENCY MANAGEMENT COORDINATOR			
E	FISCAL RESOURCES MANAGER - POLICE			
E	HOUSING COORDINATOR			
E	INSTRUMENTATION TECHNICIAN			
E	MANAGERIAL ACCOUNT COORDINATOR - DPW			
E	NETWORK SERVICES SUPERVISOR			
E	OFFICE MANAGER - DPW			
E	PARKING UTILITY MANAGER			
E	PRINCIPAL PLANNER			
E	PURCHASING MANAGER			
E	RECREATION PROGRAMMER			
	Pay Grade L	\$28.41	\$35.51	\$42.61
E	ASSISTANT CITY ATTORNEY I			
E	COMMUNICATIONS COORDINATOR - MAYOR			
E	CUSTOMER SERVICE ACCOUNTING SUPERVISOR			
E	DIVERSITY AND INCLUSION COORDINATOR			
E	ENTERPRISE ACCOUNTING MANAGER			
E	FIRE PROTECTION ENGINEER			
E	HR GENERALIST			
E	LEAD SYSTEMS ANALYST			
E	LIBRARY SUPERVISOR			
E	PARATRANSIT COORDINATOR/OPERATIONS SUPERVISOR			
E	TRANSIT MAINTENANCE/OPERATIONS SUPERVISOR			
E	TRANSIT OPERATIONS SPECIALIST			
E	TRANSIT OPERATIONS SUPERVISOR			
	Pay Grade M	\$30.25	\$37.81	\$45.37
E	ADMINISTRATIVE SERVICES SUPERVISOR - POLICE			
E	CITY CLERK			
E	ENGINEERING TECHNICIAN FOREMAN			
E	ENVIRONMENTAL PROGRAM COORDINATOR - UTILITIES			
E	OPERATIONS FOREMAN - DPW			
E	PUBLIC HEALTH NURSE SUPERVISOR			
E	RECREATION MANAGER			
E	SOFTWARE ENGINEER			
E	SUPERVISOR ENVIRONMENTAL HEALTH			
E	TECHNICAL SERVICES MANAGER - UTILITIES			

	Pay Grade N	\$32.09	\$40.11	\$48.13
E	INSPECTIONS SUPERVISOR			
E	NETWORK ADMINISTRATOR			
E	OPERATIONS FOREMAN-CEA			
E	OPERATIONS FOREMAN-CITY FORESTER			
E	POLICE LIEUTENANT			
E	PROFESSIONAL ENGINEER			
E	PROFESSIONAL ENGINEER - TRAFFIC			
E	RISK MANAGER			
E	STAFF DEVELOPMENT/TRAINING COORD			
E	WATER OPERATIONS SUPERVISOR			
E	WW OPERATIONS SUPERVISOR			
	Pay Grade O	\$33.92	\$42.40	\$50.88
E	ASSISTANT CITY ATTORNEY II			
E	ASSISTANT CITY ENGINEER			
E	FACILITIES MANAGER			
E	FACILITIES PROJECT MANAGER			
E	FIRE BATTALION CHIEF			
E	GOLF COURSE SUPERINTENDENT			
E	GROUNDS MANAGER			
E	POLICE CAPTAIN			
E	TRAFFIC ENGINEER			
	Pay Grade P	\$35.77	\$44.71	\$53.65
E	ASSISTANT CHIEF - POLICE			
E	ASSISTANT GENERAL MANAGER			
E	ASSISTANT LIBRARY DIRECTOR			
E	CITY ASSESSOR			
E	DEPUTY CITY ATTORNEY			
E	DEPUTY DIRECTOR COMMUNITY ECONOMIC DEVELOPMENT			
E	DEPUTY DIRECTOR FINANCE			
E	DEPUTY DIRECTOR HUMAN RESOURCES			
E	DEPUTY DIRECTOR OPERATIONS			
E	DEPUTY DIRECTOR PARKS RECREATION & FACILITIES MGMT			
E	DEPUTY DIRECTOR UTILITIES			
E	DEPUTY FIRE CHIEF			
	Pay Grade Q	\$37.60	\$47.00	\$56.40
E	NOTHING ASSIGNED			
	Pay Grade R	\$39.43	\$49.29	\$59.15
E	DEPUTY DIRECTOR/CITY ENGINEER			
E	MAYOR			
	Pay Grade S	\$42.18	\$52.73	\$63.28
E	FIRE CHIEF			
E	GENERAL MANAGER			
E	HEALTH OFFICER			
E	LIBRARY DIRECTOR			
E	UTILITIES DIRECTOR			
	Pay Grade T	\$45.84	\$57.30	\$68.76
E	CITY ATTORNEY			
E	DIRECTOR COMMUNITY & ECONOMIC DEVELOPMENT			
E	DIRECTOR PARKS/RECREATION/FACILITIES MANGEMENT			
E	FINANCE DIRECTOR			
E	HUMAN RESOURCES DIRECTOR			
E	INFORMATION TECHNOLOGY DIRECTOR			
E	POLICE CHIEF			
E	PUBLIC WORKS DIRECTOR			

RECRUITMENT STATUS REPORT

UPDATES THRU 12/05/19

STAFF PERSON	POSITION	DEPT.	Date of Vacancy	# of Openings	STATUS
KIM	Bus Driver	VT	Multiple	3	Medical pending on 1 candidate. Panel interview 12/17/19. Determining testing date. Application deadline 12/29/19.
	Part-Time Bus Driver	VT	N/A	N/A	Background and references pending on 1 candidate. Determining testing date. Application deadline 12/29/19.
	Communication Technician	VT	10/25/19	1	Re-advertise. Application deadline 12/22/19.
	Electrician – DPW (Traffic)	DPW	Jan 2020	1	Panel interviews 12/10/19.
	Engineering Technician	DPW	4/3/19 & 5/29/19	1	Medical pending on top candidate.
	Operator I - DPW	DPW	8/26/19	1	Andrew Pawlowski start date 12/16/19. 2 candidates placed on eligibility list.
	Parking Ramp Attendant	DPW	10/14/19	1	Panel interviews 12/20/19.
	Operation Foreman - Street	DPW	1/2/20	1	Lance Wilkinson promoted 1/3/20.
	Operator I - Street	DPW	11/18/19	1	Medical pending on candidate from eligibility list.
	Operator II - Street	DPW	11/23/19	1	Panel interviews 12/10/19.
	Instrumentation Technician	Utilities	Jan 2020	1	Panel interviews 12/16/19. Overhire memo pending.
ALLISON	Police Officer	Police	NA	1 + Elig. list	PFC interviews 12/12/19. Background pending on 1 candidate.
	Community Service Officer (CSO)	Police		1	Backgrounds pending on 3 candidates.
	Police Communication Specialist	Police	9/5/19	1	Ge Lee start date 12/2/19.
	Forensic Evidence Specialist	Police	N/A	1	Background pending on top candidate.
	Fire Fighter	Fire	N/A	N/A	PFC interviews 12/17/19 and 12/18/19.
	Deputy Fire Chief	Fire	1/3/19	1	Application deadline 12/12/19.

TOTAL POSITIONS OPEN = 17 TOTAL ELIGIBILITY LISTS = 1

POSITIONS ON HOLD

STAFF PERSON	POSITION	DEPT	Date(s) of Opening(s)	# of Openings	Person Vacating Position/Status
ALLISON	Systems Analyst	IT	7/6/15 & 9/6/19	2	Using part-time temporary staffing to fill current need.
	Library Ops Clerk	Library	N/A	1	Department re-evaluating needs.

TOTAL POSITIONS ON HOLD = 3

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