



Finance/Personnel Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Agenda

Tuesday, December 12, 2017

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **December 12, 2017** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115**.

This meeting can be viewed LIVE at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Call to Order

1. Roll Call
2. Approval of the Minutes of the November 14, 2017 Regular Meeting of the Finance/Personnel Committee.
3. Approval of Police Overtime for November 2017
4. Fire Department Overtime and LifeQuest Services Billing Reports for November, 2017.
5. Recommendation of Public Works Department Organizational Changes*
6. Recommendation of the Building Inspection and Economic Development Department Organizational Changes*
7. Recommendation of Finance Department Organizational Changes*
8. Recommended changes to the Employee Policy Manual*
9. Consideration of 2017 Short-Term Note Terms.
10. Public Comment and announcements.
11. Future agenda items.
12. Adjournment

Notice is also given that a majority of the members of the Common Council of the City of De Pere will attend this meeting to gather information about a subject(s) over which they have decision-making responsibility. As such, this committee meeting is also considered a meeting of the Common Council.

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk-Treasurer's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Agenda Sent To:
Alderspersons
City Administrator

Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: December 12, 2017

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the November 14, 2017 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- November 14, 2017 DRAFT Minutes (PDF)



Finance/Personnel Committee

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Draft Minutes

Tuesday, November 14, 2017

7:30 PM

De Pere City Hall Council Chambers

1. Call to Order. Mayor Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on November 14, 2017, at De Pere City Hall Council Chambers, 335 South Broadway Street, De Pere, Wisconsin 54115.

Attendee Name	Title	Status	Arrived
Scott Crevier	Alderman	Present	
Ryan Jennings	Alderman	Present	
Larry Lueck	Alderman	Present	
Casey Nelson	Alderman	Present	
Michael J. Walsh	Mayor	Present	

Also Present: City Administrator Larry Delo, City Attorney Judith Schmidt-Lehman, Finance Director Joe Zegers, Police Chief Derek Beiderwieden, Fire Chief Alan Matzke, a representative of Midland Plastics, Inc. and Members of the Public.

2. Approval of the Minutes of the October 10, 2017 Regular Meeting of the Finance/Personnel Committee.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Ryan Jennings, Alderman
SECONDER: Casey Nelson, Alderman
AYES: Crevier, Jennings, Lueck, Nelson, Walsh

3. Approval of Police Overtime Report for October 2017.

Alderman Nelson asked about the 2017 budgeted amount for overtime being over allotment and whether the proposed figure of \$150,000 for 2018 is sufficient. Chief Beiderwieden explained that this year's figure is over the allotment for 2017, but anticipates the 2018 amount to be appropriate. For 2017, overtime is high due to anticipated retirements and openings, 2018 is expected to decrease due to being close to full staff, resulting in fewer openings, and that other salary savings tends to balance out overtime. All factors are considered in the overall budget. Administrator Delo advised that the Public Safety budget is adopted as a whole, and not by categories alone. Chief Beiderwieden also added that the figures provided in this month's Agenda packet fall under a six week time frame, not the typical four weeks.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Scott Crevier, Alderman
SECONDER: Michael J. Walsh, Mayor
AYES: Crevier, Jennings, Lueck, Nelson, Walsh

4. Fire Department Overtime and LifeQuest Services Billing Reports for October, 2017.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Scott Crevier, Alderman
SECONDER: Casey Nelson, Alderman
AYES: Crevier, Jennings, Lueck, Nelson, Walsh

Attachment: November 14, 2017 DRAFT Minutes (6475 : Approval of the Minutes of the November 14, 2017 Regular Meeting of the

5. Consider Amendment to Contract With Accurate Appraisal for Full Assessment Services*

Alderson Crevier asked for clarification of whether this amendment is for additional services that were not anticipated, and Administrator Delo indicated that the parties believed the services were included in the contract, but it was determined not to be the case; both sides missed it and worked to amend the contract.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

6. Consideration of an Initial Resolution Regarding Industrial Development Revenue Bond Financing for Midland Plastics, Inc. Project. Information with respect to the job impact of the project will be available at the time of consideration of the Initial Resolution.*

City Attorney Schmidt-Lehman explained that this item is a request for the City to issue an Industrial Revenue Bond (IRB) for Midland Plastic's project in the West Business Park, and that this is the starting point of the IRB process. She further explained that upon approval of the Initial Resolution, the developer and financing institution will negotiate the financing terms and the City will issue the proceeds of the bond to the developer; the City isn't obligated to make any of the payments and the bond doesn't impact the City's bond cap. Alderson Nelson clarified the benefit to the company is a lower interest rate and there is no obligation on the City beyond passing the money through. City Attorney Schmidt-Lehman advised that the financing documents are approved by council and that IRBs are not attractive to every borrower.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderson
SECONDER:	Scott Crevier, Alderson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

7. Consider Amendments to Room Tax Ordinance Regarding Short-Term Rentals of Residential Dwellings*

Alderson Crevier asked whether this item also impacts traditional hotels, and City Attorney Schmidt-Lehman advised that the City already has an ordinance in place that requires a room tax be imposed and collected for traditional hotels and this item amends that ordinance to include non-traditional, short term rentals to also collect. Discussion followed among the Aldersons and the City Attorney regarding permits and tax collection for short term rentals and Airbnbs. Alderson Crevier confirmed that the amendment would require a permittee to advise when the rentals started, and the City Attorney advised that the City Clerk could follow-up for back tax, if applicable. She further indicated that the second component of this item is that the City's zoning code prohibits short term rentals in certain residential districts, but state law prohibits the City from continuing that, which the City's Plan Commission will need to address.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Casey Nelson, Alderson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

8. Consideration of 2018 Wastewater Study. *

In response to Alderperson Crevier's question, Finance Director Zegers explained that this item is for approval of the funding for Schenck's study, which would go before the Board of Public Works in December and then to Council thereafter.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Crevier, Jennings, Lueck, Nelson, Walsh

9. Public Comment and announcements.

None. The Mayor offered anyone in the audience the opportunity to speak on any item not on the Agenda; no one came forward.

10. Future agenda items.

None.

11. Adjournment.

Upon Motion of Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 7:48 PM.

Respectfully submitted,
Angela Zills

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: December 12, 2017

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Police Overtime for November 2017

The overtime (OT) report covers a four-week period. Two previous years of overtime report summaries are attached for comparison.

A large portion of overtime this month is comprised of 66 hours for officers working on a holiday.

Miscellaneous OT of 17.5 hours is comprised of 5.25 hours of Patrol fraction allotments, 4 hours for the Police/SNC Mentoring Program, and .25 hours for Field Training Daily Observation Reports, 3.5 hours for background investigations and 4 hours for daylight savings time change.

Reimbursed Miscellaneous OT of 26 hours is comprised of 10.5 OWI task force hours and 15.5 Drug Task Force Hours.

Please let me know if you have any questions about this overtime report.

ATTACHMENTS:

- 2015 PD OT Report Summary (PDF)
- 2016 PD OT Report Summary (PDF)
- November 2017 PD OT Report (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2015**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	32.00	77.50	59.50	59.50	54.50	23.50	23.00	70.50	29.00	22.50	45.00	28.00	524.50
OFFICER WORKED ON HOLIDAY	8.00	18.00	4.00	26.00	12.00	97.50	63.00	13.00	129.25	14.00	16.00	233.25	634.00
OFFICER FOR COURT	14.00	22.00	18.50	8.00	6.00	16.00	12.00	10.00	11.00	12.00	6.00	11.50	147.00
OFFICER TRAINING	19.00	144.50	132.50	73.75	78.00	54.50	17.00	65.50	179.50	97.50	99.25	75.50	1036.50
OFFICER RELIEF FOR FUNERAL			7.50										7.50
OFFICER ATTEND MEETING	12.00		12.00	7.50	0.50	16.00	4.00	22.50		17.00	8.50	18.00	118.00
STAFFING LEVEL	45.00	47.50	49.50	67.00	103.00	105.00	112.00	102.25	98.00	59.00	105.00	119.00	1012.25
INVESTIGATION	20.25	78.00	43.25	34.50	35.00	48.00	49.00	25.00	26.00	26.00	51.50	37.00	473.50
HONOR GUARD FOR FUNERAL				22.00	8.00	2.00				3.00	12.00		47.00
SCHOOL LIAISON REIMBURSED	17.00	35.00	19.00	21.50	8.50	21.50		14.00	30.50	38.50		9.00	214.50
COMMUNITY RELATIONS	1.00		2.00							3.50			6.50
SPECIAL ASSIGNMENT									22.50	24.50			47.00
SPECIAL ASSIGNMENT REIMBURSED		10.00		10.50	26.00	178.00	6.00		10.00			38.50	279.00
MISCELLANEOUS	6.00	14.25	7.75	8.75	35.00	18.50	9.75	8.75	53.25	6.25	25.50	22.00	215.75
MISCELLANEOUS REIMBURSED	59.50	33.50	24.00	39.00	20.50	28.50	33.25	30.00	44.00	15.00	46.00	71.50	444.75
Gross OFFICER OVERTIME	233.75	480.25	379.50	378.00	387.00	609.00	329.00	361.50	633.00	338.75	414.75	663.25	5207.75
SUBTOTAL REIMBURSED OVERTIME	(76.50)	(78.50)	(43.00)	(71.00)	(55.00)	(228.00)	(39.25)	(44.00)	(84.50)	(53.50)	(46.00)	(119.00)	(938.25)
NET OFFICER OVERTIME	157.25	401.75	336.50	307.00	332.00	381.00	289.75	317.50	548.50	285.25	368.75	544.25	4269.50
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$150,000.00

Est. Expenditures through 1/06/2016 \$122,227.00

Percent of Total Budget: 81.48%

NOTES:

* Period 1/3/2015 - 1/30/2015

+Period 3/28/2015 - 4/24/2015

#Period 7/4/2015 - 7/31/2015

^^Period 9/26/2015 - 10/23/2015

**Period 1/31/2015 - 2/27/2015

++Period 4/25/2015 - 5/22/2015

##Period 8/1/2015 - 8/28/2015

*+Period 10/24/2015 - 11/20/2015

***Period 2/28/2015 - 3/27/2015

^Period 5/23/2015 - 7/03/2015

^^Period 8/29/2015 - 9/25/2015

*+*Period 11/21/2015 - 1/1/2016

Attachment: 2015 PD OT Report Summary (6495 : Police November Overtime 2017)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2016**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*++	TOTAL
OFFICER SICK RELIEF	42.00	8.00	21.00	29.00	71.50	12.50	30.50	71.75	60.50	119.50	113.50	38.50	618.25
OFFICER WORKED ON HOLIDAY	8.00	8.00	36.00	4.00	80.75	20.00	60.00	2.25	121.75	4.00	64.00	77.00	485.75
OFFICER FOR COURT	13.00	10.50	12.00		22.00	34.00	8.00	2.00	48.25	29.50	14.50	6.00	199.75
OFFICER TRAINING	40.50	42.50	155.75	227.50	132.25	191.00	35.00	90.25	45.25	131.00	209.50	103.25	1403.75
OFFICER RELIEF FOR FUNERAL		7.50		7.50	4.00								19.00
OFFICER ATTEND MEETING	14.00	10.00	20.00	14.00	4.50	15.50	10.00	7.50	16.00	7.00	2.50	11.50	132.50
STAFFING LEVEL	8.00	19.00	34.50	28.50	135.50	142.50	159.00	172.00	131.00	173.00	154.00	107.50	1264.50
INVESTIGATION	39.50	25.50	18.25	49.50	47.00	28.75	55.00	41.00	26.00	37.75	73.00	21.00	462.25
HONOR GUARD FOR FUNERAL		7.50						3.00			15.00		25.50
SCHOOL LIAISON REIMBURSED	21.50	20.00	7.00	17.50	26.00	13.50		9.50	56.50	39.00	15.50	11.00	237.00
COMMUNITY RELATIONS										16.50	5.50		22.00
SPECIAL ASSIGNMENT						9.00	2.00		4.00	4.00	28.00		47.00
SPECIAL ASSIGNMENT REIMBURSED		12.50			197.75								210.25
MISCELLANEOUS	8.00	17.25	46.00	15.50	36.75	18.00	11.25	27.50	23.25	21.75	32.00	16.75	274.00
MISCELLANEOUS REIMBURSED	76.50	42.00	112.00	89.00	43.00	24.00	14.00	19.50	7.00	25.00	39.50	5.50	497.00
Gross OFFICER OVERTIME	271.00	230.25	462.50	482.00	801.00	508.75	384.75	446.25	539.50	608.00	766.50	398.00	5898.50
SUBTOTAL REIMBURSED OVERTIME	(98.00)	(74.50)	(119.00)	(106.50)	(266.75)	(37.50)	(14.00)	(29.00)	(63.50)	(64.00)	(55.00)	(16.50)	(944.25)
NET OFFICER OVERTIME	173.00	155.75	343.50	375.50	534.25	471.25	370.75	417.25	476.00	544.00	711.50	381.50	4954.25
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$140,000
Expenditures through 12/23/2016 \$173,667
Percent of Total Budget: 124.05%

NOTES:

* Period 01/02/2016 - 01/29/2016
 **Period 1/30/2016 - 02/26/2016
 ***Period 02/27/2016 - 03/25/2016

+Period 3/26/2016 - 4/22/2016
 ++Period 4/23/2016 - 6/3/2016
 ^Period 6/4/2016 - 7/1/2016

#Period 7/2/2016 - 7/29/2016
 ##Period 7/30/2016 - 8/26/2016
 ^^Period 8/27/2016 - 9/23/2016

^^^Period 9/24/2016 - 10/21/2016
 *+Period 10/22/2016 - 12/2/2016
 **Period 12/3/2016 - 12/30/2016

Attachment: 2016 PD OT Report Summary (6495 : Police November Overtime 2017)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2017**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	12.00	64.75	39.50	24.75	23.50	15.00	38.00	37.00	18.00	32.75	4.00		309.25
OFFICER WORKED ON HOLIDAY	97.00	13.75		31.00	97.00	21.75	54.75	8.00	121.75	16.00	66.00		527.00
OFFICER FOR COURT	9.00	10.00	6.00	1.75	21.00	10.00	4.00	25.00	4.00	22.00	15.00		127.75
OFFICER TRAINING	207.00	65.50	36.00	39.00	241.75	60.25	16.50	46.75	259.25	203.00	51.25		1226.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	5.50	27.25	10.50	16.00	17.50	9.50	16.50	3.00	2.00	12.00	2.00		121.75
STAFFING LEVEL	63.00	22.50	39.25	39.50	199.50	74.00	66.50	97.50	130.50	209.50	98.00		1039.75
INVESTIGATION	37.50	44.50	43.50	36.50	73.75	24.50	47.00	26.25	23.50	108.50	28.50		494.00
HONOR GUARD FOR FUNERAL		2.00		11.00									13.00
SCHOOL LIAISON REIMBURSED	18.00	23.50	25.00	7.00	31.50	15.00		5.00	41.00	61.00	10.00		237.00
COMMUNITY RELATIONS					2.00			3.50	3.50	3.00			12.00
SPECIAL ASSIGNMENT		6.25					9.00						15.25
SPECIAL ASSIGNMENT REIMBURSED		6.25		18.50	219.50	13.00			8.00	29.50	29.00		323.75
MISCELLANEOUS	27.50	13.50	42.75	20.25	26.25	17.75	10.75	11.50	9.75	35.50	17.00		232.50
MISCELLANEOUS REIMBURSED	66.00	130.00	45.00	60.00	104.00	67.50	57.50	51.00	30.50	42.50	26.00		680.00
Gross OFFICER OVERTIME	542.50	429.75	287.50	305.25	1057.25	328.25	320.50	314.50	651.75	775.25	346.75	0.00	5359.25
SUBTOTAL REIMBURSED OVERTIME	(84.00)	(159.75)	(70.00)	(85.50)	(355.00)	(95.50)	(57.50)	(56.00)	(79.50)	(133.00)	(65.00)	0.00	(1240.75)
NET OFFICER OVERTIME	458.50	270.00	217.50	219.75	702.25	232.75	263.00	258.50	572.25	642.25	281.75	0.00	4118.50

Total Overtime Budget: \$145,000.00

Expenditures through 10/27/2017 \$175,571.00

Percent of Total Budget: 121.08%

12/05/2017
Report Date

NOTES:

* Period 12/31/2016 - 1/27/2017

**Period 1/28/2017 - 2/24/2017

***Period 02/25/2017 - 3/24/2017

+Period 03/25/2017 - 4/21/2017

++Period 4/22/2017 - 6/02/2017

^^Period 6/03/2017 - 6/30/2017

#Period 7/1/2017 - 7/28/2017

##Period 7/29/2017 - 8/25/2017

^^Period 8/26/2017 - 9/22/2017

^^^Period 9/23/2017 - 11/3/2017

*+Period 11/4/2017 - 12/1/2017

*+*Period

Attachment: November 2017 PD OT Report (6495 : Police November Overtime 2017)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: December 12, 2017

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Services Billing Reports
for November, 2017.

ATTACHMENTS:

- FIRE DEPT_NOV 2017 OT RPT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2016

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	124.25	126.00	168.00	126.00	108.75	137.75	186.00	101.25	170.00	239.75	221.50	203.75	1,913.00
EMS TRAINING	84.00	86.50	66.25	74.25	17.50	2.25	0.00	27.00	90.00	72.75	67.50	67.50	655.50
FIRE TRAINING	0.00	368.50	357.25	61.50	31.25	4.25	4.50	28.50	18.00	86.50	57.25	0.00	1,017.50
RESCUE CALLS	7.50	7.50	8.00	9.00	4.50	6.25	16.00	9.25	9.50	8.25	26.50	4.00	116.25
FIRE CALLS	7.25	0.00	0.00	0.00	5.50	0.00	0.00	0.00	3.25	7.50	0.00	3.50	27.00
MEETINGS	89.00	33.25	29.25	60.75	57.75	24.25	11.50	156.50	47.25	40.50	85.50	43.25	678.75
STAFFING REP.	0.00	4.50	0.00	132.75	0.00	0.00	144.00	231.00	13.50	43.00	734.25	144.00	1,447.00
MAINTENANCE	0.00	0.00	3.00	20.25	9.50	11.00	0.00	0.00	0.00	0.00	0.00	0.00	43.75
PUB. ED.	9.00	59.25	2.75	7.50	38.75	3.00	0.00	27.00	105.50	13.50	22.50	1.50	290.25
SPECIAL EVENTS	0.00	0.00	0.00	0.00	235.00	0.00	0.00	26.50	73.50	0.00	0.00	0.00	335.00
# FIRE RUNS	34.00	31.00	42.00	22.00	23.00	49.00	36.00	35.00	33.00	30.00	25.00	51.00	411.00
# EMS RUNS	137.00	115.00	130.00	169.00	182.00	153.00	178.00	154.00	175.00	145.00	148.00	170.00	1,856.00
DISPATCH ERRORS	6.00	3.00	11.00	11.00	8.00	5.00	3.00	11.00	1.00	2.00	2.00	3.00	66.00
TOTAL HRS.	321.00	685.50	634.50	492.00	508.50	188.75	362.00	607.00	530.50	511.75	1,215.00	467.50	6,524.00

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2017

REASON	Jan.	Feb.	Mar. *	Apr.**	May***	June+	July++	Aug.+++	Sept.^	Oct.^^	Nov.^^^	Dec.*+	TOTAL
DUTY CREW	219.75	184.50	154.50	147.00	184.75	75.00	132.00	78.00	51.00	100.25	54.00		1,380.75
EMS TRAINING	24.00	257.50	72.00	40.50	89.00	0.00	0.00	0.00	75.00	81.00	81.00		720.00
FIRE TRAINING	35.00	0.00	10.50	89.50	316.25	21.25	12.75	0.00	3.75	54.25	22.25		565.50
RESCUE CALLS	5.50	6.75	39.25	8.50	6.00	9.25	0.00	19.50	7.25	18.00	6.75		126.75
FIRE CALLS	0.00	0.00	8.75	0.00	0.00	0.00	6.00	0.00	1.25	0.00	0.00		16.00
MEETINGS	37.00	55.25	60.00	53.00	16.75	22.50	5.25	0.00	15.00	32.00	33.25		330.00
STAFFING REP.	34.50	0.00	0.00	72.00	99.75	72.00	64.25	0.00	20.25	11.00	85.50		459.25
MAINTENANCE	0.00	0.00	0.00	0.00	0.75	14.25	0.00	0.00	0.00	16.50	12.00		43.50
PUB. ED.	9.75	0.00	9.00	15.00	3.75	5.00	0.00	3.75	9.00	81.25	0.00		136.50
SPECIAL EVENTS	0.00	0.00	0.00	0.00	274.00	0.00	0.00	29.50	66.00	22.50	6.00		398.00
# FIRE RUNS	42.00	32.00	33.00	15.00	35.00	31.00	41.00	41.00	22.00	31.00	25.00		348.00
# EMS RUNS	174.00	163.00	172.00	178.00	187.00	180.00	170.00	182.00	161.00	180.00	151.00		1,898.00
DISPATCH ERRORS	2.00	5.00	7.00	7.00	0.00	6.00	4.00	1.00	1.00	3.00	4.00		40.00
TOTAL HRS.	365.50	504.00	354.00	425.50	991.00	219.25	220.25	130.75	248.50	416.75	300.75	0.00	4,176.25

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through December 5, 2017 \$59,475, 63%

Notes: Effective March, 2017

*Period: 02/25/17-03/24/17 +Period: 06/03/17-06/30/17 ^Period: 08/26/17-09/22/17 *+Period:

**Period: 03/25/17-04/21/17 ++Period: 07/01/17-07/28/17 ^^Period: 09/23/17-11/03/17

***Period: 04/22/17-06/02/17 +++Period: 07/29/17-08/25/17 ^^Period: 11/04/17-12/01/17

Attachment: FIRE DEPT_NOV 2017 OT RPT (6483 : Fire Department Overtime and LifeQuest Services Billing Reports for November, 2017.)

**DE PERE FIRE RESCUE
NOVEMBER 2017
*OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
11/4/17	48	72
TOTALS	48	72

*Overtime generated when staffing levels fall below minimum as a result of sick leave.

**LIFEQUEST MEDICAL BILLING - 2017
MONTHLY REPORT**

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	155,297	111,851	117,957	107,123	147,335	111,145
PAYMENTS	65,035	53,532	79,615	47,651	37,737	60,272
CREDIT ADJUSTMENTS	70,467	39,304	53,476	37,865	50,331	45,957

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	151,958	110,021	127,032	108,119	135,674	
PAYMENTS	73,959	61,576	52,414	50,923	47,817	
CREDIT ADJUSTMENTS	87,127	56,791	52,076	62,746	39,403	

Payments to LifeQuest	
Jan. 2017	2,927
Feb. 2017	2,409
March 2017	3,535
April 2017	2,177
May 2017	1,757
June 2017	2,771
July 2017	3,336
Aug. 2017	3,044
Sept. 2017	2,668
Oct. 2017	2,462
Nov. 2017	3,340
Dec. 2017	
Total Paid	\$30,425

**See attached details



Billing, Collection, & Data Management Services

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N2930 State Road 22, Wautoma, WI 54982-5267

De Pere Fire Rescue

Income and Expenditures

252

November 2017

All Phases

Charges	Billing Phase 1	Collections Phases 2 & 3	Total
Collection Placements / Charges	\$124,495.20	\$11,139.48	\$135,634.68
Interest on Delinquent Accounts	\$0.00	\$0.00	\$0.00
Insurance Interest	\$0.00	\$39.28	\$39.28
Transaction Fees	\$0.00	\$0.00	\$0.00
Probate Fees	\$0.00	\$0.00	\$0.00
Subtotal of Charges	\$124,495.20	\$11,178.76	\$135,673.96
Account Transfers	\$6,298.14	\$4,841.34	\$11,139.48
Credit Summary			
Total Credits - All Types	\$97,317.79	\$3,304.43	\$100,622.22
Total Credit Adjustments	\$39,442.40	\$(39.28)	\$39,403.12
Total Closed Account Adjustments	\$0.00	\$0.00	\$0.00
Total Payments Received (Applied to Acct Bal's)	\$57,875.39	\$3,343.71	\$61,219.10
Total Overpayments (OP)	\$(310.52)	\$0.00	\$(310.52)
Total Payments Received (plus overpayments)	\$58,185.91	\$3,343.71	\$61,529.62
Total Overpayment Returns (\$ not deposited)	\$(197.64)	\$0.00	\$(197.64)
Total Payments Received (less OP returns)	\$57,988.27	\$3,343.71	\$61,331.98
Less Payment Kept By (PKB, \$ kept by service)	\$11,148.14	\$2,366.45	\$13,514.59
Total Deposits	\$46,840.13	\$977.26	\$47,817.39
Summary of Disbursement			
Total Deposits & Payments Kept By	\$57,988.27	\$3,343.71	\$61,331.98
Less Overpayment Refunds (patient / ins reimbursement)	\$(112.88)	\$0.00	\$(112.88)
Gross Revenue	\$57,875.39	\$3,343.71	\$61,219.10
Total LifeQuest Fee	\$2,604.39	\$735.62	\$3,340.01
Probate Fees	\$0.00	\$0.00	\$0.00
Other / Fees			\$0.00
Total Due LifeQuest	Check # EFT		\$3,340.01
Total Service Revenue	\$55,271.00	\$2,608.09	\$57,879.09
Total Payment Kept By	\$11,148.14	\$2,366.45	\$13,514.59
Total Service Payable	\$0.00	\$0.00	\$0.00
Probate Fees	\$0.00	\$0.00	\$0.00
Other / Fees	\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$241.64	\$44,364.50

Attachment: FIRE DEPT_NOV 2017 OT RPT (6483 : Fire Department Overtime and LifeQuest Services Billing Reports for November, 2017.)



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De Pere Fire Rescue

Billing Summary

252

November 2017

Phase 1 - 4.500%

Charges

Charges	\$124,495.20	
Interest on Delinquent Accounts	\$0.00	
Insurance Interest	\$0.00	
Transaction Fees	\$0.00	
Probate Fees	\$0.00	
Subtotal of Charges		\$124,495.20

Account Transfers

Transferred out of Phase 1	\$6,298.14	
----------------------------	------------	--

Credit Summary

Total Credits - All Types	\$97,317.79	
Total Credit Adjustments	\$39,442.40	
Total Closed Account Adjustments	\$0.00	
Total Payments Received (Applied to Acct Bal's)	\$57,875.39	
Total Overpayments (OP)	\$(310.52)	
Total Payments Received (plus overpayments)	\$58,185.91	
Less Overpayment Returns (\$ not deposited)	\$(197.64)	
Total Payments Received (less OP returns)	\$57,988.27	

Net Monthly Activity

\$27,177.41

Summary of Disbursement

Total Deposits & Payments Kept By	\$57,988.27	
Less Overpayment Refunds (patient / ins reimbursement)	\$(112.88)	
Gross Revenue	\$57,875.39	

Total LifeQuest Fee	\$2,604.39	
Probate Fees	\$0.00	
Total Due LifeQuest	\$2,604.39	

Total Service Revenue	\$55,271.00	
Total Payment Kept By	\$11,148.14	
Total Service Payable	\$0.00	
Probate Fees	\$0.00	
Other / Fees	\$0.00	
Total Due Service	\$44,122.86	

Messages:

Attachment: FIRE DEPT_NOV 2017 OT RPT (6483 : Fire Department Overtime and LifeQuest Services Billing Reports for November, 2017.)

Quality

Speed

Service

Receivables Distribution Report**Receivables Cash****All Companies****All Directories**

<u>Charges</u>	<u>Dec 2016</u>	<u>Jan 2017</u>	<u>Feb 2017</u>	<u>Mar 2017</u>	<u>Apr 2017</u>	<u>May 2017</u>	<u>Jun 2017</u>	<u>Jul 2017</u>	<u>Aug 2017</u>	<u>Sep 2017</u>	<u>Oct 2017</u>	<u>Nov 2017</u>	<u>Totals</u>
Dec 2016	272	22826	21099	10483	2516	742	1239	1028	1080	-60	10	752 \$	61988
106304	0.3	21.5	19.8	9.9	2.4	0.7	1.2	1	1	-0.1	0	0.7 %	58.3
Jan 2017		1058	17240	24091	10789	1553	4176	854	92	169	963	194 \$	61178
113717		0.9	15.2	21.2	9.5	1.4	3.7	0.8	0.1	0.1	0.8	0.2 %	53.8
Feb 2017			0	24766	11607	5859	1544	3858	2486	205	0	1558 \$	51884
110798			0	22.4	10.5	5.3	1.4	3.5	2.2	0.2	0	1.4 %	46.8
Mar 2017				6291	15478	13033	8750	4355	2979	218	231	1857 \$	53191
109191				5.8	14.2	11.9	8	4	2.7	0.2	0.2	1.7 %	48.7
Apr 2017					0	8066	20412	7986	8243	5244	1233	2349 \$	53532
107626					0	7.5	19	7.4	7.7	4.9	1.1	2.2 %	49.7
May 2017						1798	22826	23795	7792	3294	1657	1104 \$	62267
133686						1.3	17.1	17.8	5.8	2.5	1.2	0.8 %	46.6
Jun 2017							3377	21992	14962	2548	563	2741 \$	46184
105523							3.2	20.8	14.2	2.4	0.5	2.6 %	43.8
Jul 2017								728	22797	13962	9092	3397 \$	49976
103344								0.7	22.1	13.5	8.8	3.3 %	48.4
Aug 2017									2988	24116	14116	9411 \$	50631
110742									2.7	21.8	12.7	8.5 %	45.7
Sep 2017										2844	20242	14536 \$	37622
100120										2.8	20.2	14.5 %	37.6
Oct 2017											0	17125 \$	17125
116959											0	14.6 %	14.6
Nov 2017												627 \$	627
56744												1.1 %	1.1
Averages	<u>1st Mo</u>	<u>2nd Mo</u>	<u>3rd Mo</u>	<u>4th Mo</u>	<u>5th Mo</u>	<u>6th Mo</u>	<u>7th Mo</u>	<u>8th Mo</u>	<u>9th Mo</u>	<u>10th Mo</u>	<u>11th Mo</u>	<u>12th Mo</u>	
Extended	1.6	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	1.6	17.9	15.6	7.3	2.9	2.7	1	0.7	0.7	0.7	0.1	0.7	

Total Page : 21 of 22

Page : 1 of 2

Date : 11/30/2017

Time : 19:47:37

History ID : 42390837

Credit Summary

Summary By Credit Code - Report Category/Code ID

Phase 1 Credit Report**DE PERE FIRE RESCUE**

<u>ID</u>	<u>Description</u>	<u>Credits</u>	<u>QTY %</u>	<u>Amount</u>	<u>Amount %</u>
Report Category	ADJUSTMENTS				
8	A--MEDICARE ADJUSTMENT	117	27.27	13817.15	14.20
9	A--MEDICAL ASSIST ADJUST	11	2.56	1981.60	2.04
223	A--MC 2% SEQUESTERED AMT ADJ	24	5.59	136.63	0.14
667	A--NOT MEDICALLY NECESSARY	2	0.47	1405.60	1.44
778	A--OTHER MC/MA MANDATORY ADJ	33	7.69	15803.44	16.24
IO	A--INTEREST OFFSET	3	0.70	-0.16	0.00
LC	A--LIFEQUEST COLLECTIONS	9	2.10	6298.14	6.47
		-----		-----	
		199		39442.40	

11/30/2017 19:47:37
 42390837
 DE PERE FIRE RESCUE
 Phase 1 Credit Report
 Summary By Credit Code - Report Category/Code ID

Attachment: FIRE DEPT_NOV 2017 OT RPT (6483 : Fire Department Overtime and LifeQuest Services Billing Reports for November, 2017.)

Total Page : 9 of 9
 Page : 1 of 1
 Date : 11/30/2017
 Time : 19:46:55
 History ID : 42390834

Aging Summary

Phase 1 Aging Report

Report As Of November 30, 2017

Grouped By Schedule on Call

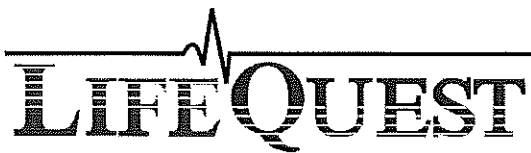
DE PERE FIRE RESCUE

ID	Description	Calls	Current	31 to 60	61 to 90	91 to 120	121 to 150	151 to 180	Over 180	Total
ATTY-EMS	Attorney (EMS)	2	373.20	0.00	0.00	0.00	0.00	0.00	1007.20	1380.40
CONT	CONTRACT SCHEDUL	3	0.00	2643.60	0.00	0.00	0.00	0.00	0.00	2643.60
DENY	PAYOR DENIED/NOT	22	1454.20	1658.40	2272.40	1770.80	2287.60	0.00	1325.60	10769.00
IE	Insurance (Electronic)	44	12580.20	18473.20	5348.80	0.00	1011.00	793.20	0.00	38206.40
IE2	Insurance 2ndary (Ele	4	198.24	101.74	76.59	0.00	0.00	0.00	0.00	376.57
IMA	INSURANCE/MA	2	0.00	1490.20	0.00	0.00	0.00	0.00	0.00	1490.20
IP	INSURANCE (PAPER)	2	833.80	887.20	0.00	0.00	0.00	0.00	0.00	1721.00
IP2	Insurance 2ndary (Pa	2	204.45	0.00	0.00	275.00	0.00	0.00	0.00	479.45
IPAY	Ins May Pay Pt (Elec) -	21	3783.20	12354.40	2755.60	0.00	0.00	0.00	0.00	18893.20
Lat	Latitude - Export to	5	0.00	0.00	0.00	0.00	4443.20	0.00	0.00	4443.20
MAHO	MA HMO/OUT OF STA	1	985.20	0.00	0.00	0.00	0.00	0.00	0.00	985.20
MAHOR	MA HMO/Out of State	2	0.00	0.00	0.00	0.00	0.00	974.80	159.20	1134.00
MAWI	MEDICAID - WISCONSI	6	2461.08	1352.20	0.00	0.00	0.00	0.00	0.00	3813.28
MCB	Medicare Part B	23	10595.80	8548.40	703.60	890.20	0.00	0.00	0.00	20738.00
MCD	MEDICARE DENIED RE	3	2058.00	0.00	0.00	0.00	0.00	0.00	0.00	2058.00
MRR	Medical Records Requ	1	0.00	759.60	0.00	0.00	0.00	0.00	0.00	759.60
NOMATCH	Innois Returned No M	13	173.60	0.00	250.00	3606.00	917.40	3075.40	3333.00	11355.40
NOUPDATE	Innois Returned No U	9	41.20	0.00	275.00	0.00	1873.60	0.00	3507.40	5697.20
NSA	NO SCHEDULE ASSIG	4	435.00	2768.49	0.00	0.00	0.00	0.00	0.00	3203.49
OPMT	OVERPAYMENT SCHE	7	-3739.44	0.00	0.00	-257.05	0.00	0.00	0.00	-3996.49
OPMTL	OVERPAYMENT - NEE	3	0.00	-185.10	0.00	0.00	0.00	0.00	-1066.00	-1251.10
PRIV	Private (Self) Pay - EM	75	22535.20	21816.40	8886.60	6003.80	3715.20	0.00	3709.80	66667.00
PRIV2	PRIM PAYOR PD PRIV	80	5685.99	6739.67	4622.33	3706.52	3543.12	1792.31	275.00	26364.94
PRMX	Ins 2ndary (Auto X-O	15	1101.56	272.20	0.00	0.00	0.00	0.00	0.00	1373.76
PSMA	PRIMARY PAID - HOL	5	438.27	0.00	0.00	0.00	0.00	0.00	0.00	438.27
RCP	RECOUPMENT SCHED	3	0.00	0.00	0.00	-206.88	0.00	103.40	-75.65	-179.13
RRE	RAILROAD MEDICARE	1	0.00	703.60	0.00	0.00	0.00	0.00	0.00	703.60
SIG	SIGNATURE NEEDED (	11	4793.80	2237.80	758.00	947.20	0.00	0.00	979.80	9716.60
T1	TIME PAY PHASE 1	23	6261.87	2806.20	316.52	794.80	0.00	0.00	0.00	10179.39
UHC	UHC DO NOT USE A0	4	0.00	0.00	0.00	1470.00	1123.80	0.00	3346.20	5940.00
VA	Veterans Admin Ins	2	0.00	1050.80	1013.40	0.00	0.00	0.00	0.00	2064.20

Company Totals: 252 DE PERE FIRE RESCUE

398	73254.42	86479.00	27278.84	19000.39	18914.92	6739.11	16501.55	248168.23
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Attachment: FIRE DEPT_NOV 2017 OT RPT (6483 : Fire Department Overtime and LifeQuest Services Billing Reports for November, 2017.)



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DE PERE FIRE RESCUE

Billing Reconciliation Summary
November 2017

252

Charges

Prior Month's Balance	\$220,990.82
November Charges	\$124,495.20

Subtotal of Charges**\$345,486.02****Adjustments**

Intercept	\$0.00
Credit Tagged	\$0.00
Per Contract	\$0.00
LifeQuest Collections	\$6,298.14
Closed	\$0.00
Other	\$33,144.26

Total Adjustments for the Month**\$39,442.40****Credits**

Cash / Check	\$11,575.15
Contract Payments	\$714.80
Credit Card	\$0.00
Direct Deposit	\$28,872.34
Hospital	\$0.00
Insurance	\$5,875.48
Payment Kept By	\$11,148.14

Total Payments Received for the Month**\$58,185.91****Overpayment**

Recoupment	\$0.00
Refunds	\$-112.88
Returns	\$-197.64
Service Payable	\$0.00
Other	\$0.00

Total Overpayments for the Month**-\$310.52****Total for Reconciliation Summary****\$248,168.23****Ending Balance of Accounts Receivables****\$248,168.23**

Attachment: FIRE DEPT_NOV 2017 OT RPT (6483 : Fire Department Overtime and LifeQuest Services Billing Reports for November, 2017.)

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR NOVEMBER 2017



Incident Date	Incident Location	Shift	Reported Situation	Units Dispatched	Disposition
11/10/2017	1700 Chicago Street	A	Cooking fire confined to container	E111	Investigate, ventilate
11/10/2017	129 N. Ontario Street	A	Carbon monoxide detector sounding	E111	Investigate, battery replaced
11/10/2017	200 S. Ninth Street	A	Fire alarm sounding	E111, E121	Investigate, malfunction
11/11/2017	129 N. Ontario Street	B	Carbon monoxide detector sounding	E111	Investigate, follow-up
11/11/2017	245 Crestview	B	Carbon monoxide detector sounding	E111	Investigate, detector replaced
11/12/2017	621 N. Broadway	B	Cooking fire confined to container	C101, C190, E111, L111	Investigate, ventilate
11/16/2017	250 S. Ninth Street	C	Smoke or odor removal	E111	Investigate, burnt food
11/18/2017	318 Desplaine	B	Natural gas leak	A111, E111, E121	Investigate, WPS notified, medical assistance provided, water heater leak
11/20/2017	418 Desiny	B	Hazmat release investigation	E111, E121	Investigate, no hazmat
11/21/2017	1823 Hardwoods Court	A	Carbon monoxide detector sounding	E111	Investigate, no carbon monoxide
11/22/2017	1415 Lawrence Drive	B	Sprinkler activation due to malfunction	E121	Investigate, malfunction
11/22/2017	1024 S. Sixth Street	B	Building fire	E111, E121	Extinguishment, salvage and overhaul
11/25/2017	525 N. Tenth Street	C	Fire alarm sounding	E111, E121	Investigate, malfunction
11/27/2017	1218 Pershing Road	C	Fire alarm sounding	A111, E111, E121	Investigate, malfunction
11/27/2017	1558 Quarry Park Drive (Town of Lawrence)	C	Building fire	C190, L111	Extinguishment
11/30/2017	1700 Chicago Street	A	Central station, malicious false alarm	E111, E121, L111	Investigate

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: December 12, 2017

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommendation of Public Works Department Organizational Changes*

ATTACHMENTS:

- Public Works Department Organizational Changes Memo (DOCX)
- Public Works Department Organizational Changes 11-6-17 (PPTX)

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Finance/Personnel Committee

From: Scott J. Thoresen, Director of Public Works
Shannon Metzler, Human Resources Director

Date: December 12, 2017

Subject: Public Works Department Organizational Changes

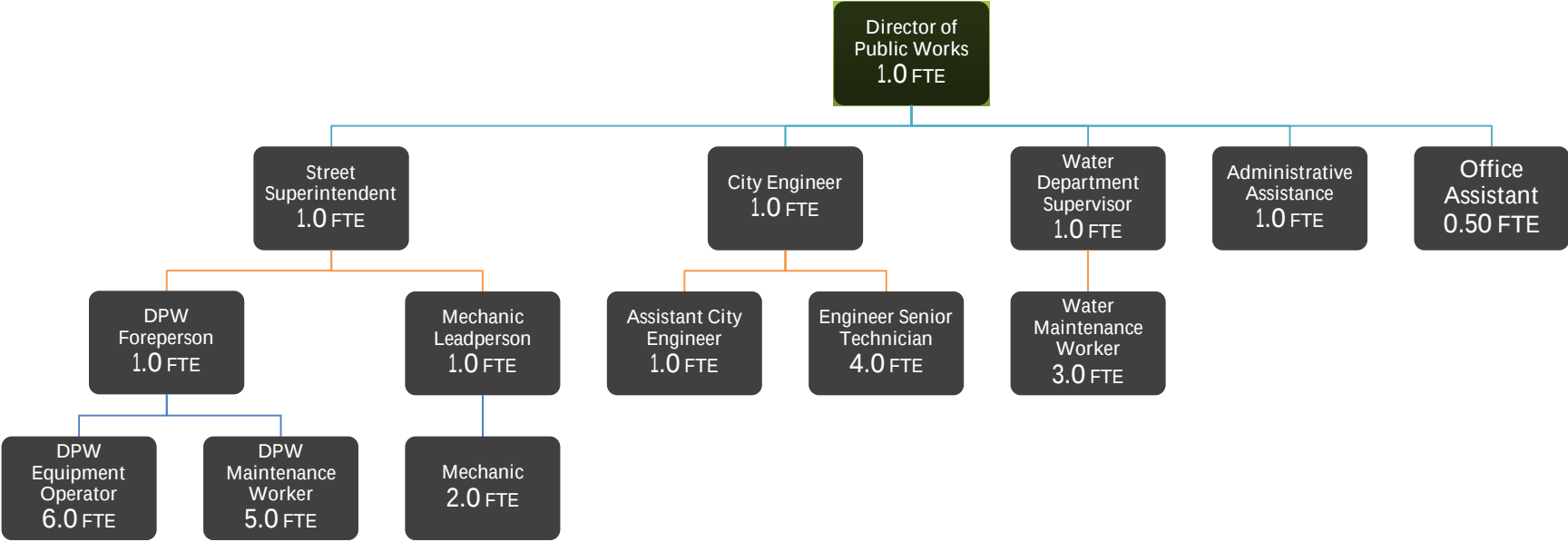
June 30, 2017 The City's Street Superintendent retired from the City. The Street Department Foreperson was promoted to the Street Superintendent position. As part of the recruitment process for the Street Foreperson and planning for the 2018 budget, staff evaluated the existing public works organizational structure and whether changes should be made. Staff is recommending the following changes to the public works department:

- Create a new position called Maintenance Supervisor. The Mechanic Leadperson would assume this role. The position would be responsible for both the fleet maintenance and building maintenance areas. This would be a salaried management position.
- Eliminate the Mechanic Leadperson position. Duties of this position would be covered under the Maintenance Supervisor position.
- Eliminate the Street Foreperson position. The administrative duties of this position would be covered by the Street Superintendent.
- Create a lead person position in the Street Department that would cover some of the field duties of the Street Department Foreperson such as answering phone and radio calls from the street department employees when Street Superintendent is not available. This responsibility would be assumed by a current street department employee.
- Managing fleet maintenance would be moved from the Street Superintendent to the Maintenance Supervisor.
- One additional Public Works Maintenance Worker will be added to the street department to replace the Street Foreperson. This will keep the total number of employees in street department at twelve (12) employees.
- One Mechanic position will be added to fleet maintenance as requested in the 2018 budget.
- One Engineering Technician position will be added to the Engineering Department as requested in the 2018 budget.

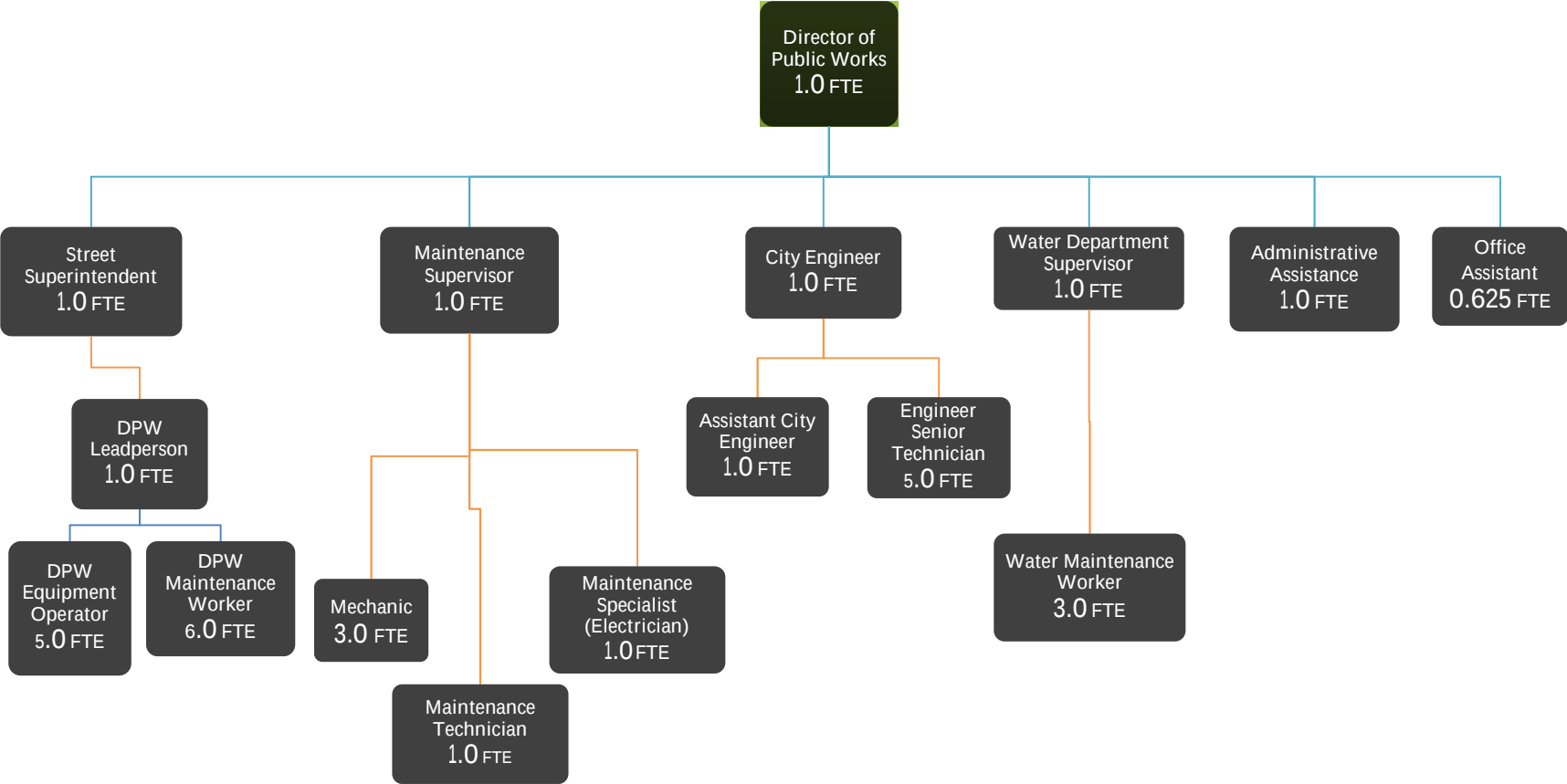
- Additional hours added to the Office Assistant position in public works as requested in the 2018 budget. This will increase the hours from twenty (20) to twenty-five (25) per week.

The estimated savings for the 2018 budget is approximately \$7,000 for the above mentioned changes to the public works department. The added positions requested in the 2018 budget are not reflected in the savings because they would occur regardless if the reorganization were to happen.

EXISTING PUBLIC WORKS ORGANIZATION STRUCTURE



PROPOSED PUBLIC WORKS ORGANIZATION STRUCTURE



City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: December 12, 2017

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommendation of the Building Inspection and Economic
Development Department Organizational Changes*

ATTACHMENTS:

- 2018 Department Reorg (DOCX)
- Development Services Final Org Chart (PPTX)

Memo

City of De Pere

To: Members of the Finance/Personnel Committee

From: Shannon Metzler, Human Resources Director
Kim Flom, Economic Development/Planning Director

RE: Recommendation of Building Inspection and Economic Development
Department Organizational Changes

Date: December 12, 2017

Effective January 16, 2018 Dave Hongisto, Chief Building Inspector is retiring. We thank him for his years of service and wish him well in his retirement.

Staff evaluated the existing building department structure and whether changes should be made. Staff is recommending moving the Building Inspection Department under the Economic Development and Planning Department. The two departments work together very close and we believe this new structure will be very efficient and effective for the operations. This is a common structure amongst other municipalities.

The Chief Building Inspector position would no longer be a department head position. The position would be replaced by a senior level building inspector. The office would still consist of two building inspectors; one senior level and one basic level inspector. The senior level inspector will oversee the day to day work of the other inspector, but both positions will report directly to the Economic Development/Planning Director.

Staff also evaluated the structure of the GIS division which also reports up through Economic Development and Planning Department. The GIS division currently includes a GIS Coordinator and GIS Intern. Staff is recommending adding project management responsibilities to the GIS Coordinator position in order to leverage the project management (PMP) certification that the employee achieved in 2016. Staff is also recommending eliminating the part-time GIS intern position and creating a full-time, entry-level, GIS Technician position. The GIS Coordinator position would then also directly supervise the GIS Technician position. It is anticipated that the pay and title for the GIS Coordinator would change based on the new level of responsibility.

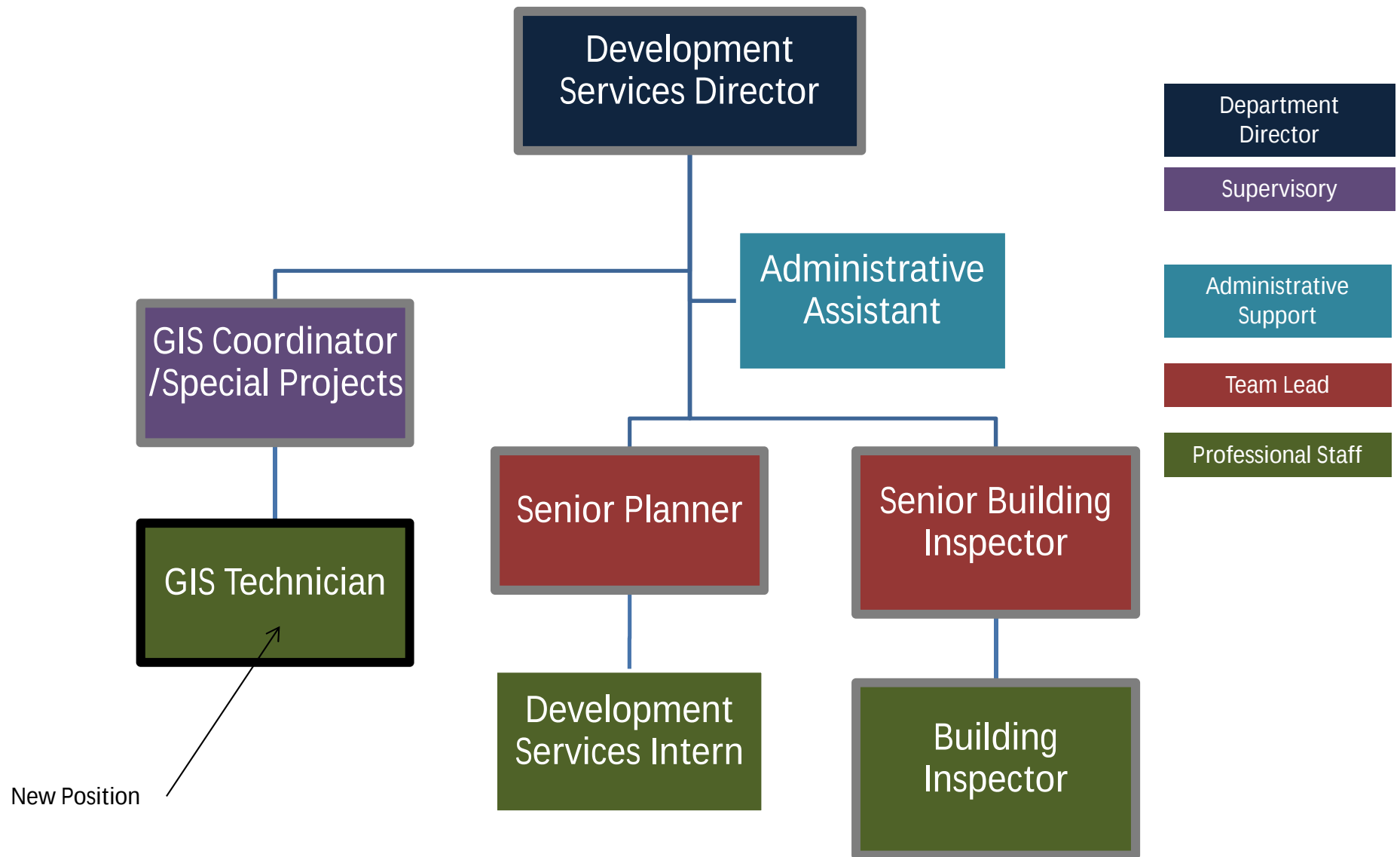
The part-time GIS intern position has become increasingly difficult to fill and has not been effective at tackling the current workload. The work completed by the proposed GIS Technician will allow the GIS Coordinator to take on special projects. These projects may include, but not be limited to, economic development analyses, department technology advancements, code enforcement policies and tracking methods and/or business database development. These efforts will make the Department more efficient and more productive.

Staff is also recommending changing the title of the department from Economic Development and Planning to Development Services. This is a more appropriate name especially with the restructure of adding the Building Inspection division.

The funding for the reorganization will not have any impact on the general fund, however; funding levels from the TIF's and utilities will need to be redistributed.

If you have any questions in advance of the meeting, please feel free to contact either one of us.

Thank you.



De Pere Development Services Proposed Organizational Chart

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: December 12, 2017

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommendation of Finance Department Organizational Changes*

ATTACHMENTS:

- memo finance dec 2017 (DOC)

Memo

City of De Pere

To: Members of the Finance/Personnel Committee

From: Joe Zegers, Finance Director
Shannon Metzler, Human Resources Director

RE: Recommendation of Finance Department Organizational Changes

Date: December 12, 2017

The Finance Department is requesting a part-time Accounting Assistant (non-benefit eligible) to assist with various accounting, election and clerk/treasurer office activities for approximately 10 hours a week at \$20 per hour. This request is a result of the Clerk-Treasurer asking for a reduction in hours from full time employment to 80% employment and in an effort to retain the employee, we are proposing to reorganize the department to accommodate the request. The addition of a part-time Accounting Assistant will enable the department to maintain its work load without feeling the impact of the reduced hours of the Clerk-Treasurer. Additionally, some job duties will be moved from the Clerk-Treasurer position to the Deputy Clerk position.

The part-time position will be funded with the salary savings from the reduction in hours of the Clerk-Treasurer's position and will have no effect on the 2018 budget as adopted. In the event that the Deputy Clerk-Treasurer position is reclassified due to the increased responsibility in job duties and additional pay for the Deputy Clerk-Treasurer is required, the cost of the reclassification and the salary of the part-time accountant position will not exceed the savings realized by moving the Clerk-Treasurer to 80% employment.

If you have any questions in advance of the meeting, please feel free to contact either one of us.

Thank you.

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: December 12, 2017

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommended changes to the Employee Policy Manual*

ATTACHMENTS:

- 2017 Policy Updates Memo to Finance and Council (DOCX)
- Policy Manual and Addendums-Changes (PDF)

MEMO

CITY OF DE PERE

To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 Re: Policy Manual Changes
 Date: December 12, 2017

The new *Employee Policy Manual* was created and adopted by the Common Council in 2013. To remain competitive and current with the workforce and needs of the employees, we periodically recommend changes. There are a number of policy changes we will be making to clarify language, however; the below recommendations changes the intent of the language and therefore requires formal approval. Listed below is a summary of the changes. The attached document outlines the exact changes being recommended.

2.3 Probationary Period

- Changed the probationary period from 6 months to 1 year for employees promoted to department head positions

2.4 Job Descriptions

- HR Director can approve job title changes versus City Administrator

2.7 Recruitment, Promotion, Transfers and Assignments and Addendum D

- The City will conduct an external recruitment concurrent to accepting internal applications; City Administrator may waive this requirement

3.4 Expression of Sympathy

- Added guardian, step-child, domestic partner, sibling or grandchildren to those that are eligible to be sent an expression of sympathy in the event of death (corresponds to deaths that allow 3 days of funeral pay)
- Clarified that expression of sympathy for hospitalization is for active regular, part and full-time employees

4.1 Rules of Conduct

- Added failure to report damage of equipment or property to a supervisor
- Added failing to appropriately supervise an employee or hold an employee accountable

4.4 Grievance Policy and Procedure and Addendum G

- Added language to clarify who it applies to

6.9 (b) Compensation Policy

- HR Director can approve hiring anywhere between pay grade steps 1-6, City Administrator must approve beyond step 6
- Added that the City Administrator can make wage changes mid-year for retention purposes

6.9 (e) **Compensation Policy**

- Changed reference from Cost of Living Adjustments (COLA) to market adjustments
- Removed 5% of performance award money will be designated for immediate recognition
- Removed employees with the top 10% of performance appraisal score will automatically be nominated for a performance award
- Added that awarded paid-time-off will be paid out upon termination
- Added that employees with a written warning during a performance appraisal year may not receive a performance award and employees suspended during an appraisal year may not receive merit pay or performance award
- City Administrator has the ability to withhold performance award and merit pay for those under investigation
- Decreased the performance appraisal rating scale from a 5 point rating scale to a 4 point rating scale (also referenced in section 6.10)
- Changed merit pay amount based on a 4 point rating scale (total eligible amount remained the same)
- Added that part-time employees who worked additional hours during the appraisal year will receive merit pay based on percentage of hours worked that year, if at least 5% higher than their regularly scheduled hours.

7 **Time Off and Time Away From Work** and 8.2 **Available Benefit Plans**

- Added that if a part-time employee works 5% or more than scheduled in a given year their accruals for vacation and floating holidays and premiums for medical and dental will be adjusted accordingly. Any extra accrued time off can be carried forward into the following year.
- Changed accruals for vacation, personal holidays, and administrative time to accrue for new employees the first of the month following date of hire to be consistent with sick time.
- Added that employees must work at least through 15th of the month during the month of termination to be granted time off accruals for termination month

7.2 **Vacation**

- Added that the department head or supervisor, with the approval of the City Administrator, may allow earned vacation time beyond 5 days to accumulate when it is for the best interests of the City
- Added that the City Administrator can make vacation allotment changes mid-year for retention purposes

7.9 **Bone Marrow and Addendum DD**

Added new WI Bone Marrow Policy

7.14 **Funeral Leave**

- Increased number of days from 2 days to 3 days of paid time off for grandchildren and siblings
Added language to allow employees to attend funeral of a current or recent employee

7.15 **Unpaid Leave of Absence**

- Added that no credit toward floating holidays or administrative time shall be earned while an employee is on leave without pay.
- Added that if an employee works a partial month (1st – 15th or the 16th – end of the month) then the employee will receive accruals for that month.

Addendum I (Dress Code/Appearance and Demeanor)

- Added clothing should be pressed
- Added leggings as acceptable clothing
- Changed to 3 inch above knee for skirts and dresses versus 1 inch
- Added language for seasonal employee dress code
- Added \$125 allowance for prescription safety eyewear and increased steel toe shoe allowance from \$100 to \$125
- Removed employees with visible body piercings other than ears will be required to remove the jewelry while at work
- Increased the Water Division annual clothing allowance from \$165 to \$250 and removed that the City will launder and provide seasonally appropriate work shirts per week per employee for Water Division employees.

Addendum R (Sick Leave)

- Changes the accrual for sick leave from working 80 hours during the month to working through at least the 15th of the month.

Addendum T (Voluntary Unpaid Time)

- Change now requires all paid time off benefits to be used prior to taking unpaid time.

THE CITY OF DE PERE EMPLOYEE POLICY MANUAL



Attachment: Policy Manual and Addendums-Changes (6481 : Recommended changes to the Employee Policy Manual*)

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1. INTRODUCTION

Last revised: 12/17/2013

1.1 Purpose of Manual

This Manual contains information about working conditions, employee benefits, employee responsibilities, and City of De Pere (the "City") employment policies. This Manual sets forth employment policy guidelines which employees are expected to follow and informs employees about what employees may generally expect from the City. As a City employee, it is the employee's responsibility to read, understand, and comply with all provisions of this Manual. The City goal is to provide a work environment that is conducive to the personal and professional growth of all employees.

The City expects all employees to demonstrate professional, competent and reasonable behavior, and to continually serve, both on-duty and off-duty, as positive examples of the high-quality personnel affiliated with this organization and consistent with the high expectations of the public. Compliance with the policies, rules and general expectations of conduct is of paramount importance in order to fulfill these objectives and for the employee to have a successful career with the City. Failure to comply with the policies, rules and general expectations of conduct can undermine these objectives, and the trust and confidence that the public, businesses, employees and officers of the City must have in that employee. The City treats all violations of the policies, rules and general expectations of conduct very seriously. Violations of the policies, rules and general expectations of conduct can subject an employee to discipline, up to and including discharge.

This edition of the Manual cannot anticipate every possible circumstance or question about City employment policies. To meet the evolving needs of the organization, the City retains the right to revise, supplement or rescind such policies as may be deemed appropriate. The City reserves all of its rights, and final interpretation and implementation of any of the policies in this Manual are vested solely with the City Council through the City Administrator. Future Manual written revisions will be incorporated in the online edition of the Manual maintained on the City's Q:\ drive under Human Resources.

This Manual and the statements in this Manual are not, and should not be construed as, an employment contract, nor do they imply that the City is guaranteeing employment for anyone or changing the at-will employment relationship in any manner. Only the Common Council may enter into a contract with an employee, and that contract must be in writing and approved by vote of the Council at a duly-noticed meeting. No statement or promise by a supervisor, manager, department head, elected or appointed official, or an employee may be interpreted as a change in or constituting a contract with an employee or modification of the at-will employment relationship.

Many of the topics addressed in the Manual are also addressed in specific employee bargaining group labor agreements. The provisions of a specific employee group labor agreement supersede information or policy provisions of this Manual. Additionally, any

wages, hours and working conditions referenced in this Manual that are subject to the mandatory duty to bargain between the City and a collective bargaining representative are not binding on those parties, except for rules of conduct identified in this Manual that are made and revised from time to time under the City's management's rights authority.

The contents of this Manual are also not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority as updated from time to time. Applicable ordinances, resolutions, regulations, state or federal statutes, codes or regulations and common law shall supersede this Manual.

The Table of Organization contained in **Addendum A** serves as the official documentation for classification of all positions and their functional relationships.

1.2 Employee Acknowledgement of Manual

Each employee of the City is responsible for reading and understanding the contents of this Manual. Each employee shall be provided a copy of the Manual in either paper or electronic form and shall be notified of all changes and updates to the Manual. Each employee shall execute the Employee Acknowledgment of Manual form set forth in **Addendum B** and **Addendum C** upon receipt of the Manual so as to indicate receipt and knowledge of the Manual.

1.3 Application of the Manual

This Manual shall govern all employees of the City, including salaried and hourly employees, except that provisions of a current labor agreement between the City and a recognized labor association shall govern in matters pertaining to employees of that bargaining unit where this Manual conflicts with the provisions of a current labor agreement. Application of these provisions to members of a bargaining unit neither contemplates nor allows for the extension of benefits or other compensation beyond that which is provided in the specific labor agreement. While departments may adopt specific rules to provide guidance to employees within those departments, none of those rules may alter the at-will employment relationship, create a contract of employment, or supersede this Manual.

Employees covered by this Manual are required to comply with all aspects of the Manual, unless expressly stated otherwise herein. Employees should direct any questions or concerns regarding the interpretation or application of this Manual to their supervisor or department head.

2. GENERAL GUIDELINES OF EMPLOYMENT

Last revised: [5/1/20146/6/2016](#)

2.1 Classifications of Employment

All employees hired by the City are employed áat-willô to the extent possible, except as follows:

1. City officers as defined in § 10-5, De Pere Municipal Code or Wis. Stat. § 62.09;
2. A written contract exists between the employee and the City, that is approved by vote of the Common Council at a duly-noticed meeting; or
3. A Chief or subordinate who may be entitled to a pre-disciplinary or post-disciplinary hearing pursuant to Wis. Stat. § 62.13(5).

~~Pursuant to Wis. Stat. § 66.0509(1m), the employee may have a right to utilize the City's Grievance Policy and Procedure found in **Addendum G**, which is initiated by completing a Grievance Form.~~

Each City position is designated as either non-exempt or exempt for wage and hour law purposes. Employees in non-exempt positions are entitled to overtime pay only as required by specific provisions of state and federal law. Non-exempt employees are normally paid on an hourly basis and are entitled to overtime for hours physically worked in excess of 40 hours per week. Some collective bargaining agreements may state the employees are paid on a salary basis, but are hourly employees.

Employees in exempt positions are paid on a weekly salary basis and are exempt from the overtime provisions of the Fair Labor Standards Act and Wisconsin wage and hour laws. This category typically includes department heads, supervisors and some administrative professionals.

In addition to the above classes of exempt or non-exempt status, employees will be designated to one of the employment categories described below. All types of employees listed below are considered employees and shall have a background check completed prior to being eligible to work.

- a. Regular Full-time Employee. An employee who is designated by the City as a full-time employee and is regularly scheduled to work the City's full-time schedule, which is normally 40 or more work hours per workweek. A regular full-time employee may be exempt or non-exempt. Employees in this category are eligible for the City's benefit package, subject to the terms, conditions and limitations of the benefit plan or program and the fringe benefit sheet.
- b. Regular Part-time Employee. An employee who is designated by the City as a part-time employee is regularly scheduled to work 20-40 hours per workweek. A regular part-time employee may be exempt or non-exempt and may periodically work 40 hours or more in a workweek. Regular part-time employees are eligible

for specific benefits designated by the City and typically on a prorated basis, and subject to the terms, conditions and limitations of the benefit plan or program and the fringe benefit sheet. ~~A regular part-time employee must be designated by the City as a full-time employee in order to be eligible for benefits only available to full-time employees.~~

- c. Temporary or Seasonal Employee. An employee who is not specifically designated as a full-time or part-time employee and who is hired to temporarily supplement the work force or to assist in the completion of a specific project. A temporary or seasonal employee may work 40 hours or more per workweek. Employment assignments in this category are typically of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a designation to regular full-time or part-time status in writing from the Human Resources Director. Only legally mandated benefits such as Social Security, Medicare and workers' compensation insurance are provided to temporary employees. Temporary employees are typically not eligible for other benefits, with the exception of the City contribution to the Wisconsin Retirement System (WRS) if the employee meets the requirement to participate in that plan. FICA Alternative Plan. Internal Revenue Code 3121 allows for a FICA Alternative Retirement plan for government entity employees who work less than 600 or 1,200 hours annually and are not eligible for WRS. All qualified employees and their dependents, are eligible to participate in this alternative social security program. Please contact the Human Resources Department for enrollment.
- d. Paid-on-Call (POC) Firefighter/EMS. A POC firefighter is hired to respond to fire emergencies and/or EMS calls. Only legally mandated benefits such as Social Security, Medicare and workers' compensation insurance are provided to POC firefighters. POC firefighters are typically not eligible for other benefits, with the exception of the City contribution to the WRS if the employee meets the requirements to participate in that plan. Internal Revenue Code 3121 allows for a FICA Alternative Retirement plan for government entity employees who work less than 600 or 1,200 hours annually and are not eligible for WRS. All qualified employees and their dependents, are eligible to participate in this alternative social security program.
- e. Intern. An intern may be paid or unpaid. All interns shall be enrolled in a post-secondary education system and be taking at least nine credits; however; recently graduated students may serve as an intern within one year of graduation from a post-secondary education. Interns may work up to one year after graduating from a post-secondary education system. Only legally mandated benefits such as Social Security, Medicare and workers' compensation insurance are provided to interns. Intern employees are typically not eligible for other benefits, with the exception of the City contribution to the WRS if the employee meets the requirement to participate in that plan. Internal Revenue Code 3121 allows for a FICA Alternative Retirement plan for government entity employees who work less than 600 or 1,200 hours annually and are not eligible for WRS. All qualified

[employees and alderpersons, are eligible to participate in this alternative social security program.](#)

- f. Volunteer. Volunteers are not employees of the City and are in an unclassified position which has no set work schedule and does not have a set salary, hourly wage or benefits. All volunteers are covered under workers' compensation insurance.
- g. Contractor. A contractor is not an employee of the City. A contractor is retained by written agreement on a per-project basis with a defined scope at the project outset. A contractor may perform services on a regular or an irregular schedule. Contractors do not receive any additional compensation or benefits.

2.2 Work Schedule

- a. Business Hours. The goal of this policy is to provide the best customer service to meet the expectations of the public in an effective manner while maintaining flexibility for employees. Office hours for City Hall and the Community Center are 8 a.m. to 4:30 p.m. and 7:30 a.m. to 4 p.m. for the Municipal Service Center Monday through Friday, except for established holidays. Summer hours for City Hall and the Municipal Service Center are 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Fridays, except for established holidays. Community Center summer hours are 7:30 a.m. to 4:30 p.m. Monday-Thursday and 7:30 a.m. to 1:30 p.m. on Fridays, except for established holidays. Summer schedules for part-time employees will be decided by the department head. Summer hours are from Memorial Day through Labor Day. Department Heads and Supervisors will determine and advise field employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.

The City has the authority to determine the methods, means, processes and personnel by which the departments operations are to be conducted. This includes reserving the right to assign work in whatever manner deemed necessary to maintain an efficient workforce. When a department head or supervisor decides that employees will need to work outside the scheduled work hours, then the department head or supervisor should attempt to give notice, to the extent practical, prior to completion of the employee's work shift on the day preceding the change.

For work that is scheduled in advance and is part of the employee's normally scheduled hours (i.e. coming in for meetings), employees should record minimally 1 hour of time if they have to report to work after their regular shift. Exempt employee reporting back for scheduled or unscheduled work outside their regular work hours should record a minimum of one hour on their time sheet. Time spent at work outside normal work hours for purposes of catching up on

work shall be recorded as actual time spent. For non-scheduled work see Section 6.6 [Emergency Pay](#)~~Call Back Time~~.

- b. Water Schedule. For employees in the Water Department, each week the department head or supervisor may schedule an employee to work on Saturday and Sunday. These weekend assignments are rotated among qualified employees in the Division.

The Director of Public Works or designee may assign personnel from the Water Division or other qualified employees to be available for responses on a standby basis for hours outside of the normal workday including weekends and holidays. Employees will be compensated at \$1.75 per hour when on standby. An employee assigned to standby shall respond to answering service within 15 minutes of the call and be able to report to the worksite within 30 minutes of taking the call and perform the necessary task to alleviate the emergency situation.

- c. Flex Scheduling. Normal work hours may be flexed periodically with the approval of an employee's supervisor and according to the operational needs of that department. This includes coming in late, taking a longer lunch, leaving early or being gone during the day. Time may be made up by coming in early, working through lunch, or staying late. No flextime will be approved that will result in unauthorized overtime or compensation for greater than 40 hours of work in a workweek for hourly employees.

Employees who have worked or used accrued time off for (80+ hours in pay period [Saturday-Friday] for exempt employees) and (40+ hours in a workweek [Saturday-Friday] for non-exempt employees) may be allowed to periodically take off without using accrued time off with approval of the employee's supervisor. This arrangement is allowed infrequently and not every week. Employees are not allowed to work on the weekend just to have time off later that week. Any long-term change in the normal work schedule must be approved by the City Administrator before implementation.

- d. Breaks. Approved unpaid lunch breaks may be taken from one-half to one hour in length for office employees. Any other break arrangement must be approved by the employee's supervisor (i.e. taking a 1.5 hour lunch one day per week) Paid 15-minute breaks may be granted periodically by the employee's supervisor.

For Parks and Public Works field employees, lunch periods will be unpaid and generally commence at 11:00 a.m. unless permission is granted by the employee's supervisor to take lunch during a different time. The department head or supervisor may designate lunch periods at different times and particularly in situations where it is determined that continuous operation by some personnel is necessary for efficient operations, in times of emergency, or where employees are assigned to the various shifts providing 24-hour service. The Municipal Service

Center is available for lunch breaks. Employees are allowed 30 minutes from the time they leave the job site until they return to the job site.

- e. Work from Home. Occasionally it may be in the best interest of the City, the employee and the department to have an employee perform work duties from home. These instances are rare and only utilized when the interests of the City necessitate such an arrangement. The department head of each individual department is responsible for administrating this program as needed and with the approval of the City Administrator. The work from home program is typically for exempt employees only.
- f. Timekeeping. Each employee is required to accurately record his or her work time each workday, and will be held accountable for failing to completely and accurately record his or her time. Each employee should record his or her time only. Each employee must verify that the information on the employee's time record is complete and accurate. Errors must be immediately reported by the employee. Employees should never assume a supervisor or payroll will notice or edit any time discrepancy, as this is the employee's responsibility. Any employee who submits false time records may be subject to discipline up to and including dismissal. Time shall be rounded to the nearest quarter of an hour. If the time is 7 minutes or less, round down to the nearest hour, if more than 7 minutes, round up to the nearest quarter of the hour. Hourly employees must not work more than seven minutes before the start of their shift or 7 minutes beyond the end of their shift unless such time has been previously authorized by their supervisor. Hourly employees must report actual time worked, including time in and out for lunch periods.
- g. Attendance. The City places great emphasis on good attendance. Absence or tardiness places an extra burden on co-workers and undermines the efficient operation of the City. Regular attendance at work is expected of every employee. It is each employee's responsibility to be on the job on time each day and fully able and ready to work. Although there are justifiable reasons to take time off from work, each employee's employment assumes his or her availability for work. Employees are expected to arrive at work on time, return from scheduled breaks on time, and to work until the job is completed or the employee is relieved from duty.

2.3 Probationary Period

The probationary period is intended to give employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The City uses this period to evaluate employee capabilities, work habits and overall performance. The length of the probationary period is one year. A former employee who has been rehired after a separation from the City is rehired with a probationary period. During the probationary period, an employee may be discharged without notice. A probationary employee has no right to utilize the grievance procedure under **Addendum G** for matters related to employee discipline or employee termination

from employment. Completion of the probationary period does not guarantee continued employment for any specified period, nor does it modify or change the employee's at-will employee status or require an employee to be discharged only for cause.

Employees promoted ~~or transferred~~ into a department head position with the City must complete a one year probationary period. Employees promoted or transferred into new, non-department heads, positions with the City must complete a six-month probationary period (except police and fire represented employees). During this period, an employee can be removed from that position at any time during the probationary period. If this occurs, the employee may be allowed to return to his or her former job, or to a comparable job for which the employee is qualified, depending upon the availability of such positions and the City's needs. The existence or completion of a promotional or transfer-based probationary period does not modify the employee's at-will status.

2.4 Job Descriptions

Each employee shall have a job description defining the duties of the position, essential functions of the job, education/certification requirements, and physical demands. Job descriptions shall be reviewed and modified prior to filling a vacant position and as needed from time to time.

The ~~City Administrator~~Human Resources Director approves class titles for each City position. Jobs with similar duties and responsibilities are placed in the same classification so that employees receive equal pay for equal work, subject to performance quality, merit pay adjustments, step-pay adjustments, and lesser or greater duties.

2.5 City Equipment (keys, ID cards, property, passwords etc.)

Many employees are issued either keys and/or ID cards to access City buildings. The key/ID card should always be kept in a secure place and never be given to another individual without supervisory approval. Employees also may utilize or create passwords for access to City property.

To provide safety and security to the public and City employees, photo identification cards are issued to some employees by the Human Resources Department. All keys/keycards, ID cards, passwords, and any other City property shall be returned to a supervisor upon separation of employment. Any misuse, alteration or fabrication of City property may subject the holder to disciplinary action or other civil or criminal action.

2.6 Residency Requirements

The Police and Fire Chiefs must reside within 15 miles of the corporate city limits of the City of De Pere within 12 months of hire. All POC firefighters must have the ability to be able to respond emergencies within 15 minutes of the call. Exceptions or extensions to these requirements may be approved by City Council. Represented Police and Fire employees should see their labor contract for residency requirements.

2.7 Recruitment, Promotions, Transfers and Assignments

The City is committed to employing the best qualified candidates while engaging in recruitment, promotion and selection practices that are in compliance with all applicable employment laws. The City may use hiring, interview and screening processes designed to fulfill this objective. **See Addendum D** for the complete Recruitment Policy.

When in the interests of the City, the City may transfer qualified employees from assignment to assignment, position to position, or department to department. Employees may request to be transferred from one position or department to another. Such a request may be given consideration when a suitable opportunity exists and such request can be fulfilled in the interests of the City.

The City may attempt to fill a job vacancy from within or outside the organization. [The City will conduct an external recruitment concurrent with accepting internal applications. The City Administrator has the ability to waive this requirement and consider internal candidates only.](#) The City will typically provide employees an opportunity to indicate interest in open positions and advancements within the organization. Notices of full and part-time job openings will typically be provided to the department(s) where qualified employees exist, e.g., a clerical vacancy would not be noticed in the street department. To be eligible to apply for an open job, employees should possess the skills, competencies and qualifications required for the position. Appropriate tests may be given to make this determination. The successful candidate will be selected on qualifications, merit and the interests of the City.

2.8 Employment of Relatives

Immediate family members will not be employed in the same work group. Ordinarily, a work group will be defined as a department; in some instances a division within a division may be considered a work group.

Immediate family members for this policy shall be defined as spouse, child, parent, brother, sister, stepparent, stepchild, in-law by blood or marriage (father/mother, sister/brother, daughter/son), or any other member of the employee's household. Any other member of the employee's household shall be any individual living in the employee's household who receives, directly or indirectly, more than one-half of his or her support from the employee or from whom the employee receives, directly or indirectly, more than one-half of his or her support. (Examples include foster children, same sex partners, live-in boy/girlfriends).

Employees will not be placed in a work group in which a relative (beyond the immediate family member definition above) will exercise direct or indirect supervision over the employee. All decisions on the definitions of the work groups and the definition of a relative in a supervisor-relative relationship will be made by the City Administrator.

This Section does not apply to elected officials, contractors, subcontractors, temporary or seasonal employees, POC firefighters and volunteers, except to the extent that no person shall be directly supervised by another member of his or her immediate family. No

employee or official may use his or her position to bring about the hiring or promotion, or otherwise influence an employment decision relating to an immediate family member or other relative, whether by blood or marriage. Employees currently working in this capacity will be grandfathered in as of 1-1-14.

2.9 Employment Record/Personnel Information Changes

The City shall maintain an employment record for each employee. The employment record includes things such as the employee's resume, application, emergency contact information, etc.

Employment records shall be maintained in a secure, central location. Employee health-related records, including, but not limited to, physical fitness, fitness for duty, pre-employment screening, occupational injury, or similar records shall be kept in a separate file contained in a secure location with access available only to authorized persons with a legitimate need to know such information.

Access to personnel and payroll records shall be limited to those employees who utilize official records in order to perform their assigned duties. Other persons who are authorized access shall obtain the records from those assigned responsibility for their maintenance. An employee may request an opportunity to review the records the employee may be legally entitled to review pursuant to Wis. Stat. § 103.13 by submitting a written request to the City's custodian of records. These records are records used or which have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records, except as provided by law. The review will occur at a time mutually acceptable with management but no later than seven business days after the employee makes the request for inspection. Requests must be in writing and the City will grant at least two such requests per calendar year. Employee medical information will be maintained in separate medical files, and will be treated confidentially as required by law. Medical information may be disclosed to someone other than the employee in the following circumstances:

- Supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
- First aid and safety personnel may be informed, when appropriate, if the employee's medical condition might require emergency treatment; and
- Certain government officials may be provided the information for lawful reasons.

The City will use employee medical information only in a manner that is lawful, job-related, and consistent with business necessity.

Employees shall not provide references on behalf of other employees and past employees of the City. Supervisors may release a current and past employee's position held, date of employment, and salary information. Any information requested beyond that information should be referred to the Human Resources Department. Pursuant to requests for references, the City may choose to release only limited general information such as the

position held, dates of employment and salary information. The City may require the individual involved to provide a written consent, release and indemnity agreement before the City will release additional information unless there are circumstances warranting otherwise. The Release of Information/Records Request Form can be found in **Addendum E**.

It is the employee's responsibility to notify the City of any changes in his or her personal data. It is important that these changes are updated as they may affect benefit eligibility, mailings and emergency contacts. Forms are available in the office of the Human Resources Department to report changes to names, addresses, phone numbers, marriages, dependents, and emergency contact information.

2.10 Health Privacy Practices

The City is committed to compliance with all state and federal laws that protect the privacy of health information, including HIPAA and Wis. Stats. §146.82 City employees who access, use, or disclose health information must do so in accordance with all state and federal laws that protect the privacy of that information. No access, use, or disclosure may be made unless: (1) the access, use or disclosure is consistent with the law; and (2) there is a legitimate City purpose for such access, use, or disclosure. City employees who are authorized to access, use or disclose health information are trained on the appropriate use and disclosure of the information. City employees who are not authorized to access health information are prohibited from accessing, using, or disclosing any health information maintained by the City.

2.11 Equal Employment Opportunity (EEO)

The City is an equal employment opportunity employer. Employment decisions are based on merit and business needs. It is the City's policy to seek and employ the best qualified personnel in all positions, to provide equal opportunity for advancement to all employees, including upgrading, promotion and training, and to administer these activities in a manner that will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap, genetic information, ancestry, sexual orientation, marital status, arrest or conviction record, or any other basis protected by state or federal law. All employees are required to provide proof of identity and authorization to work in the United States.

The City is further committed to providing a work environment in which employees are treated with courtesy, respect and dignity. As part of this commitment, the City will not tolerate any form of harassment, verbal or physical, with regard to an individual's race, sex, national origin or any other protected characteristics. Therefore, all employees are encouraged to bring any concern or complaints in this regard to the attention of management through the chain of command or through the reporting procedures in specific policies. All complaints of sexual harassment, or other unlawful harassment, discrimination or retaliation of any kind, will be investigated promptly and, where necessary, immediate and appropriate action will be taken to stop and remedy any such conduct.

All employees share in the responsibility for assuring that the policies are effective and apply uniformly to everyone. Any employees, including supervisors, involved in discriminatory practices will be subject to corrective actions up to and including termination.

Equal employment opportunity notices are posted near employee gathering places as required by law. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

2.12 Americans with Disability Act (ADA)

It is the City's policy to fully comply with the reasonable accommodation requirements of the Americans with Disabilities Act to ensure that all applicants and employees can enjoy full access to employment with the City. It is the policy of the City to comply with all the relevant and applicable provisions of the Americans with Disabilities Act and other laws. The City will make reasonable accommodation wherever necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential duties and assignments connected with the job and provided that any accommodations made do not impose an undue hardship on the City.

Employees requesting accommodations should inform their supervisor or the Human Resources Department and cooperate with the City. Some requests for accommodation may require medical documentation of the employee's condition, functional limitations and the duration of any restrictions to support the request.

The City will process requests for reasonable accommodations and where appropriate, provide reasonable accommodations in a prompt, fair and efficient manner.

3. GENERAL POLICIES

Last revised: 9/12/2014~~6/2016~~

3.1 Public Relations/Requests for Interviews

City employees may encounter times when they are asked for information regarding matters or events within the scope of the employee's job duties. In order to manage employee time, ensure the City's impartiality in matters of dispute involving third parties, and protect the City's interests, particularly when involved in matters that may lead to litigation, employees shall follow the following protocols:

1. Media-No employee shall speak to the media on behalf of the City unless expressly authorized to do so by his or her department head or designee.
2. Others-No employee (except department heads) shall speak to any third party regarding matters within the scope of his or her employment with the City unless expressly authorized by his or her supervisor. Supervisor authorization shall only be given under the following circumstances:
 - a. The person requesting to speak with the employee is representing the City's liability insurance carrier and the City Attorney has been notified of and approves the request;
 - b. The person requesting to speak with the employee is an attorney retained by the City regarding the matter of inquiry; or
 - c. The employee has been subpoenaed or scheduled to attend a legal deposition regarding the matter and the City Attorney has been notified and approves the request.

3.2 Citizens Accessing City Equipment

No member of the public may occupy, use or otherwise be present upon or in any City equipment unless the following requirements are met:

1. All requests for ride-along or access to City equipment shall be in writing and shall include the name of the person seeking such access as well as the reason access is being requested. The person shall be accompanied at all times by a departmental employee who is familiar with the equipment being accessed. This does not include employee's that have a take home vehicle and utilize the vehicle for incidental personal use (i.e. picking up a child on the way home from work).
2. Approval of such request shall be determined by the department head or designee. All decisions shall be noted upon the request.
3. The department head or designee shall inform the Human Resources Director of all access granted at least one business day prior to the access taking place.

4. If access to City equipment has been approved, the requestor shall sign a Liability and Hold Harmless Waiver. All such signed waivers shall be submitted to the Human Resources Director.
5. A separate written request and approval shall be required each time City equipment is accessed by a member of the public.
6. City employees who are not expected to use a particular piece of equipment as a part of their job requirements shall be considered a member of the public for purposes of access to that particular piece of equipment; however, City employees may ride-along in a City motor vehicle for work related purposes.

This Section is not applicable to persons accessing city equipment with the consent of the operator for purposes of providing the person with services related to the operator's job responsibilities. For example, a police officer giving an operator of a disable vehicle a ride to a service station or other safe location would not be required to obtain a liability waiver from the person. Likewise, a firefighter/paramedic transporting a sick/injured person in a City ambulance may allow the companion of the transportee to ride along in the ambulance without requiring a liability waiver.

3.3 Purchasing/Authorized Spending

Each department is responsible for documenting and keeping detailed receipts of all purchases and submitting them to the Finance Department. The person placing a purchasing order is responsible for ensuring there are adequate funds budgeted and available to cover every expense. For the complete Purchasing Policy, see **Addendum F**.

3.4 Expressions of Sympathy

In the event of a death ~~or extended hospitalization~~ of an active regular part or full-time employee, his or her immediate family (child, spouse, parent, parent-in-law, guardian, step-child, domestic partner, sibling or grandchild~~child, spouse, parent or parent-in-law~~), an elected official, or a former regular employee that worked for the City within the past 3 years, the department may send an expression of compassion (e.g., flowers, plant, etc.) ~~which will be paid for by the City and will be signed from the City of De Pere in general.~~ In the event of extended hospitalization of an active regular part or full-time employee the department may send an expression of compassion. The gift which will be paid for by the City and will be signed from the City of De Pere in general. Departments should order the item from De Pere Greenhouse (or a greenhouse closest to the delivery location) for up to \$50, which includes the delivery amount. The bill should be ~~send~~ sent to the Human Resources Department and will be paid out of the sundry account.

3.5 Public Records

All documents created and maintained by the City, its employees and officials may be subject to Wisconsin Public's Records Law. These procedures are outlined in § 10-17 of De Pere Municipal Code.

3.6 Employee Organizations

Employees of the City may fully and freely associate themselves in organizations of their own choosing for their mutual benefit. No employee shall be required to join any such organizations as a condition of employment or continuation thereof and the right of any employee to petition the Finance/Personnel Committee is hereby recognized, except as the rights of individual employees may be subject to, or limited by, the Wisconsin Municipal Employment Relations Act. That Act permits certain employees of the City to organize and designate representatives of their own choosing from among themselves for the purpose of collective bargaining. The City recognizes the right of such certified representatives recognized by the City to meet with the Finance/Personnel Committee or the Committee's designated representatives, including the City Administrator, Human Resources Director and City Attorney.

4. EMPLOYEE CONDUCT

Last revised: [5/21/2014](#)8/1/2017

4.1 Rules of Conduct

Public service as an employee of the City is a privilege and not a right. The City desires to employ public servants who serve the public, who protect and further the trust and confidence the public has placed in its servants, who work together as team members, and who strive for professional growth and effective service.

High quality performance, honesty, respect, reliability, professionalism and good judgment are fundamentally required of each employee. Other standards of conduct exist in order to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants. The Rules of Conduct apply to all City employees.

The primary objectives for each employee are to protect and further the public's trust and confidence and to perform at a high quality level so that the City's citizens, businesses, representatives of other entities, co-workers, and visitors receive high quality services from each employee. Conduct that is inconsistent with those objectives or in violation of policy, rules or general expectations of professional conduct is forbidden and will subject the offending employee to discipline up to and including discharge. The City has established policies, rules and general expectations of conduct in furtherance of the effective operation of the City, to further these objectives, and for the employee to have a successful career.

No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee. It is impossible to list every conceivable type of unacceptable conduct contrary to the interests of the City. While it is impossible to list all types of unacceptable conduct, the City believes certain acts of misconduct, standing alone, warrant serious discipline up to and including discharge, such as the following:

- Dishonest, misleading or deceptive conduct
- Unauthorized circumvention of the chain of command
- Undermining the authority of a supervisor
- Refusing or failing to follow an order or directive
- Theft or misappropriation of City property or the property of others, including theft of work time, excessive time at break periods, misuse of sick leave or other designated leave, misrepresenting work time, or failing to accurately record work time
- Failing to completely and accurately document relevant information
- Failing to provide accurate and complete information to a supervisor or others who require the information
- Leaving the job without permission
- Causing or working unauthorized overtime

- Failing to cooperate with others
- Engaging in conduct that creates an unsafe work environment
- Fighting, threats, intimidation or harassment of others
- Damage or defacing of City or employee property
- Failure to report damage of equipment or property to supervisor
- Misuse or unauthorized use of City property
- Possession, use, or being under the influence of drugs or alcohol while on duty
- Engaging in unethical conduct
- Unauthorized possession of weapons or firearms during work time or on City premises or property
- Absence of two workdays without notice
- Excessive absenteeism or tardiness
- Failing to promptly report absence or tardiness
- Working another job while on sick leave or when not released for full duty while receiving workers' compensation benefits
- Disclosing confidential information to unauthorized sources
- Loafing or sleeping on the job (except for Fire Fighter employees when working 24 hour shifts)
- Misuse of licenses, patents or copyrights while on work time or using work resources
- Unauthorized solicitations or distributions
- Failure to promptly report defective equipment or safety hazard
- Failure to report injury or accident immediately
- Horseplay or violation of safety rules
- Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury
- Substandard quality or quantity of work, including deliberate reduction of output
- Failure to complete assignments promptly and accurately
- Smoking, use of e-cigarettes, or use of smokeless tobacco in unauthorized areas or during work time (break times excluded)
- Unprofessional appearance
- Discourteous treatment of others
- Profane or disrespectful conduct
- Conducting more than a diminutive amount of personal business on City time or property, including promoting or selling any item or soliciting, unless permission is obtained from your supervisor
- Failing to fully comply with the policies or rules
- Failing to comply with expectations of conduct communicated to an employee
- Failing to appropriately supervise an employee or hold employee accountable
- Failing to report a possible violation of the policies or rules through the chain of command or other authorized reporting procedure
- Inability to work as a member of a team or having attitudinal issues

The City reserves the right to determine whether any other conduct is contrary to the interests of the City and warranting disciplinary action, up to and including discharge.

4.2 Corrective Action

The City treats all violations of the policies, rules and general expectations of conduct very seriously. Violations of these policies, rules, and general expectations of conduct can subject an employee to discipline, up to and including dismissal.

The City's corrective action program is designed to encourage individuals to be high-quality employees and to remove employees from service who do not or will not meet that high standard of performance. Some discipline is intended to be corrective in nature to allow the employee an opportunity to rehabilitate his or her conduct. Employee misconduct may call for severe forms of discipline such as suspension, transfer, demotion, dismissal or other action. In some cases, dismissal of an employee is appropriate because of the nature, seriousness or continuation of unacceptable conduct. The appropriate level of discipline is determined by the City Administration on a case-by-case basis, and any pre-dismissal disciplinary measure may be passed over in favor of more severe discipline including dismissal of the employee. The City's imposition of discipline or other corrective action, or the City's use of any form of progressive discipline, does not change any employee's status as an at-will employee or create any additional rights. Discipline, demotion and dismissal must be reviewed and approved by the Human Resources Director.

4.3 Investigation and Administrative Leave

City administration will determine the scope, duration and strategy of internal investigations into employee conduct. The City reserves its right to place an employee on administrative leave, with or without pay. The determination of whether leave will be with pay or without pay is reserved to the City. The City may place an employee on administrative leave pending an internal investigation, pending disposition of a criminal matter, or for other reasons determined by the City.

Employees may appeal the imposition of the discipline through the grievance procedure explained in **Addendum G** of this Manual.

4.4 Grievance Policy and Procedure

The City has adopted a Grievance Policy and Procedure pursuant to the requirements of Wis. Stat. § 66.0509(1m) ([ea](#)) for purposes of providing a process for employee grievances regarding workplace safety, employee discipline and employee termination. Public safety employees shall adhere to the provisions of Wis. Stat. § 62.13, when applicable, to address employee discipline and termination rather than utilizing the Grievance Policy and Procedure. **Addendum G** contains the City's Grievance Policy and Procedure as well as the Employee Statement of Grievance form.

4.5 Reporting Structure

Operation of any government agency depends on an effective reporting structure. The ultimate decision concerning policy in the City resides by law with the City Council under the leadership of the Mayor. The City Administrator, as the chief administrative officer of the City, is the primary professional advisor to the City Council and Mayor. The department heads of the City are part of the management team, and the department heads report to the City Administrator. Supervisors subordinate to the department heads are also members of the management team. This management team concept is the process by which a recommendation for City action is developed and the decision implemented. This system represents a means of establishing orderly lines of organization and communication as management personnel unite with the City Council to promote effective services for the community.

The City Administrator is responsible for the development, supervision and operation of the City and its personnel and facilities. Employees have the obligation to further the professional advisement of the City Council and Mayor through the chain of command. The City Administrator is given the latitude to determine the best method of implementing the policy decisions of the City.

All staff members and supervisors shall be responsible to the Mayor and the City Council through the City Administrator. Each employee shall refer matters requiring administrative attention to his or her supervisor, who shall refer such matters to the next higher authority or, when necessary, through the City Administrator. Each employee is to keep his or her supervisor informed of the employee's activities by whatever means the supervisor deems appropriate. If an employee has any questions, opinions or suggestions about the information contained in this Manual or about any other aspect of his or her job, then those questions, opinions or suggestions must be directed through the chain of command.

The City Administrator and those department heads, supervisors and employees directed by the City Administrator shall attend all employee meetings, when feasible. Administrative participation shall be by professional counsel, guidance and recommendation as distinct from deliberation, debate, and voting of City Council members and the Mayor.

Any employee who receives inappropriate directives or requests from any individual citizen, business representative, or elected or appointed official is to immediately report such directive or request to his or her supervisor. No specific directives or requests from such persons are to be fulfilled unless permission to do so is given by the employee's supervisor.

Generally, if an employee has a concern with an employee, the employee is encouraged to approach that person first and attempt to resolve the conflict. If that does not resolve the problem, then the employee must address the problem through his or her immediate supervisor and onward through the chain of command. In some cases, the employee's supervisor may decide to refer the problem through the chain of command where it can

be addressed by another supervisor or the City Administrator. If an employee feels harassed, discriminated or retaliated against by another person, then the employee is directed to follow the harassment reporting policy in this Manual.

4.6 Tardiness and Absences

Absenteeism or tardiness that is excessive or unauthorized may result in disciplinary action, up to and including dismissal of employment. When an employee is going to be absent or tardy, the employee must immediately verbally notify his or her supervisor (or designated representative) as soon as the need to be absent is known. If the employee's supervisor is not available, a phone message may be left, however, to ensure the message is received, contact another department employee. MSC employees should use the call in line to report tardiness or absences. See section 7.1 for the Sick Leave policy. Employees may be required to submit a doctor's authorization for an absence caused by illness or injury. If the employee fails to submit the requested doctor's authorization, then the employee may be considered to have voluntarily resigned from employment. This policy will be enforced consistent with state and federal law on family and medical leave and other applicable laws.

4.7 Locker Room Conduct

This policy applies to City employees involved with City-owned locker rooms. The City acknowledges that personal privacy interests are implicated when using a City-owned and operated locker room. Filming, interviewing or picture taking are completely prohibited. The City, therefore, in accordance with Wis. Stat. § 175.22, adopts this policy to reflect the personal privacy interests of the users of the City's locker rooms. See the complete Locker Room Conduct Policy at **Addendum H**.

4.8 Weather

Emergencies such as severe weather, fires or power failures may occasionally disrupt City operations. If the City Administrator closes City buildings and/or functions due to extreme weather or emergency situations (excluding public safety departments), employees may be sent home or advised not to report to work. In the event this occurs, then the City Administrator may decide to designate the hours missed by an employee who is sent home or advised not to report as paid hours. If there is inclement weather and City buildings do not close, then permission may be granted from an employee's supervisor to leave for the day or to arrive late, for which employees may use benefit time for substitution of pay or make up the time. Time may be made up within the same week for hourly employees or the same pay period for salaried employees. ~~within the same pay period~~ with approval of the supervisor. With the City Administrator's approval, the employee may take the time unpaid.

4.9 Dress Code/Appearance and Demeanor

Visitors, citizens and customers can form a long lasting impression about the City of De Pere on the basis of appearance of staff. Although the City recognizes a general business casual working environment for administrative professionals, appropriate attire

depends on the degree of public contact, nature of work and safety issues. The dress code for Monday through Thursday is normally business casual. The dress code for Friday is normally casual. While the decision on what is appropriate to wear is the responsibility of each employee, management reserves the right to determine appropriateness of disputed attire. See **Addendum I** for the complete Dress Code/Appearance and Demeanor Policy.

4.10 Ethics/Conflict of Interest

Employees are expected to comply with all provisions of the City's Ethics Code and Policy. Failure to comply with this policy may result in discipline up to and including dismissal. See **Addendum J** for the complete Ethics Code and Policy.

4.11 Outside Employment

No employee shall undertake outside employment or other business activities that would interfere with his or her City work responsibilities. While employees may engage in other work activities, it is expected that such activities shall not have a negative impact on the employee's City work efforts, responsibilities and performance. Employees who wish to engage in outside employment must first obtain approval from their supervisor and complete a Waiver Request Form. If such negative impacts occur and are noted, the employee will be required to relinquish such outside employment or employment with the City. See **Addendum K** for the Outside Employment Waiver Request Form. This request must be submitted to the department head at least two business days before the employee accepts outside employment.

4.12 Confidentiality

City employees and officials are required to keep confidential any and all information regarding City operations and activities that is not part of the public record and employees shall keep official agency business confidential. They shall not impart such information to anyone except those for whom it is intended, or as directed by their supervisor. No employee shall speak on behalf of the City unless authorized to do so by the employee's supervisor. Any and all information that is discussed or disclosed in closed session must and is required to remain confidential until a legally appropriate public release.

4.13 Political Activity

All political activity by City employees is prohibited while the employee is on duty. All off-duty political activity which interferes with an employee's job duties/work performance or the job performance of other employees is prohibited. No political activity is to take place during work time, using City resources, or on or in City facilities, other than a room that is rented from the City under regular procedures for personal use. No employee of the City may directly or indirectly use the authority or the influence of his or her position to unduly influence the political convictions of another person.

4.14 Solicitation

The solicitation of employees or distribution of materials to employees can often interfere with normal operations of the City, reduce employee efficiency, annoy employees and citizens, and pose a threat to security. For these reasons, the City limits solicitation and distribution on its premises.

- a. Solicitation by Non-Employees Prohibited. Individuals who are not employees of the City are prohibited from soliciting or distributing materials to employees or on City premises. This includes soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services (except by representatives of vendors or potential vendors as authorized by the City), or any other similar activity. All visitors are strictly prohibited from entering non-public areas unless a supervisor grants permission.
- b. Limited Solicitation. Employees may engage in limited solicitation and distribution of materials to other employees on the premises, subject to the following guidelines.
 - i. Solicitation or distribution of materials is prohibited during the working time of either of the individuals making or receiving the solicitation or distribution. "Working time" does not include an employee's authorized lunch or break period. Distribution of literature in a way that causes litter on City property is prohibited.
 - ii. Off-duty employees may not return to the premises to solicit or distribute materials to employees.
 - iii. Bulletin boards, newsletters and other City-provided group communication systems are maintained solely for the City to communicate information to and from employees, post notices required by law, and for other work-related purposes. Posting of unauthorized notices, photographs or other printed or written materials on those bulletin boards or other communication systems is prohibited.
 - iv. The City may authorize a limited number of fund drives by employees on behalf of charitable organizations. Employee participation in such drives is completely voluntary. As a part of those charitable fund drives, the City may permit a representative from the charitable organization to make a presentation to employees. Employees seeking authorization for such a charitable fund drive should contact the City Administrator's Office. Unfortunately, the City cannot allow employees to collect city-wide for charities due to the vast amount of charities that may desire that opportunity.
 - v. Any solicitation for non-City purposes (e.g., selling candy bars for the employee's son's school) must have prior approval from the employee's supervisor.

4.15 Workplace Searches

It is the City's intent to provide its employees, during the course of their employment, with access to and the use of various City property for the purpose of conducting business for the City. The City may under certain circumstances access its property with or without the prior consent or knowledge of the employee. City property and assets are to be used judiciously by employees at all times and only in the manner for which the City intends them to be used. City property is not to be used illegally. Employees are expected to maintain their work spaces in a clean, orderly and professional manner. Employees are required to report to their supervisor any suspected misuse or abuse of City property. Employees found to be abusing or misusing City property will be subject to discipline, up to and including termination.

All work product, paperwork, computer files, passwords, products, and customer calls or interactions belong to the City. All employee work is always subject to review by management. In addition, business equipment, including computers, desks and lockers, are also be subject to search by authorized City personnel. Any City property issued to employees must be returned at any time upon request of the City and at the time of separation of employment.

Employees and others are encouraged to exercise care and attention in safeguarding personal property brought to the workplace and are advised not to bring excessive amounts of cash or other valuables into the workplace. Such items should not be left unattended or in plain view. The City does not assume liability for the loss, theft or damage of personal property brought to the workplace. Employees are encouraged to report to their supervisor any suspected use of personal property in an improper manner on City premises.

The City reserves the right to access, replace or utilize any property without prior permission of the employee to whom it was provided. Circumstances warranting a need to access property in the employee's absence include, but are not limited to, the following:

- The City has a need to search for business items or information that are immediately needed.
- The City is complying with applicable laws regarding review and disclosure of records and information.
- The City has reasonable cause to believe that the employee is engaging in illegal or improper activities, in conjunction with committing a violation of City policy, rules or expectations of conduct, or in a way that may jeopardize the health and well-being of others.

Under these circumstances, employees are expected, upon the request of the City, to submit to a search of any personal property brought onto the City's premises to the extent permitted by law. This includes, but is not limited to, clothing or personal baggage/containers in the employee's possession on City premises.

The City reserves the right to question employees and all other persons who enter and leave City facilities and properties, and to inspect packages, parcels, carrying cases, possessions, clothing, lunch buckets, coolers and other articles carried to and from City properties when public health, safety, welfare or suspected illegal activity require.

4.16 Sexual and Other Unlawful Harassment, Discrimination or Retaliation

It is the policy of the City that all employees have the right to work in an environment free from all forms of harassment, discrimination and retaliation. The City will not tolerate, condone or allow harassment, discrimination or retaliation by any employee or non-employee who conducts business with the City. The City considers harassment, discrimination and retaliation of others to be forms of serious employee misconduct. Therefore, the City shall take direct and immediate action to prevent or end such behavior and to remedy all reported instances of harassment, discrimination and retaliation. A violation of this policy will result in discipline up to and including dismissal. Employees can report harassment, discrimination and retaliation to their immediate supervisors, department heads, or directly to the Human Resources Director, the City Administrator, or the City Attorney. Employees should review and follow **Addendum L** for the Sexual and Other Unlawful Harassment Policy.

4.17 Workplace Violence

The City is committed to preventing workplace violence and to maintaining a safe work environment for its employees. All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times.

Employees shall not make threats or engage in violent or potentially violent behaviors, including, but not limited to:

- i. Horseplay, fighting or other conduct that may be dangerous to others;
- ii. causing injury to another person;
- iii. making threatening remarks;
- iv. aggressive or hostile behavior;
- v. intentionally or carelessly damaging property;
- vi. possession of unauthorized weapons, firearms or other dangerous or hazardous devices or substances on City property, buildings or vehicles/equipment, or while conducting City business (secured and locked firearms in personal vehicles are exempt); or
- vii. conduct that threatens, intimidates, coerces or otherwise bullies another person.

Conduct that is viewed as a threat to another employee, a customer or a member of the public at any time, including off-duty periods, will not be tolerated. This includes all acts or threats of physical violence, including intimidation, harassment and coercion.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the employee's immediate supervisor or any other member of management.

This includes threats by employees, as well as threats by customers, vendors, solicitors or other members of the public. Any suspicious individuals or activities should also be reported in a manner that does not place the employee or others in peril. When reporting a threat of violence, the employee should be as specific and detailed as possible.

Employees who reasonably believe the safety or security of themselves or others is threatened should contact law enforcement.

The City will promptly and thoroughly investigate all reports of threats or actual acts of violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. Employees are encouraged to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Director before the situation escalates into potential violence.

4.18 Conceal and Carry Prohibition

No employee may carry any weapon or firearm during the course of performing duties with the City or store any weapon or firearm in City-owned vehicles or equipment. "Weapon" shall be as defined in Wis. Stat. § 175.60(j) and "firearm" shall be as defined in Wis. Stat. § 167.31(1)(c). The only exception to this policy is for sworn law enforcement officers. In addition, Ordinance #11-13 and Resolution #11-79 shall contain specific definitions and enumerating places where carrying firearms and weapons is prohibited. **Addendum M** details definitions and regulations within the Conceal/Carry Prohibition Policy.

4.19 Drug and Alcohol Testing Policy

It is the City's desire to provide a drug-free, healthy and safe workplace. To promote this goal, all employees are required to report to work in appropriate mental and physical condition. Employees may not manufacture, distribute, dispense, possess, use or be under the influence of alcohol, an illegal drug, or a controlled substance while in the workplace. This excludes Police Officers and Fire Fighters when done for work purposes.

As part of its efforts to maintain a drug and alcohol-free workplace, the City has implemented a Drug and Alcohol Testing Policy. This program is designed to help reduce alcohol and drug-related accidents and injuries. Employees who are required to maintain a Commercial Driver's License ("CDL") for their position and employees in safety sensitive positions may be subject to random drug and alcohol testing. Any employee may be subject to testing when there is reasonable suspicion that the employee is under the influence of drug and/or alcohol or as permitted by law and City policy.

All employees must notify the Human Resources Director of any drug conviction no later than five days after such conviction.

All employees required to have a valid driver's license, must notify the Human Resources Department in the event that their license is suspended or revoked, for any reason.

Employees with questions or concerns about substance abuse or dependency are encouraged to use the resources of the Employee Assistance Program for short-term assistance and referrals. **Addendum N** has the complete Drug and Alcohol Testing Policy.

4.20 Smoking

Smoking is prohibited in the workplace as well as in any City building, vehicle or equipment. City of De Pere Code 1974 § 21.12 De Pere Municipal Code states, “No person may carry a lighted cigar, cigarette, pipe, or any other smoking equipment in any enclosed indoor area of any city building.” No smoking is allowed in interior areas of a City building, within 20 feet of an access point to a City building, in City vehicles, or when an employee is interacting with a member of the public in his or her capacity as a City employee. Employees may only smoke or use smokeless tobacco on breaks, in designated areas, if applicable, and may not smoke, use smokeless tobacco or e-cigarettes while working.

4.21 Use of Vehicles and CDL Requirements

The City has many employees who at one time or another will use their own vehicle for City business or will use City vehicles for work-related business. City employees will be reimbursed for mileage on personal vehicles for authorized City business at the current IRS rate. Employees are responsible for the efficient and safe operation of the City vehicle, the observance of all traffic laws and communicating with management regarding any accidents or traffic violations. Employees who either use their personal vehicle for City business or use a City vehicle are required to promptly inform the City of any changes concerning their driver’s license, including suspension or revocation. The City may conduct annual DMV checks on all full and part-time employees who drive City vehicles or drive their own vehicle for City business to ensure the safe and legal handling of City vehicles. Smoking and the use of smokeless tobacco products are prohibited in all City-owned vehicles. It is the responsibility of the employee whose position requires a CDL to obtain, maintain and report on the status of the CDL. See **Addendum O** for the complete Use of Vehicle and CDL Requirements Policy.

4.22 Uniforms, Tools and Safety Equipment

Employees will typically be supplied with tools and safety equipment necessary to do their jobs in a productive and safe manner. Hardhats, non-prescription eye protection, coveralls, safety vests, uniforms, and many other items will be made available to those employees whose positions warrant them. The need for personal protective equipment will be determined by the department head. In some cases a uniform allowance and/or tool allowance will be provided. See the Dress Code/Appearance and Demeanor Policy **Addendum I**.

4.23 Bulletin Boards

Bulletin boards are provided to inform employees of important developments from the City that will affect the employee or his or her job. Bulletin boards are used by the City to communicate information to employees and post notices required by law. Employees

shall secure prior authorization before posting any notices on bulletin boards. Since work-related notices of interest and importance regarding City business are posted on the bulletin boards, the City requests all employees to check the bulletin boards periodically.

5. TECHNOLOGY USE

Last revised: 12/17/2013

5.1 City Electronic Resources

The City's computers, networks, programs, hardware, software, electronic communication devices (like phones and cell phones) and tools, other technology, and the Internet (collectively, "technology") are intended as tools for the City to serve the public and are provided so employees may better perform their job-related responsibilities. Inappropriate use can adversely affect the City, interfere with the work of its employees, increase its costs, and even expose the City to damage, liability and security risks.

In order to protect the interests of the City, the City reserves its right to monitor all use by employees of technology. No employee should expect privacy or secrecy in the use of technology. Employee use constitutes acceptance of the City's monitoring and disclosure of the employee's use. Use of the City's property and technology can be limited by the City at any time for any reason. The City may consent to the disclosure of information from use of technology or any other property, and the City may authorize a law enforcement agency to search or review the City's technology or property, and the City may use such information for its intentions and purposes.

The work of the City and the public always comes first. Unnecessary or excessive use by one person may tie up equipment or limit the ability of others to have access. Use leaves a record of the City name and the user's identity on the technology and at every Internet site visited, and may result in unwanted or inappropriate return e-mails, solicitations, viruses and other harmful items. See [Addendum P for the Acceptable Use of Electronic and Social Media](#) and [Addendum Z](#) for the Technology Use Policy.

If an employee has a question about whether a particular use of the City's technology or property is proper, then he or she should consult his or her supervisor before engaging in such use.

6. COMPENSATION

Last revised: ~~10/24/2014~~201506/06/2016

6.1 Payroll Period/Payday

The payroll period is two weeks beginning on Saturday morning and ending on the second following Friday. Payday is normally on the Friday following the end of the payroll period, except that POC firefighters are normally paid on the second payroll of each month. Payroll is made through direct deposit to the employee's account at the participating financial institution of his or her choosing. No paper payroll checks will be distributed. If payday falls on a holiday, payroll will normally be directly deposited on the last workday preceding the holiday. Employees will receive a notice of their direct deposit. It is the employee's responsibility to ensure their payroll is successfully deposited. Employees shall promptly report any errors or issues with their direct deposit to their supervisor and to payroll.

6.2 Time and Attendance

All employees shall be in attendance at their regular work stations and be ready to perform their job duties at the designated start time. See Section 2.2f for information on recording time worked.

6.3 Overtime

When City operating requirements or other needs cannot be met during regular working hours, then a supervisor may decide it is necessary for employees to work overtime. All overtime work will be based on the department supervisor's authorization. Designation of an employee to work overtime may be based on factors such as skills, experience, qualifications and ability to respond in a timely fashion. No overtime shall be performed without prior supervisory authorization. Only non-exempt employees will be paid overtime.

Overtime Payable as Wages. Unless otherwise defined, a standard workweek is Saturday through Friday. Sworn law enforcement officers and firefighters may have a longer work period as permitted by law. Overtime compensation is paid at a rate of time and one-half the hourly rate of pay for non-exempt (except those exempted by FLSA i.e. seasonal recreational employees) employees who physically work in excess of 40 hours in a workweek. Vacation, sick leave, compensatory and other paid leaves will not be considered as time worked for the purpose of computing overtime pay. Call in pay may be paid differently. See Section 6.6 Emergency Pay. – Paid time off for recognized holidays when the City is closed for business will be considered time worked for the calculation of overtime. Employees working on an actual or recognized holiday will receive two times their rate of pay for hours worked, regardless of the actual hours physically worked during the workweek.

6.4 Compensatory Time/Administrative Time

In lieu of overtime pay and with supervisory approval, non-exempt employees may earn compensatory time (comp time) to take at a later date. Compensatory time is earned at the rate of one and one-half hours for every hour worked above 40 hours (with the exception that emergency call-in pay may be comped regardless of the number of hours worked). Employees working on an actual or recognized holiday will receive two times their rate of pay for hours worked, regardless of the actual hours physically worked during the workweek. The Compensatory-compensatory time may be accumulated up to 80 hours between December 1 and November 30 of the following year. Any compensatory time not taken by November 30 shall be paid to the employee that year and cannot be carried forward to a succeeding year. Employees shall request to accrue and use compensatory time which may be granted by the employee's supervisor based upon operational needs and applicable law. The City reserves its right to pay out compensatory time at any time during the year.

In recognition of work performed for exempt employees over and above the normally scheduled hours of work, the Finance/Personnel Committee may provide for such employees to receive administrative time. The Committee may provide a set number of hours for an employee or a position based upon the duties, workload or other factors decided by the Committee. The policy may be reviewed and, if unusual conditions occur during the year, those factors may be considered. The maximum number of hours the Committee may grant to a position or employee is 40 hours per year. ~~No payment shall be made for accrued but unused administrative time upon dismissal of employment for exempt employees.~~ Administrative time must be used by December 31st each year. Unused administrative time does not carry forward. All employees receive their administrative time accruals on January 1 of the year in which it is accrued and their administrative time is prorated in the first and last years of employment. In the event an employee ends employment and has used more administrative time than has been earned, then the deficit shall be paid back to the City and shall be deducted from the employee's last paycheck as a wage overpayment. No payment shall be made for accrued but unused administrative time upon dismissal of employment for exempt employees.

6.5 Longevity Pay

Regular full-time and part-time employees receiving wages for hours actually worked or who are using approved leave such as vacations, holidays, sick leave, emergency leave, jury duty, FMLA or military leave, or who are on workers' compensation leave, shall receive additional compensation as Longevity Pay, beginning the first month after qualification of such Longevity Pay as follows:

1. After completion of five years of continuous service ñ \$20.00 per month.
2. After completion of ten years of continuous service ñ \$30.00 per month.
3. After completion of 15 years of continuous service ñ \$35.00 per month.
4. After completion of 20 years of continuous service ñ \$40.00 per month.

An employee must work for the City or receive accrued paid leave for no less than 80 hours during the calendar month to be eligible to receive Longevity Pay for that month.

The Longevity Pay program will be discontinued for employees hired after January 1, 2014, or for new employees not yet qualified as of January 1, 2014. As of January 1, 2014 those employees receiving longevity pay will be frozen at their current rate and will not continue to progress with years of service.

6.6 Emergency Pay

If an employee works for an emergency related reason outside of the normal working hours, they may be entitled to pay at time and one-half, except on holidays or observed holidays where they may be entitled to double time. If the employee performs non-emergency work outside of the normal working hours, they are paid straight time, unless the employee has worked more than 40 hours during that week or the employee has worked on a holiday or observed holiday.

If the employee reports to work for an emergency after being relieved from work, and the hours worked are not attached to their normal working hours, they may be entitled to a minimum of two hours of pay at time and one half, except on holidays or observed holidays where they may be entitled to a minimum of two hours at double time. If an employee performs work for an emergency outside of the regular work hours and the time is attached to their normal working hours, they are not entitled to a minimum of two hours of time.

Employees are subject to call in at any time, day or night. The City's decision as to whether an employee should receive the two-hour call in pay shall be final. Employees are required to perform any call in responsibilities in the most efficient manner possible in the interests of the City. Employees are required to keep accurate time records of time worked for purposes of determining call in compensation.

Employees must respond to calls from the City, and if accepting the call, must respond to the job site within 30 minutes of receiving the call. If an employee is called on the telephone, but it not required to come into work, the employee shall be paid for all hours worked with a minimum of 1 hour at straight time (paid at double time on holidays and observed holidays). Employees that have a City vehicle at home will be paid from the time the call is received. All other employees are paid from the time they arrive at the work site.

6.7 Position Reclassification

City employees are provided with an opportunity to have their current positions evaluated for possible reclassification. To be eligible for an evaluation, a position must be able to show that reoccurring and substantiated responsibilities above and beyond previous job duties are actually being performed.

To request a reclassification, the employee should contact the Human Resources Department for forms to be completed. The department head will conduct a departmental

review of the reclassification request and will determine, in writing, if the request is an accurate reflection of the position's responsibilities. The department head refers the request and his or her review to the Human Resources Director and the City Administrator. If a reclassification is recommended by the City Administrator, then it will be presented to the Common Council for a final determination.

6.8 Acting Duty

Some vacant positions may require an interim appointment to be made by the City Administrator in order to continue effective operations of the department. Employees may be assigned the interim position to assist in carrying out those duties which must be continued. If it is determined by the City Administrator that the additional assignment warrants additional pay, then such pay may be made retroactive to the day the interim position is designated to begin. Not all interim assignments warrant additional pay. If it has been determined that the assigned duties have a value at or below the employee's regularly duties, then no additional pay will be granted.

6.9 Compensation Policy

The City of De Pere believes in providing fair and equitable compensation for its employees, such that it will be highly competitive with comparable municipal organizations in the State of Wisconsin.

- a. Objectives. The City has adopted this compensation policy to:
 - i. attract and retain well-qualified employees;
 - ii. provide incentives and motivate employees toward higher performance to achieve the City's short and long-term goals;
 - iii. communicate the organization's expectations regarding different rates of pay;
 - iv. maintain competitive pay levels within the City's limited resources and state-imposed expenditure caps; and
 - v. ensure the consistent administration and application of its compensation policy.
- b. Program. Newly hired employees may be placed administratively anywhere in the assigned range. In determining an appropriate starting rate, consideration shall be given to the experience, education, previous earnings of the candidate and other job-related factors. Hiring above the range minimum requires the approval of the Human Resources Director. Hiring above Step 6 (control point) requires approval of the ~~and~~ City Administrator. The City Administrator has the ability to increase an employee's wage for retention purposes.
- c. Review of Pay Plan. Pay grade ranges, classifications, and internal pay compensation issues will be reviewed on an as needed basis, but at least every 5 years, in order to properly reflect both the external municipal job market and

internal pay equity. A yearly summary of the plan's performance shall be completed by City Administration and report given to the Council.

- d. Changes in Pay Grade. Considerations for change in pay grade can be initiated by the employee, department head or Finance/Personnel Committee. If initiated by an employee, the department head will be requested to submit documentation for presentation to the Finance/Personnel Committee as to whether the request of the employee for change in pay grade is warranted. A change in pay grade will only be considered if the employee's duties have changed sufficiently to warrant a reevaluation.
- e. Pay Increases.
 - i. Step Movement. Employees below the range Control Point shall advance the equivalent of one step a year until they reach the Control Point. These increments shall be based upon measured performance that at least meets expectations and shall be in addition to any other approved general yearly ~~cost of living~~ market wage adjustments.
 - ii. Yearly Adjustments. Yearly ~~cost of living~~ wage adjustments (based on Midwest consumer price index and market) may be provided as approved by the Common Council during the budget process unless not warranted based on individual performance as determined by the City Administrator with supervisory input. All employees, except those red-circled (above 120% of market) are eligible for a ~~COLA-market adjustment~~ increase.
 - iii. Pay for Performance. An incentive program to reward employees for exceptional work exceeding expectations. The City rewards exceptional performance two ways: (1) merit pay and (2) performance award.

1. Merit Pay

- a. Merit Pay Award.

Employees are evaluated utilizing determined competencies on their performance appraisal and are eligible to receive merit pay for each competency score. The maximum amount of merit pay an employee is eligible for is \$600 per year. The dollar value per competency identified below is based on the performance appraisal having 108 competencies. If a performance appraisal has more or less than 108 competencies, the total amount for each competency will be pro-rated, with the max remaining at \$600.

- ~~\$40-6075~~ for each competency in which the employee receives a rating of 5-4

- ~~\$30 4556.25 for each competency in which the employee receives a rating of 4~~

2. Performance Award.

Employees may be nominated for a performance award by themselves, anonymously by a co-worker, or by a department head (done in consideration of feedback from immediate supervisor). All nominations must be approved by the employee's department head to be considered. ~~Employees that receive an appraisal score that rank in the top 10% of all employee employees appraisal scores will automatically be nominated for a performance award. by their Department Head.~~ See **Addendum Q** for procedures on how to submit a nomination.

a. Award Options.

- Salary increase - percentage increase added to annual salary (applicable to those not red-circled or stepping)
- Bonus - paid out as a set dollar amount or a percentage of salary (applicable to all employees including those red-circled)
- Paid time off (applicable to all employees including those red-circled). Upon termination, unused paid time off will be paid out.

Combination of two of the above (ex. salary increase, bonus or paid time off)

b. Review Team. A Performance Award Review Team will review all employees recommended for a performance award.

The Performance Award Review Team will consist of the City Administrator along with two supervisors from an outside organization. After reviewing all nominations, the Performance Award Review Team will decide which employees warrant a performance award when rated against all City employees nominated for a performance award.

The Performance Award Review Team will decide how performance awards will be distributed.

Funding of Pay for Performance Program. The total funds to be used for employees will be recommended by the Mayor annually as part of the proposed executive budget. Total funds to be used for the pay for

performance program will be determined by the Common Council annually as part of the annual budget approval process.

Total pay disbursement to employees cannot exceed the total funding available for pay for performance pay in the adopted budget. If total pay expenditures are below available funds, excess funds are returned to the general fund balance at the end of the calendar year.

The pay for performance funds will be determined each year by taking 1% of the prior year's payroll. Merit pay disbursements will be first determined and the remaining funds may be used for performance awards. ~~5% of the remaining funds will be put aside for departments to provide immediate recognition to employees throughout the year for exemplary performance. (i.e. bringing in lunch for staff after working together cohesively on a big project, working very long hours to complete a task, etc.)~~

Employee Eligibility. Regular full-time non-represented employees and part-time employees.

Employees must be employed with the City for the full appraisal year to receive pay for performance. Pay will be prorated as a percentage of a 2,080-hour annual work schedule for part-time employees. Part-time employees who worked additional hours during the appraisal year will receive merit pay based on percentage hours worked that year, if at least 5% higher than their regularly scheduled hours.

An annual performance appraisal must be completed for the year in which the merit pay is based.

Employees who do not meet expectations in any area of the performance appraisal for the year are not eligible for a performance award; however they are eligible for Merit Pay. Employees who had a written warning during the appraisal year are not eligible for a performance award, but will be eligible for merit pay. Employees who were suspended during the appraisal year are not eligible for merit pay or performance award. The City Administrator has the ability to withhold merit pay and performance awards for employees that are under investigation.

Employees must be actively employed at the time of the performance disbursement. Employees who are on paid or unpaid leave due to disciplinary action by the City are not considered actively employed for purposes of eligibility.

Disbursement of Merit Pay and Performance Awards. All payments (merit pay and performance awards) will be disbursed to eligible employees in the second payroll in May of each year or the first payroll

following the completion and tabulation of all appraisal of eligible employees.

6.10 Performance Management – Annual Performance Appraisal

The performance appraisal provides a means for discussing, planning and reviewing the performance of each employee. Regular performance appraisals:

- Help employees clearly define and understand their responsibilities.
- Provide criteria by which employees' performance will be evaluated.
- Suggest ways in which employees can improve performance.
- Identify employees with potential for advancement within the City of De Pere.
- Establish goals and a work plan for the coming year.
- Provide a fair basis for merit pay and performance awards.

I. Annual Performance Components

a. Rated criteria:

- i. Evaluation of general annual performance competencies. Competencies are rated by the supervisor for all non-represented positions throughout the City.
- ii. Competencies will be rated on a 54-point scale.

b. Not rated criteria:

- i. Associate/Direct Report 360 Feedback.
- ii. Performance Goals for evaluation year.

II. Rating Options

Competencies are rated on a 54-point scale. The definitions below give a general description of each rating.

- 5-4 - You're outstanding ñ You exceed what's expected of you in every way. You proactively seek out additional responsibility while over-performing in delivering your own objectives. You are seen as a role model within your team and have an outstanding reputation with people outside your team. Exceptional ñ Distinguished performance (approximately top 10% of performers in the City)
- 4- Exceeds Expectations ñ Superior performance (approximately top 25% of performers in the City)
- 3 - Successfully Meets Expectations You're doing a great job ñ You are delivering all of your objectives, maybe even excelling in a few, as well as behaving in the way that is expected of you. You're a valued member of the team, making a great contribution to the City. ñ Satisfactory performance
- 2 - You're almost there ñ You are achieving most of your objectives but not all of them and do have some development areas. You might be new to the role and had a step up in responsibility, moved to a new area, or be inconsistent in delivery ñ needing to demonstrate performance improvement. < Requires Development ñ New in position and/or less than satisfactory performance

- 1 - Unsatisfactory ñ You aren't delivering your objectives or may be demonstrating negative behaviors on a regular basis. Your performance is failing to meet the standards expected from you.~~Does Not Meet Expectations ñ Unacceptable performance (used for non-performance)~~

Total scores should resemble a bell curve where the majority of employees will fall into the middle as meeting expectations and a small percentage will be at the top and bottom.

III. Annual Appraisal Process

Human Resources manages the overall annual appraisal process and calendar for annual performance appraisals.

The following steps take place to complete an annual performance appraisal. Once each step is completed, the next step may take place.

1. Human Resources

Notifies employees to complete a self-appraisal and due date. Employees without email will be notified by their supervisor.

2. Employees

Complete a self-appraisal, selecting a rating for each competency. If a rating that is above or below ~~óSuccessfully Meets Expectations~~You're Doing a Great Job is selected the employee is required to add supporting comments for their rating. Employees rating themselves 4 should provide specific examples to support their rating. (Supervisors will be able to see the employee's ratings and comments for each competency.) Employees may add goals and/or development plans if desired. A minimum of one goal will be required prior to finalizing the appraisal. Once completed, they will submit their self-appraisal to their immediate supervisor. - As part of the performance evaluation process, employees may also be requested to provide a 360 evaluation for another employee(s).

3. Immediate Supervisor

If an employee has had more than one supervisor during the review period, the current supervisor will rate the employee if the employee has been supervised by the current supervisor for more than six months; if the employee has been supervised by their current supervisor for less than six months, then the current and previous supervisor (if still employed with the City) will complete the appraisal together. Identifies and sends invitations to associates and/or direct reports (typically 2-4 City employees at any level that often work with the employee) to provide 360 feedback on the employee. After the 360 feedback has been received and reviewed by the immediate supervisor, the immediate supervisor rates the employee in each competency, providing supporting comments and examples for any rating that is above or below a 3 rating. ~~óSuccessfully Meets Expectations~~You're Doing a Great Job. Supervisors shall include 360 comments with discretion (positive and negative) under each of the appropriate competencies, noting that the comments came from a 360 evaluation. The comments should be whitewashed. The immediate supervisor may add goals and/or development plans or wait to complete the goals and/or

development plan sections with the employee. A minimum of one goal will be required prior to finalizing the appraisal. The immediate supervisor sends the appraisal to the department head for review, if applicable. The department head has the option to approve the appraisal or send it back to the immediate supervisor for additional comments/consideration. The department head submits the appraisal to Human Resources.

4. **Human Resources**

Reviews and approves the appraisal and sends it back to the immediate supervisor to review with the employee. Human Resources has the option to approve the appraisal or send it back to the immediate supervisor and/or department head for additional comments/consideration.

5. **Immediate Supervisor**

Meets with each employee individually in a private setting to cover the appraisal and create specific performance goals for the upcoming year. (Performance goals need to be measurable and directly related to expectations associated with the role and responsibilities of the employee's position.) ~~May verbally discuss associate/direct report comments with employee while reviewing the performance appraisal with the employee; however specific comments should not be shared, just general feedback.~~

6. **Employee**

Sign-off on the appraisal, adding any final comments.

7. **Supervisor/Department Head**

Sign-off on the appraisal.

8. **Human Resources**

Determines merit pay amounts based on the supervisor's rating on the performance appraisal and inform employees of any merit pay and/or performance awards through the pay for performance program.

6.11 Change in Hours

When employment status changes from full-time to part-time, or vice versa, the benefits that employee has already accrued will remain the same, and future accrued benefits will be earned at the new percentage of employment, prospectively.

6.12 FLSA Safe Harbor Policy

The City desires to avoid errors in and improper deductions from wages owed to each employee. If an employee believes an error has been made, then the employee should inform the Human Resources Director immediately. The Human Resources Director will take the necessary steps to research the problem and to assure that any necessary correction is promptly made.

The City has created this Safe Harbor Policy for employees who are classified as exempt under the Fair Labor Standards Act (FLSA). See **Addendum AA** for the FLSA Safe Harbor Policy.

7. TIME OFF AND TIME AWAY FROM WORK

Last revised: 5/21/2014~~9/29/2015~~6/2016

Unless specifically stated otherwise, the paid time off benefits in this Section only apply to regular full-time employees. In determining benefits earned for sick leave, vacation, floating holidays, and administrative time during the first year of employment, accrual begins on the first day of the month following an employee's start date. In determining the benefits earned during the year of termination, a full month benefit will be granted if the termination date was on or after the 15th day of the month. If the termination date was prior to the 15th day of the month, no benefits will be granted for the month in which the termination occurs. Please see section 7.15, Unpaid Leave of Absence, for details on accruals if on an unpaid leave of absence. Regular part-time employees may be eligible to accrue and use paid time off for sick leave, vacation, holidays, and floating holidays,~~and funeral leave.~~ Paid time off for part-time employees is accrued or applied in a prorated manner based on the average number of scheduled hours worked compared to a regular full-time employee (a 40-hour workweek) and as determined by the Human Resources Department. If a part-time employee works 5% or more than scheduled in a given year their accruals for vacation and floating holidays will be adjusted accordingly. Any extra accrued time off can be carried forward into the following year. -The determination of the Human Resources Department as to the amount subject to accrual shall be final. ~~For purposes of determining the amount of leave available, a "day" for a regular full-time employee means eight hours, and a "day" for a regular part-time employee is a prorated amount based on a 40-hour workweek and as determined annually by the Human Resources Department. In order to be eligible for paid time off, the regular part-time employee must be scheduled to work on the workday subject to the paid time off (for example, scheduled on the recognized holiday in order to be eligible for paid time off for that holiday).~~ Temporary or seasonal employees and POC firefighters shall not be eligible for any benefits contained in this Section unless specifically provided for herein.

7.1 Sick Leave

All full-time employees and part-time employees on a prorated basis shall accrue one day per month of sick leave. The maximum sick leave accrual is 120 days, except as provided in bargaining agreements. Employees who have accumulated sick days in excess of 120 days (not to exceed 150 days) as of January 1, 2009, shall have such balance as their maximum accumulated sick leave balance. Accrual begins on the first day of the month following an employee's start date. Sick leave may only be used with approval when an employee is too sick or injured to perform the employee's job responsibilities, when the employee must seek medical attention or for the purpose of visiting doctors, dentists or other recognized medical practitioners when those appointments cannot be scheduled outside the scheduled workday, or when the employee's attendance is necessary for caregiving purposes for an immediate family member who is suffering from an illness or injury or attendance is needed at a doctor visit, dentist or other recognized medical practitioner, when those appointment cannot be scheduled outside the scheduled workday. An immediate family member is a spouse, child (~~in-law or~~ step), and parent. If another family member can attend to the needs of the immediate family member, then the employee most times are expected to report for duty and fulfill his or her responsibilities unless otherwise permitted by law. Employees shall make every effort to schedule medical and dental

appointments outside of the scheduled workday. The City may request verification of illness or medical or dental appointments.

When an employee needs to use sick leave, the employee must immediately notify his or her supervisor (or designated representative) as soon as the need to be absent is known. The employee must speak or leave a verbal message with the supervisor and indicate the nature of his or her illness or injury or need for leave, the date the injury or illness commenced, the job responsibilities the employee is unable to perform, if applicable, and the expected duration of the absence and, if applicable, the need for the employee's attention to an immediate family member. If the employee's supervisor is not available, a phone message may be left, however, to ensure the message is received, contact another department employee. MSC employees should use the call in line to report tardiness or absences. If the need for absence occurs during the workday, then the employee must follow this same procedure. Supervisors must also be contacted on each additional day of absence except during extensive absences with an expected end date.

Employees may be required to submit a doctor's authorization for an absence caused by illness or injury. If the employee fails to submit the requested doctor's authorization, then the employee may be considered to have voluntarily resigned from employment. This policy will be enforced consistent with state and federal law on family and medical leave and other applicable laws.

The complete Sick Leave Program and Policy is included in **Addendum R**.

7.2 Vacation

Non-union sworn public safety employees follow the public safety union vacation schedule.

As of January 1, 2014, employees currently receiving 26 days of vacation will continue to earn 26 days per year. All other employees are capped at 25 days.

Employees shall accrue vacation as follows:

Years of Employment	Vacation Allotment
Hired	1 week prorated if start date is not January 1
January 1 after start date	2 weeks effective January 1
<u>January 1 of</u> 5th year	15 days
<u>January 1 of</u> 10th year	17 days
<u>January 1 of</u> 15th year	20 days
<u>January 1 of</u> 20th year	22 days
<u>January 1 of</u> 25th year	25 days

Examples: If an employee is hired January 7, 2013, the employee would be credited 15 days of vacation on January 1, 2018. If an employee was hired December 16, 2008, the employee would be credited 17 days of vacation on January 1, 2018.

~~Part-time employees receive a prorated vacation accrual, based on average hours worked in the previous calendar year.~~ The Human Resources Director or designee, has the ability to negotiate up to 3 weeks of vacation for new hires when necessary.

All vacation time must be scheduled with the approval of the employee's supervisor or department head. Management reserves the right to schedule vacation and to deny scheduled vacation in order to meet operational needs.

The process and procedure for vacation selection and staffing levels shall be left up to the individual departments and it will be decided by the department head(s).

Vacation selection may be scheduled based on seniority. If vacation is selected based on seniority, the following should be followed:

Round 1: The employee with the most City seniority will be allowed to pick up to one full week or up to 3 individual days and then passed based on seniority to the employees.

Round 2: The employee with the most City seniority will be allowed to pick up to one full week or up to 3 individual days and then passed based on seniority.

Round 3 & Additional Rounds: The employees with the most City seniority will be allowed to select up to 3 individual days and then passed based on seniority.

After the rounds are completed, vacation shall be on a first come first serve. Half day holiday are considered a day. The department head may change their department policy/procedure where fewer days can be selected in each round; however, not more.

If an employee becomes ill or injured during a scheduled vacation, then the employee is still considered on vacation. However, exceptions can be made for extraordinary circumstances as determined by the Human Resources Department. To qualify for an exception, the injury or illness must be serious, sudden and unexpected (e.g., hospitalization). The employee must have been otherwise available to work from his or her permanent residence in order to qualify to change vacation time to sick leave. Approval of the change is required by the Human Resources Department when or as soon as possible after, such illness or injury arises and written medical verification is submitted.

Unused vacation of up to five days per year may be carried forward in any given year, but must be used in the subsequent year such that the maximum amount of vacation available is the employee's current year accrual plus five days. Part-time employees are allowed to carry over prorated number of hours based on the average number of hours worked compared to a regular full-time employee (a 40-hour workweek-). The department head or supervisor, with the approval of the City Administrator, may allow earned vacation time beyond 5 days to carry forward when it is for the best interests of the City. (This excludes police and fire represented employees). Any vacation not used will not be paid out. Any employee accruing more than the amount provided above based upon years of service shall continue to receive his or her current accrual; however, future increase in accruals shall be based upon the above chart.

Employees hired prior to December 31, 2012 who were hired under the MEA and Engineering collective bargaining agreement, receive their vacation accrual on January 1 of each year based upon the number of months worked in the prior year. On the last day of employment, the employee receives payment for his or her current balance of accrued vacation plus the vacation earned but not yet received for the last year of employment.

All employees hired after January 1, 2014, receive their vacation accruals on January 1 of the year in which it is accrued and their vacation is prorated in the first and last years of employment. In the event an employee on this accrual method ends employment and has used more vacation than has been earned, then the deficit shall be paid back to the City and shall be deducted from the employee's last paycheck as a wage overpayment. The City Administrator shall have the ability to award an employee up to an additional five days of vacation per year as an appreciation for something extraordinary the employee did, e.g., worked many additional hours on a project, or filled in for a significant period of time in someone's absence for which they did not receive additional pay. The City Administrator has the ability to adjust an employee's annual vacation allotment for retention purposes.

7.3 Vacation Donation

When an employee or his or her family member has a serious health condition requiring excessive amounts of time off work, other co-workers may wish to donate their unused vacation. The benefit of this policy is that it creates a family-like, team environment and mutually benefits the donor and the recipient.

- a. The employee must provide certification of a serious health condition to the City, usually through forms already created for FMLA.
- b. The employee must have exhausted all of his or her own available paid time off, not be receiving any other City-paid benefits during this period of time and not be eligible for other voluntary or other disability benefits during this time (except health and dental benefits while on FMLA, if applicable).
- c. Employees who ~~have exhausted~~anticipate they will exhaust all available earned time off may request consideration for donated vacation from other employees by completing the Employee Request for Consideration of Vacation Donation form in **Addendum S**.
- d. ~~Provided there is no other pay being issued to the employee, the~~The Human Resources Department will post the request in the work area of the employee.
- e. All co-workers wishing to donate unused vacation ~~or discretionary~~ time may do so confidentially by completing the Request to Donate Vacation form, also found in **Addendum S**.
- f. Up to a maximum of 60 workdays will be accepted from all donations, and no more than 40 ~~combined~~ hours may be donated by any one employee.
- g. The Human Resources Department will notify the Finance Department to issue the transfer of hours and will notify the employee of the transaction.
- h. Donated vacation time will be based on hour-for-hour transfers based on the donor's current rate of pay. Any unused donations will be credited back to the

donor if the recipient returns to work prior to using the donated time, which is based on a first-donated, first-used basis.

- i. Leave donations are not tax deductible.

7.4 Floating Holidays

Employees have four floating holidays to use throughout the year which are earned in a pro rata manner across the year. No payment will be made for accrued but unused floating holidays upon dismissal of employment (voluntary or involuntary).

All employees receive their floating holiday accruals on January 1 of the year in which it is accrued and their floating holidays are prorated in the first and last years of employment. In the event an employee ends employment and has used more floating holidays than has been earned, then the deficit shall be paid back to the City and shall be deducted from the employee's last paycheck as a wage overpayment. ~~If an employee's employment is terminated for any reason after the holiday or holidays are taken but before the same are earned, then the employee shall be required to reimburse the City for such holiday pay and that amount shall be withheld from the employee's final wage payment as a wage overpayment.~~

7.5 Compensatory Time/Administrative Time

Please see section 6.4 for the Compensatory Time and Administrative Time policy.

7.47.6 Holidays

Employees are afforded the following holidays as paid holidays: January 1, Memorial Day, July 4, Labor Day, Thanksgiving Day, Day after Thanksgiving, December 24 and December 25.

~~Floating Holidays. Employees have four floating holidays to use throughout the year which are earned in a pro rata manner across the year. No payment will be made for accrued but unused floating holidays upon dismissal of employment (voluntary or involuntary).~~

~~If an employee's employment is terminated for any reason after the holiday or holidays are taken but before the same are earned, then the employee shall be required to reimburse the City for such holiday pay and that amount shall be withheld from the employee's final wage payment as a wage overpayment.~~

When any legal holiday listed above falls on a Sunday, then the following day will typically be considered a recognized holiday; if the legal holiday falls on a Saturday, then the previous day will typically be considered a recognized holiday. In those departments where service is necessary on the otherwise recognized day, then the department heads or supervisors, upon approval of the City Administrator, may designate that certain employees of their departments consider Friday as the recognized holiday and other employees will consider Monday as the recognized holiday. To receive holiday pay, employees must be employed at the time of the holiday and work or use paid time off the workday before and workday after the recognized holiday.

Holidays During Summer Hours. For those employees working summer hours, summer hours commence on Memorial Day and continue up until Labor Day. There are two holidays during that time (Memorial Day and the 4th of July). Employees are paid 8 hours (pro-rated for part-time employees) for holidays. During summer hours, employees will work longer hours Monday-Thursday and shorter hours on Fridays.

When Holidays Fall (or are observed) Monday-Thursday. Employees are paid 8 hours for holidays, but employees working summer hours work 8.5 or 9 hours Monday-Thursday. Employees will be allowed to make up the difference in that time the same work week to keep their weekly hours the same or to take that time unpaid (an exception to the voluntary unpaid leave program). Exempt employees are still expected to have at least 80 hours during each pay period.

When a Holiday Falls (or is observed) on a Friday. The hours of operation will shorten by the difference of paid holiday time and the hours normally worked on Fridays. For example, if the 4th of July falls on a Friday, City Hall employees are scheduled to work 4 hours on Fridays, but are paid 8 hours for holiday pay. Therefore, City Hall would close 4 hours (the difference between the normal working hours and holiday pay) earlier the day prior to the holiday, which is July 3rd. Therefore, City Hall and MSC will close at 12:30 p.m. the day prior to the

holiday (or the day prior to the observed holiday) and the Community Center will close at 2:30 p.m.

7.57.7 Voluntary Unpaid Leave Program

In order to reduce City expenses, a voluntary unpaid leave program for regular full-time and part-time employees exists. The maximum amount of authorized voluntary unpaid leave is five days per year for full-time employees and a prorated amount for part-time employees. For those employees who work 24-hour shifts, the maximum amount of authorized leave is two workdays. The days do not need to be taken at one time and can be requested to be taken intermittently throughout the year. The Voluntary Unpaid Leave Program is in addition to and not related to the Unpaid/Paid Leave of Absence program in Section ~~7.157.157.157.15.~~ **Addendum T** details the Voluntary Unpaid Leave Program's process and procedures.

7.67.8 Family Medical Leave Act (FMLA)

The FMLA entitles all employees who have worked for the City for at least 1,250 hours in a 12-consecutive month period, to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Anytime an employee has a period of incapacity of more than three full consecutive calendar days ~~employee is absent from work for more than three consecutive days for a serious health condition~~ they must apply for FMLA. This hold true even if the employee is using sick leave for their absence. **Addendum U** details the City's Family Medical Leave Policy and Application for Leave.

7.9 Wisconsin Bone Marrow and Organ Donation Leave

The Wisconsin Bone Marrow and Organ Donation Leave Act entitles all employees who have worked for the City for at least 1,000 hours in a 12-consecutive month period to take unpaid, job-protected leave for the purpose of serving as a bone marrow or organ donor. Employees may take up to six (6) weeks leave in a 12-month period if the employee provides the City with written verification that the employee is to serve as a bone marrow or organ donor. Leave may be taken only for the period necessary for the employee to undergo the donation procedure and to recover from the procedure.

Addendum DD details the City's Wisconsin Bone Marrow and Organ Donation Leave Policy and the requirement for an Application for Wisconsin Bone Marrow and Organ Donation Leave and a Health Care Provider Bone Marrow and Organ Donation Leave Certification Form.

7.77.10 Military Leave/Call to Active Duty

Employees who are members of the National Guard or Military Reserve will receive differential pay for up to ten days of military training or leave each year due to missed work. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. ~~Employees may choose to not be that do not submit a request for reimbursement shall and may use paid time off or voluntary unpaid time off (see voluntary unpaid time off policy), or take the time unpaid (unpaid military time does not count towards the allowed 5 days of voluntary unpaid time leave time per year), do not need to submit copies of their orders. Copies of the orders, whether claiming reimbursement or not, orders should be shown to the employee's supervisor and provided to Payroll.~~ Benefit and leave accruals will continue as usual during this leave.

All hours that would have been worked had the employee not been called to military duty will be reported to the WRS if required under applicable state and federal law. Upon return from military leave, employees will be provided with a USERRA Certification form. This form allows the employee to receive WRS service credit for the period of time when on a military leave of absence, and also gives the employee the choice to make up, some, all or none of the WRS employee-required contributions, from the date of the military leave of absence, within a time period of three times the length of service, up to a maximum of five years.

All employees who are called to active military duty will be placed on a leave without pay status. When the assignment with the military is complete, employees will be reinstated to their former position, or in some cases, a comparable position, provided they are physically capable of performing the job and have completed the tour of duty within a leave period required by state and federal law. Employees will also retain their pay level, unused leave balances, and any salary adjustments that may have occurred while on active duty. USERRA and state law rights include the right of any individual who is absent from employment because of a uniformed service obligation (in the Armed Forces, Military Reserves, or National Guard) to reemployment and all concomitant benefits as long as the following prerequisites are met:

- a. If the individual was discharged, the discharge was honorable.
- b. The individual provided without delay advance notice for the leave, except when advance notice is not possible due to military necessity.
- c. The leave did not exceed the maximum total absence of five years from the City.
- d. The individual has timely applied for reemployment. What is timely depends on the length of the service, as follows:
 - i. Service less than 31 days: The individual must notify the City of his or her return at the start of the next regularly scheduled work period, after having been home eight hours.

- ii. Service 31 to 180 days: The individual must submit an application for reemployment not later than 14 days after completion of the uniformed service.
- iii. Service more than 180 days: The individual must submit an application for reemployment not later than 90 days after completion of the uniformed service.

If an employee receives notice that he or she will be taking military leave, then the employee must contact the employee's department head as soon as possible to discuss the leave.

COBRA provides military personnel an opportunity to continue health insurance coverage, at their own expense, for 24 months beyond the call to active duty. Life insurance can also be continued for up to 36 months, at the service member's expense. Disability insurance will end the last day of the month in which a service member is called to active duty and may be reinstated upon his or her return to work.

7.87.11 Jury Duty

The City may grant employees a leave of absence, without loss of time and service, for the period of any jury duty. Employees who receive notification to serve on a jury must immediately notify their supervisor. The City will pay the difference between the regular full-time or part-time employee's regular pay and jury duty fees received. It is required that employees present authorized evidence of jury duty attendance and the amount paid. The employee will provide documentation to the City's designated payroll agent of the amount paid for jury duty (not to include meal and travel expense). Employees must return to work on any day when jury duty dismisses prior to the end of the employee's scheduled work time.

7.97.12 Voting Leave

When employees' work schedules are such that they would not be able to vote prior to, or after their regular work hours, an employee will be granted up to three consecutive hours of unpaid time off to vote. Requests for the time off should be submitted to the supervisor at least two working days prior to Election Day. Employees who choose to take time off to vote must use any available leave time before leave without pay can be taken.

7.107.13 Furlough

This policy applies to City employees subject to unpaid furlough days under a mandated furlough plan approved by the Common Council. To ensure continuity of operations and to maintain adequate levels of public service and avoid overtime, the City retains the right to schedule furlough days for City staff. Employees will be informed of the implementation of any approved mandated furlough plan by the City Administrator. For more information on how furlough days may affect accrual of benefits and deductions, see **Addendum V** for the City's complete Furlough Policy.

7.117.14 Funeral Leave

An employee will be allowed a maximum leave with pay for the following:

5 days:- spouse or child

3 days: parent, guardian, step-child, ~~or~~ domestic partner, sibling, or grandchild

2 days: sibling (& step), step sibling, parent in-law, step parent, or grandparent, ~~or grandchildren~~

1 day: ~~sister or brother in-law~~, aunt or uncle

In the event of the death of a co-worker presently working (within the past 90 days) and performing duties for the City, employees working in the same department and physical location having a close working relationship and others who worked closely with this individual on a regular basis, at the sole discretion of the department head, may be allowed up to 3 hours of funeral leave for attendance of a local funeral and related event. All others and time beyond this amount will be required to be accounted for by using other accumulated leave.

7.127.15 Unpaid Leave of Absence

Leave without pay may be granted when it is in the best interests of the City and the employee to do so. Requests for an unpaid leave of absence must be considered prior to the taking of such leave by the City Administrator and the department head. Unpaid leaves will typically not exceed 60 working days unless required by law. ~~When such leave is requested as an extension of family and medical leave, an acceptable physician's certificate shall be included and must be approved by the Finance/Personnel Committee.~~ A leave of absence for illness shall not be granted unless an employee has exhausted all available family and medical leave and all accumulated leave time. No credit toward vacation, floating holidays, administrative time, or sick leave shall be earned while an employee is on leave without pay. If an employee works a partial month (1st ñ 15th or the 16th ñ end of the month) then the employee will receive accruals for that month. Insurance may be retained if the entire premium is paid monthly by the employee during calendar months that the employee is off the payroll for the entire month. The City will continue to pay the insurance premiums in the manner provided to the employee prior to the leave during calendar months that the employee is on the payroll for any portion of the month. A return to work at an earlier date than scheduled may be arranged by the supervisor and employee. Employees on leave of absence from the City may not be actively working part-time or full-time elsewhere during the leave of absence. An employee who is unable to return on the scheduled date may submit a request for extension of the leave of absence. If, on the date following the approved leave of absence, an employee has not returned to work and no extension was granted, then the employee shall be considered to have voluntarily resigned.

7.137.16 Workers' Compensation

The City provides workers' compensation coverage for all employees injured while performing job duties. Employees shall report all injuries to their supervisor or

department head as soon as possible. A Report of Occupational Injury Exposure or Illness needs to be completed before the end of the shift in which the injury occurred. See Section 11.1 Safety Policy for more information.

Upon a work-related injury or illness, the employee shall immediately report the accident to his or her supervisor and complete an Injury Report. When seeking medical treatment, the employee shall inform the physician that he or she has a work-related injury and that all bills and doctor's notes must be sent to ~~the City's payroll department~~ the City's workers' compensation insurance carrier for consideration.

All medical appointments should be scheduled before or after work to the extent possible. When missing time from work due to a work-related injury, the employee must provide medical documentation from his or her health care provider, as well as an FMLA Leave Request Form. Leave taken for work-related illness or injury is also counted against the employee's annual FMLA entitlement. A return to work slip from the treating physician must be provided to the employee's supervisor directly following the physician visit. When an employee is able to return to work, medical documentation releasing him or her back to work with or without restrictions must be given to the supervisor. The supervisor will keep a copy and forward a copy to the Human Resources Department.

Prescriptions should not be paid for by the health insurance card. Instead, the employee should inform the pharmacy that it is a work-related injury and that the prescription will be paid for by the employee. Receipts should be forwarded to payroll for reimbursement. The City does not approve medical procedures or treatments; it is the responsibility of the worker's compensation insurance carrier.

Workers' compensation insurance provides salary compensation to employees who are injured while performing their work duties after such employee has missed four consecutive calendar days of work. The employee's sick leave bank (if sick leave is exhausted other paid time off will be charged) will be charged for the first three days of lost time if the disability does not extend beyond seven calendar days ~~will use sick leave until his or her workers' compensation benefits begin.~~

If a regular full-time or part-time employee is injured and said injury or illness is covered by workers' compensation insurance and the employee does not refuse and works all offered ~~light duty~~ temporary light duty/transitional duty assignments, then his or her normal wages can continue from the date of said injury or illness as follows:

- a. The employee's accumulated sick leave will be converted into dollars and such sum will be used to make up the difference between the worker's compensation benefits and the regular daily salary until said sick leave credits have been used or until such time as the employee receives benefits from the disability insurance plan provided by the City.
- b. When the employee's accrued sick leave benefits are exhausted, the City will continue to pay the employee's regular daily salary minus any benefits received from workers' compensation insurance for a period not to exceed 60 calendar

days, or until such time as the employee receives benefits from the disability insurance plan provided by the City, whichever occurs sooner.

7.147.17 Fitness for Duty/Return to Work

Any employee who ~~is absent more than three consecutive days from~~ unable to perform their job for more than 3 consecutive days (work and non-work days) as a result of his or her own serious medical condition must provide a fitness for duty certificate before returning to work along with FMLA paperwork. The City may waive this requirement at its sole discretion.

Any employee who appears to be unable to perform the mental or physical requirements of his or her job due to illness, injury or other medical condition, may be directed to obtain a fitness for duty certificate from his or her treating physician or medical provider or from the City's occupational health provider, if determined by the City and permitted by law. If the City requires the examination to be conducted by the City's provider, then such examination will be done at the City's expense.

7.157.18 ~~Light Duty~~ Temporary Light Duty/Transitional Duty

The City may assign an employee to ~~light duty~~ temporary light duty/transitional duty to return an employee to work while the employee has a temporary limitation from an injury or illness covered by workers' compensation. Workers' compensation-related incidents will have priority in placement for ~~light duty~~ temporary light duty/transitional duty assignments in the event the City elects to offer a ~~light duty~~ temporary light duty/transitional duty assignment to an employee with an illness or injury not covered by workers' compensation.

The assignment of ~~light duty~~ temporary light duty/transitional duty will be made at the sole discretion of the department head on a case-by-case basis subject to available work, the operational needs of the City, the employee's restrictions, and any applicable state and federal regulations. ~~Light duty~~ Temporary light duty/transitional duty assignments may be a part-time or full-time schedule. For any business reason, at any time, the City may elect to change the working shift of any employee based on the business needs of the City. All ~~light duty~~ temporary light duty/transitional duty assignments are temporary. No employee will be permanently assigned to a ~~light duty~~ temporary light duty/transitional duty assignment.

If the employee returns to a ~~light duty~~ temporary light duty/transitional duty assignment, the employee must make sure that he or she does not go beyond either the duties of the job or the physician's restrictions. If the employee's restrictions change at any time, he or she must notify his or her supervisor at once and give the supervisor a copy of the new medical release.

While off of work, it is the responsibility of the employee to supply the Human Resources Department with a current telephone number (listed or unlisted) and an address where the employee can be reached. See **Addendum W** Temporary ~~Light Duty~~ Light Duty/Transitional Duty Return to Work Program.

~~1.1 Compensatory Time/Administrative Time~~

~~Please see section 6.4 for the Compensatory Time and Administrative Time policy.~~

8. GROUP HEALTH AND RELATED BENEFITS

Last revised: ~~10/03/2014~~10/120/201510/27/2017

8.1 Eligibility and Enrollment

Eligible full-time and part-time employees, as defined by the insurance and benefit policies and plans, may be eligible for the benefits contained in this Section. Eligible dependents may also be eligible for specific insurance benefits as provided for in the insurance and benefit policies and plans. Contribution rates for full and part-time employees shall be determined by each policy or plan. Temporary or seasonal employees and POC firefighters shall not be eligible for any benefits contained in this Section unless specifically provided for herein. Employees are eligible for insurance the first of the month after their start date unless they start on the first day of the month, in which case insurance can start immediately or upon qualifying events as defined in the benefit plan. Health insurance coverage ceases on the last day of the month in which the employee ceased employment with the City. The City retains the right to modify the terms of insurance, the provider or carrier, the level of benefits and coverages, and the contribution rates at any time.

8.2 Available Benefit Plans

The City offers the benefits listed below to regular full-time and part-time employees. Please see the Employee Benefits Enrollment Guide for information and eligibility requirements for each benefit.

- ~~Health Insurance:~~ Regular full-time and regular part-time employees are eligible for health insurance coverage for themselves and their families as a part of their benefit package with the City. The City presently maintains a self-insured insurance plan administered by a third-party provider. The current year's health insurance plan is available from the Human Resources Director and employees will be notified of changes made to the plan. The City pays 85% of the monthly premium cost for the single, employee +1 or family plans for regular full-time employees. The City pays a prorated portion of the insurance premium for eligible part-time employees.
- ~~Premium cost sharing, deductibles and benefit levels provided are determined by City policy and applicable state and federal laws and regulations. All employee-paid portions of health insurance premiums are on a pre-tax basis.~~
- ~~The City does not offer open enrollment. Therefore, if~~ employees do not sign up within 31 days of the date of hire, then the employee may only enroll during open enrollment or enroll later if they meet a qualifying event. Employees may also elect to enroll under the City's health insurance plan during the plan year if they have a loss of coverage from another provider. A Certificate of Credible Coverage letter is required from the previous provider to enroll in the City's health plan with a loss of coverage.
- ~~Changes in coverage due to a qualifying event must be reported to the Human Resources Department within 30 days of the qualifying event.~~

- Employees have the option of continuing health insurance coverage under the City's plan at retirement if permitted by the plan and as outlined on the fringe benefit sheets at the time of retirement.

- The City has a

Health Reimbursement Account (HRA) to reimburse a portion of the medical expenses of its employees, their spouses and dependents. HRAs are designed to give employees more choice and greater control over their health care coverage. HRAs are funded solely by the City and cannot be funded through employee salary deductions. Unused funds will roll over from year to year and contributions are made on January 1. Part time and nNew hire employees or employees who change plan participation due to a qualifying event will receive a prorated contribution amount as well employees leaving the City. See the medical plan book, Summary Plan Description (SPD) for more information.

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Dental Insurance

- Vision Insurance

- Identity Fraud Expense Reimbursement. The City provides dental insurance coverage for individual and family coverage for regular full time and part time employees. The City does not offers open enrollment every 5 years, beginning with plan year 2016. Therefore, if employees do not sign up within 31 days of hire date, then they may only enroll later if they meet one of the qualifying events or during open enrollment. See the dental plan book, Summary Plan Description (SPD) for more information.

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- Wisconsin Retirement Fund. The WRS is a public pension plan designated to attract qualified employees by offering a variety of benefits to employees and their survivors. Those benefits, when combined with other income, are designed to provide employees with financial security during their retirement years.

- All City employees who work more than 1,200 hours annually (or 600 hours annually with work experience prior to July 1, 2011 with a WRS participating employer), and who are expected to work for at least one year, are enrolled in the WRS.

- The WRS benefit consists of employer required and employee required contributions. Unless otherwise indicated by state regulations or union contracts, the City will contribute the employer required share into the plan, and employees will be responsible for contributing the employee share. The employee contribution will be deducted pre-tax as a percentage of reported earnings each payroll period.

- For more information on the WRS, please consult the WRS Benefit Manual or access the WRS website. Department of Employee Trust Funds can also be contacted directly by calling 1-877-533-5020.

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- Life Insurance. Term life insurance through the City offers employees and their families important financial protection at a reasonable cost. Employees are

eligible to enroll in ~~the~~ life insurance ~~the first day of the month following 30 days from the date of hire.~~ plan after completing six months of employment under the WRS. (Employees with previous WRS service may be eligible immediately.)

Employees may have the option of electing life insurance at a value of up to four times their annual salary (basic coverage and up to 3 units of additional coverage). Two levels of spouse and dependent coverage may also be available to employees. If an employee chooses not to enroll in life insurance during this one-time open enrollment period, but decides to enroll at a later date, an Evidence of Insurability Form will need to be submitted to the life insurance carrier to request coverage. Based on medical background, the insurance company may decline coverage or may require a physical before making its decision on coverage. This also applies if an employee is already enrolled in the plan but wishes to add additional levels of insurance without a qualifying event.

- ~~For more information on life insurance including exceptions to closed enrollments, see the plan booklet. Details of the life insurance plan, including benefit amounts and costs, are described in the Wisconsin Public Employers Group Life Insurance Program booklet provided during orientation. They are also available on the WRS's website at <http://etf.wrs.gov>.~~
- ~~Deferred Compensation Programs/Roth IRAs.~~ All regular full-time and part-time City employees can elect to participate in a 457 retirement savings plan. This provides employees with a great opportunity to set aside earnings on a tax-deferred basis to supplement their retirement income. The plans allow annual contributions up to the maximum limit permitted by law and also provide for a variety of investment options.
- The City currently offers two plans, one through Nationwide and the other through the Wisconsin Deferred Compensation Plan. Employees can participate in one or both of the plans, and changes to contribution amounts or investment options can be made at any time. Both providers have a website that allows participants to view their account balances, change investment options, view historical trends, and much more.
- Employees can elect to have earnings deducted from their pay and put into a Roth IRA account through the Wisconsin Deferred Compensation Plan. A Roth IRA account provides an opportunity to build retirement assets by making post-tax contributions. Additional information is available on its website, and informational packets and enrollment forms are available in the Human Resources Department. For more information on Nationwide's deferred compensation plan, please access their website at www.NRSforu.com or call its toll-free number at 1-877-677-3678.
- Information on the Wisconsin Deferred Compensation program can be accessed at www.wdc457.org or its toll-free number at 1-800-257-4457.
- ~~Long-Term Disability:~~ The City offers a long-term disability benefit plan that provides financial assistance in the event of an illness or injury that results in a long-term absence from employment. Disability insurance is designed to ensure a continuing income for employees who are disabled and unable to work for a period greater than 90 days or the designated waiting period under the plan. After

the designated waiting period, participants may be eligible for benefits at up to 66 2/3% of regular monthly wages. Employees who are eligible and working 20 hours or more per week are allowed to participate in the disability plan. Social Security payments and pension payments may reduce the calculated payment.

- **Employee Assistance Program (EAP).** The City recognizes that personal problems such as alcoholism, drug dependence, emotional illness, and other personal problems are complex, treatable illnesses and that the same consideration should be given to employees so affected as to employees with other treatable illnesses. Therefore, the City provides an employee assistance program (EAP) to help employees and their dependent family members deal with any problems in their life that may jeopardize their health, family life or job performance.
- Each employee or immediate family member is entitled to eight sessions per subject and there is no charge to employees or their family members for EAP services. Initial discussions and short-term support and counseling are available to employees as a benefit. If a referral is needed for ongoing counseling, hospitalization or the resolution of other problems, then the cost of these services will be the employee's responsibility. However, health insurance may cover a portion of these expenses.
- This EAP program is completely confidential when utilized by employees or their family members on a voluntary basis. The identity of those voluntarily taking advantage of the EAP program will never be disclosed to the City. Please contact the Human Resources Department or the Employee Resource Center, for more information.
- Employee Resource Center, Inc.
- 1511 W. Main Avenue, Suite 100
- De Pere, WI 54115
- 920-496-4700
- **Flexible Spending Benefits.** All regular full and part-time employees are eligible to participate in a Section 125 Flexible Spending Program. This program allows for pre-tax payroll deductions to pay for medical expenses and childcare. The maximum allowed amounts may be set aside each year to pay for medical expenses such as dental care, eyeglasses, doctor-prescribed medications, deductibles, co-pays, and dependent care costs.
- The program is offered on a 12-month basis. Employees will be allowed to carry over up to \$500 of health FSA contributions. Dollars not spent in excess of the \$500 rollover will be forfeited after the deadline date, so an accurate estimate is important to realize the full savings of participating in the plan.
- Mid-year changes to the annual election for health care reimbursement can be made only with qualifying changes such as marriage, divorce, death of a spouse, legal separation, or change in dependency status. Mid-year changes to the dependent care election can be made with a change in dependency status or change in the cost of dependent care expenses.

~~FICA Alternative Plan. Internal Revenue Code 3121 allows for a FICA Alternative Retirement plan for government entity employees who work less than 600 or 1,200 hours annually and are not eligible for WRS. All qualified employees and other persons, are eligible to participate in this alternative social security program. Please contact the Human Resources Department for enrollment.~~

~~COBRA: The Consolidated Omnibus Budget Reconciliation Act (COBRA) may help employees and their dependents continue their health insurance even if they are no longer eligible under the City's health insurance plan when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child is no longer eligible for coverage under the employee's health insurance.~~

- ~~• If an employee continues insurance under COBRA, the employee shall pay the full cost of the insurance premium plus the established administration fee. When an employee becomes eligible for the City's health insurance plan, a written notice describing the employee's COBRA rights shall be sent to the employee. The notice contains important information about the employee's rights and what~~

~~The City pays a prorated portion of the medical and dental insurance premium for eligible part-time employees. The Payroll Department will conduct an annual look back and adjust the rate premium paid for part-time employees based on the number of hours worked in the prior year if there is at least a 5% increase. to do if the employee needs COBRA.~~

~~Employees are reminded to keep the City informed of any changes in beneficiaries that may result from divorce, dependency limits, death, etc., so that required notices are sent to the correct address in a timely manner.~~

9. SEPARATION FROM EMPLOYMENT

Last revised: 12/17/2013

9.1 Retirement/Resignation

An employee's employment with the City may end by termination, resignation or retirement. As used in this Manual, the terms retire or retirement has special meaning compared to termination or resignation. See **Addendum BB** for the Retirement/Resignation Policy.

To determine earned benefits during the year of separation, a full month benefit will be granted if the separation date is on or after the 15th day of the month, and if the separation date is prior to the 15th of the month, then no benefits will be granted for the month in which the separation occurs. All City property must be returned to the employee's supervisor.

9.2 Layoffs

In the event of a reduction in workforce through layoff or furlough, affected employees will be laid off or furloughed based upon skills, abilities, qualifications, and the interests and needs of the City. The City may choose to solicit volunteers for the reduction in workforce.

9.3 Disability

An employee may be separated from employment due to the employee's disability when the essential functions of the employee's position cannot be performed because of a disability with or without a reasonable accommodation and when no other reasonable accommodations exist, subject to the provisions of the Americans with Disabilities Act and applicable state law. Request for accommodation may be initiated by the employee, a legal representative, or the City, but in all cases, it must be supported by medical evidence. The City expects the employee to cooperate with the City and may require the employee to produce medical information, to have a medical examination conducted by the employee's treating provider, and to have an examination conducted by a physician of its choice.

10. EXPENSES AND REIMBURSEMENTS

Last revised: [2/20/2014](#) [6/2016](#)

10.1 Mileage/Travel Reimbursement

Employees must use a City vehicle, if available, for official City business-related travel unless otherwise directed by the employee's supervisor. Gasoline, repairs and other expenses attributable to business-related use of the City's vehicles are reimbursable and paid receipts must be submitted. Tolls, parking and garage charges are also reimbursable. Reimbursement for business-related use of an employee's personal vehicle shall be limited to the mileage reimbursement as permitted by the Internal Revenue Code as of January 1 each year. Reimbursement of travel and other necessary expenses incurred by employees for official City business must be authorized by the employee's supervisor and submitted to Accounts Payable, with copies of all bills and receipts.

10.2 Employee Travel

Employees may request payment or reimbursement for the following expenses when the employee, as part of his or her assigned responsibilities, is authorized to attend a conference, meeting, seminar or educational programs:

- a. Lodging. Hotel or motel reservations are expected to be made well in advance to ensure that lodging is secured at modest rates. Employees are expected to stay at mid-priced and economy hotels and motels unless a conference or seminar discount is available at the higher priced facilities. Receipts for lodging are required. Personal telephone calls, Internet access (unless needed for work purposes), movie rentals, and other similar charges will not be reimbursed. City employees are exempt from paying sales tax in Wisconsin on lodging. It is the employee's responsibility to present the tax-exempt certificate when required.

Reimbursement of lodging shall be limited to the maximum number of nights required to conduct the assigned City business. If a conference, for example, opens on Sunday evening and closes Thursday at noon, reimbursement for Sunday through Wednesday night is reimbursed. If the traveler chooses to arrive earlier or stay later, then the additional lodging and other expenses related to this decision are personal expenses and will not be reimbursed.

If a spouse or other family member travels on an official trip, then reimbursement shall be limited to the single rate for the room occupied. In the absence of accounting on the travel expense report, the City will determine the single room rate and deduct the difference between the rates on the bill for lodging submitted as a receipt.

- b. Transportation Expenses. An employee will be reimbursed mileage for authorized personal vehicle use to and from the event based upon the distance from the employee's normal work location to the event location or the employee's home to the event location, whichever is closer. Coach airfare will be reimbursed

if the cost of airfare is less than the mileage expenses as calculated pursuant to Section 10.1 Mileage Reimbursement.

- c. Employees are encouraged to use City credit cards to pre-pay expenses to the extent possible. Travel advances for general expenses are generally not permitted except in unusual circumstances and with prior approval from the Human Resources Director. All travel expenses shall be submitted within 30 days of the event.
- d. Lodging within 50 miles of employee's primary work location will not be eligible for reimbursement unless previously approved by the department head or City Administrator.
- e. Expenses associated with valet services or tips are not eligible for reimbursement, except tips for meals up to 20% of the meal expense.
- f. Toll-Free Number. The City offers a toll-free number for employees to call in the event they are out of town, to avoid long distance telephone charges. Employees may call 1-800-646-3550 to be directly connected with City Hall.
- g. Information regarding planned out-of-state conferences/travel will be conveyed to Finance/Personnel Committee members in January of each year.

10.3 Meal Expenses

Meal reimbursement rates for employees on City business are based on IRS per Diem rates.

The United States General Services Administration (GSA) website breaks down the IRS per diem reimbursement rate by city and state. When travel is within the state of Wisconsin, the approved "Madison" rate will be used, less incidentals.

201678 In-State Rate

Breakfast:	\$ <u>913</u>
Lunch:	\$ <u>1315</u>
Dinner:	\$ <u>2926</u>

If traveling outside of Wisconsin, then please see appropriate rate for the area of travel.

Meal reimbursement rates may change annually, therefore, rates should be verified with the General Services Administration if seeking meal reimbursement after the calendar year listed above. The General Services Administration reimbursement (IRS) rates can be found at www.gsa.gov/perdiem or by contacting the Human Resources Department.

10.4 Tuition Reimbursement

The City recognizes that skills and knowledge are critical to the success of the organization. An educational incentive plan is available to regular full-time and part-time employees who wish to improve their professional and educational level.

The tuition reimbursement program may contribute to the cost of tuition (or certification) and may provide for incentive pay based on the number of credits achieved. It is designed to encourage personal development through formal education so employees can improve skills or obtain a broader educational background, which should reflect itself in job performance. Tuition reimbursement is subject to the approval of the department head and the Human Resources Director. Although tuition reimbursement is expected to enhance performance and professional abilities, there is no guarantee that participation in formal education will entitle an employee to automatic advancement, a different job assignment, or pay increases. The tuition reimbursement program is not available to police and fire union represented employees unless specifically allowed under the employee's labor agreement.

The employee shall request education cost reimbursement in writing. In order to be eligible for reimbursement, such request must be conditionally approved in writing prior to enrollment in any program or course. The request shall include a description of the anticipated course, summary of anticipated expenses and probable time schedule. The employee shall forward the request to the Human Resources Department, who will consider all requests on a first come basis. The Human Resources Department shall review the request and determine eligibility based upon meeting one of the following criteria:

1. The course is job-related within the existing position held;
2. The course is part of a job-related degree program in which the employee is enrolled; and
3. The course will improve a job weakness or deficiency.

Approval shall be conditioned upon satisfactory completion of the education program and shall be given by means of written notification.

In order to be eligible for reimbursement, satisfactory completion of the education program shall be determined as follows:

- a. A passing grade if on a pass/fail system.
- b. A grade of A, B, or C on a graded system; a grade of D or F will be considered unsatisfactory, and the employee shall not be eligible for reimbursement.

Eligible expenses for reimbursement under the terms of this Section may consist of part or all of tuition, fees and necessary books, and other educational materials. If the funds

available are expended prior to any further appropriation, then the reimbursement program may be suspended without recourse or reimbursement.

10.5 Credit Card Issuance and Usage Policy

The City may, in its sole discretion, issue an employee or departmental corporate credit card for regularly incurring City business-related expenses while performing their duties within the course of their employment with the City. City-issued employee or departmental credit cards shall only be used for authorized business expenses. Examples of authorized business expenses include office supplies and expenses, professional memberships, professional office subscriptions, travel, lodging, meals, and other such authorized work-related expenses as might properly be the subject of an employee reimbursement request. The City-issued credit card shall not be used in any manner for personal expenses, the purchase of alcoholic beverages, or other unauthorized expenses. Cash advances are not allowed. Any credit card issued may be revoked at any time by the City Administrator.

Within ten days of incurring the expense, invoices and receipts for all credit card purchases shall be submitted to Accounts Payable clearly marked as a credit card charge with appropriate approvals and account numbers indicated on the invoice or receipt.

Card limits have been established for each card issued. Should the established limit be insufficient for any reason, the individual to whom the card was issued shall, prior to incurring any expense over the limit, receive approval from the City Administrator to exceed the established limit.

Employees who fail to comply with all applicable policies and procedures concerning use of a City-issued credit card shall be subject to disciplinary action, up to and including termination of employment. In addition, the City may seek restitution from the employee for any charge to a City-issued credit card that does not conform to applicable policies and all costs regarding such charge, including the City's costs incurred in determining the propriety of the charge.

11. WORKPLACE SAFETY

Last revised: [12/17/2013](#)~~6/2016~~

11.1 Workplace Safety and Reporting Injuries or Illness

The City is committed to provide as safe a work environment as possible for all its employees. The prevention of accidents and injuries to its employees and the public is of utmost importance.

Each department head is responsible for the safety of work under his or her direction. This shall include, but not be limited to, providing employees with a safe working environment, ensuring compliance with federal, state and City safety standards within his or her department, ensuring that employees receive proper safety instructions in the performance of their jobs, seeing that employees perform their jobs with regard for their own safety and for the safety of others, and ensuring compliance with the City safety policies, procedures, rules and programs.

Each employee is responsible for performing his or her job with every possible regard for the employee's own safety and the safety of others. All employees shall abide by all federal, state and City safety regulations that apply to their job. This shall include, but not be limited to, becoming familiar with and following City safety rules, wearing required personal protective equipment, and following all safety instructions of the department head or supervisor in regard to a particular work assignment. Employees must inform their supervisors of any and all hazardous situations. See **Addendum CC** for Supervisor and Employee responsibilities.

Employees are covered by workers' compensation insurance in accordance with state law. See Section ~~7.167.167.167.16~~ for more information on workers' compensation.

11.2 Hazardous Communication Program

The City desires to develop and maintain a hazardous materials purchase-through-disposal plan which meets federal and state regulations and which is safe, cost effective and sustainable. The City desires to promote awareness concerning hazardous materials and to educate all levels of personnel, maintain an accurate management system, and monitor policy effectiveness through random audits.

An inventory of all materials identified as hazardous must be developed and maintained by each department (other than departments that keep a general household cleaning amount of supplies) utilizing such materials. Substances are to be listed alphabetically by the label name of the product. The name and address of the manufacturer of the product should be listed as well.

All employees responsible for purchasing materials shall purchase non-hazardous alternative products to those identified as hazardous whenever possible. All containers of hazardous materials must always be labeled. Manufacturers are required to ensure that every container of hazardous material is appropriately labeled with the identity of the

material and appropriate hazard warnings. An employee of each department receiving purchased hazardous materials shall verify that the label is on the shipping container and intact. The label must reflect the same identity as that listed on the hazardous materials list for that location and the ~~material-safety~~ data ~~safety~~-sheets (MSDS). If material is subsequently transferred to another container, the new container must have the same labeling information. Labels must be prominently displayed and legible.

Each department must develop and maintain an MSDS library on every hazardous material on the list for that location. The MSDS must be complete, readable, and written in English. The department shall ensure that each location maintain the MSDS for that location, readily accessible to all employees during each work shift when they are in their work areas.

Any employee who works with or is potentially exposed to hazardous materials will receive initial training on the Hazardous Communication Standard and Right to Know. Individual departments are responsible for training employees on the specific hazardous materials utilized at their location. Each department supervisor shall designate an individual(s) to be responsible for this location-specific training. Employees who work in an office environment, or where typical household cleaning products are the only potential hazardous material, are not required to maintain MSDS for these products.

Initial training includes ensuring that employees are aware that they may be exposed to hazardous chemicals, know how to read and interpret labels and MSDS, and know the appropriate protective measures established by the City. All MSDS must be kept by the department for 30 years after the use of the hazardous material has been discontinued.

11.3 Bloodborne Pathogens Exposure Control Plan

The City provides a safe and healthy place for its employees and citizens alike. In the event that employees or citizens are presented with a situation involving blood or other pathogens, the Bloodborne Pathogens Exposure Control Plan has been established to minimize or prevent exposure to these potential hazardous situations. Communication of hazards to employees, Hepatitis B screening, recordkeeping, training of Universal Precautions, and effective procedures for handling specific incidents, are outlined in the Bloodborne Pathogens Exposure Control Plan in **Addendum X**.

11.4 Employee Emergency Guidelines

In the event of an emergency, see the Employee Emergency Guidelines outlined in **Addendum Y**.

12. ADDENDUMS

Last revised: 12/17/2013

Addendum A:	Table of Organization
Addendum B:	Employee Acknowledgment of Manual Form
Addendum C:	Employee Acknowledgment of Manual Form (Public Safety)
Addendum D:	Recruitment Policy
Addendum E:	Release of Information/Records Request Form
Addendum F:	Purchasing Policy
Addendum G:	Grievance Policy and Procedure and Employee Grievance Form
Addendum H:	Locker Room Conduct Policy
Addendum I:	Dress Code/Appearance and Demeanor Policy
Addendum J:	Ethics Code and Policy
Addendum K:	Outside Employment Waiver Request Form
Addendum L:	Sexual and Other Unlawful Harassment, Discrimination and Retaliation Policy
Addendum M:	Conceal/Carry Prohibition Policy
Addendum N:	Drug and Alcohol Testing Policy
Addendum O:	Use of Vehicle and CDL Requirements Policy
Addendum P:	Acceptable Use of Electronic and Social Media
Addendum Q:	Performance Award Nomination Process/Form
	Merit Pay Program
Addendum R:	Sick Leave Program and Policy
Addendum S:	Employee Request for Consider of Vacation Donation
Addendum T:	Voluntary Unpaid Leave Program
Addendum U:	Family Medical Leave Policy and Leave Application
Addendum V:	Furlough Policy
Addendum W:	Temporary Light Duty Light Duty/Transitional Duty -Return to Work Program
Addendum X:	Bloodborne Pathogens Exposure Control Plan
Addendum Y:	Emergency Operations Plan
Addendum Z:	Technology Use
Addendum AA:	FLSA Safe Harbor Policy
Addendum BB:	Retirement/Resignation
Addendum CC:	Workplace Safety & Reporting Injuries and Illness

Attachment: Policy Manual and Addendums-Changes (6481 : Recommended changes to the Employee Policy Manual*)

CITY OF DE PERE	
Title: RECRUITMENT POLICY	Last revised: DECEMBER 17, 2013 2014 JUNE 6, 2016

ADDENDUM D

RECRUITMENT POLICY

PURPOSE

The City is committed to employing the best qualified candidates while engaging in recruitment, promotion and selection practices that are in compliance with all applicable employment laws. The City may use hiring, interview and screening processes designed to fulfill this objective.

POLICY

I. GENERAL POLICY

When there is a need to fill an existing position, the department head shall review any existing job description(s) and shall notify the Human Resources Director of any recommended changes. A current job description must be on file in the department prior to posting or announcing any vacancy. Once approval for filling the position is obtained and subsequent to any posting procedures required by labor agreements, the Human Resources Director shall be responsible for conducting a recruitment consistent with professional personnel management principles, City policies, labor agreement requirements, specific direction of the Finance/ Personnel Committee, and any applicable state or federal regulations. The recruitment process shall include participation by the authority responsible for selection of the individual to be hired for the position vacancy. Recruitment shall be tailored to the position to be filled. A new recruitment shall not be required where, in the two-year period prior to the vacancy occurring, recruitment had been conducted for the same or similar position and where an adequate number of qualified candidates remain available. New positions are reviewed according to the City's wage and compensation plan or other applicable process.

It shall be the policy of the City to recruit, select, evaluate, promote, compensate and retain employees on the basis of their ability to perform the duties and responsibilities of the position without regard to age, race, creed or religion, color, disability, sex, national origin, ancestry or political affiliation. The City will provide reasonable accommodation for applicants and employees who are otherwise qualified as long as such accommodation does not create an undue hardship on the City.

When in the interests of the City, the City may transfer qualified employees from assignment to assignment, position to position, or department to department. Employees may request to be transferred from one position or department to another. Such a request may be given consideration when a suitable opportunity exists and such request can be fulfilled in the interests of the City.

The City may attempt to fill a job vacancy from within or outside the organization. The City will conduct an external recruitment concurrent with accepting internal applications. The City Administrator has the ability to waive this requirement and consider internal

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candidates only. The City will typically provide employees an opportunity to indicate interest in open positions and advancements within the organization. Notices of full and part-time job openings will typically be provided to the department(s) where qualified employees exist, e.g., a clerical vacancy would not be noticed in the street department. To be eligible to apply for an open job, employees should possess the skills, competencies and qualifications required for the position. Appropriate tests may be given to make this determination. The successful candidate will be selected on qualifications, merit and the interests of the City.

Depending upon the nature of the position and the applicants applying for the position, the City may conduct varying levels of background screening to determine whether candidates for employment, promotion, assignment or transfer are suitable for the position they desire to obtain. Depending upon the position being filled, information that may be obtained or requested includes information relating to references, past employment, work habits, education, judgments, liens, criminal background and offenses, character, general reputation, and driving records. The City may also obtain information from a consumer reporting agency. Before denying an extension, assignment, promotion or other benefit of employment, based in whole or in part on information obtained in a credit report, the City will provide a copy of the report and a description in writing of the applicant's rights under the Fair Credit Reporting Act. Each applicant for employment for a regular full or part-time position with the City is required, as a condition of employment, to undergo a urine drug screen.

Employees or applicants seeking employment, transfer, promotion or assignment may be required to sign a document that constitutes the employee's full waiver, release and indemnification of any liability related to the background investigation. Employees or applicants who refuse to sign the waiver, release and indemnification form will not be considered for employment, transfer, promotion or assignment.

The hiring process is determined in the following manner:

- Police and Fire subordinates: Appointed to office by the Chief and approved by ~~the~~ the Police and Fire Commission. The Police and Fire Chiefs shall be appointed by the Police and Fire Commission. ~~Non-subordinate police and fire department employees are hired as all other positions below.~~
- City Officers: Appointed by the Mayor (except for the Police and Fire Chiefs, who are appointed by the Police and Fire Commission) and confirmed by the City Council.
- City Administrator: Appointed by the Common Council.
- All other positions: Hired by the recruiting department head and the Human Resources Director or designee.

Formal appointment of supervisory personnel by the City Administrator to a higher classification on a temporary basis in order to fill a vacancy is considered an acting appointment.⁶

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Regular part-time and full-time employees shall be given a new-hire gift purchased by the Human Resources Department and charged to the sundry account.

Relocation Expenses: Applicants who are qualified for department head or supervisory positions and who travel to De Pere for an employment interview may be reimbursed for expenses under the following conditions:

- A. Interview expenses will normally be limited to no more than three candidates for each position.
- B. Expenses for interviews shall be limited to travel expenses such as hotel, mileage and food as identified in City policy. Automobile travel will be reimbursed at the same rate allowed for City employees for use of their personal automobile. Air travel will be reimbursed from the airport nearest the candidate's address to Austin Straubel Airport.
- C. Payment of expenses must be approved in advance by the City Administrator.

Regular part-time and full-time employees shall be given a new-hire gift purchased by the Human Resources Department and charged to the sundry account.

Exceptions to this policy, including the number of candidates authorized for interview, must be sufficiently justified in writing and presented in advance to the City Administrator, who will submit such request to the Finance/Personnel Committee for approval.

When an applicant is selected for a supervisory position with the City, the City may pay the actual, reasonable costs for the relocation of household goods, up to a maximum of \$5,000.

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~~When an applicant is selected for a department head position with the City where residency is required, the City shall pay the actual, reasonable costs for the relocation of household goods, as determined by the Finance/Personnel Committee, up to a maximum of \$2,000.00.~~

II. CREATING, FILLING AND ELIMINATING POSITIONS

New Position: The Finance/Personnel Committee shall approve the creation of and job description for any new position added to the City's table of organization.

Existing Position Accounted for in Current Budget: Any position accounted for in the current budget which becomes vacant shall not be filled until the need for doing so is determined upon review by the City Administrator, the Human Resources Director, and

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the department head. If it is determined to fill such position, the Human Resources ~~Director~~ department shall move forward with recruiting for the position.

If it is determined that the position should remain vacant, then such determination shall be reviewed by the Finance/Personnel Committee.

Eliminating Position: The Finance/Personnel Committee shall review all proposals to eliminate any position within the City's table of organization.

Filling Seasonal Positions in the Parks, Recreation & Forestry and Public Works Departments: The best applicant will be hired for each available position. Where all factors are equal, applicants who reside in the City shall be given preference over non-City resident applicants. For purposes of this provision, resident means a person whose legal residence is within the corporate limits of the City of De Pere at the time of hire.

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III. RETIREE RECRUITMENT POLICY

The City of De Pere may engage in targeted recruitments to attract retired or semi-retired individuals on a part-time, temporary or permanent basis for various positions. Retirees may be hired to assist during high volume times of the year, to work on a specific project or as another option or difficult to fill positions. Work assignments may be short-term or long-term in any department in the City. The City will attempt to utilize the expertise, work experience and life experience of retirees from city government and other industries/fields. This unique recruitment strategy will allow the City to avoid the cost of adding to permanent staff and will give department heads greater flexibility in determining work schedules. The department heads will initiate the request for targeted retiree recruitment and openings will be filled in collaboration with the Human Resources Department. Job posting recruitment sources will be targeted to the retiree demographic.

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Title: GRIEVANCE POLICY & PROCEDURE	Last revised: August 4, 2015

ADDENDUM G

GRIEVANCE POLICY AND PROCEDURE

PURPOSE

This policy is adopted pursuant to the requirements of Wis. Stat. § 66.0509(1m)(ea) for purposes of providing a process for employee (see below for employee definition) grievances to be heard. ~~The policy shall be adhered to all administrative employees, excluding public safety, for grievances of disciplines, terminations and workplace safety as set forth below. Police Department and Fire Department subordinates and Chiefs shall adhere to the provisions of Wis. Stat. § 62.13 for matters pertaining to employee discipline or disciplinary terminations, and applicable provisions of collective bargaining agreements, except in cases of workplace safety where this procedure shall apply.~~

POLICY

This policy formalizes a grievance procedure to review of employee concerns. It is not intended to discourage discussion between employees and supervisors on an informal basis. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems and/or misunderstandings that have arisen. Accordingly, employees should first discuss any complaints or questions they may have with their immediate supervisors, and are urged to initiate such discussions at the time the dissatisfaction or questions arises. Supervisors, in turn, should take positive and prompt action to answer employees' questions and resolve complaints presented to them.

I. DEFINITIONS

The following words shall be given the meaning as set forth below wherever such words appear within ~~the~~ this policy:

Discipline: Any written reprimand, unpaid suspension, demotion, or other formal adverse disciplinary action, other than termination, issued against an employee by a supervisor. The term discipline does not include performance meetings or evaluations, implementation and evaluation of an employee, a performance improvement plan, informal discussions between a supervisor and employee, employee assignments or transfers, or any oral reprimand that is not memorialized in writing and placed in the employee's personnel file.

Employee: For purposes of a grievance of discipline and termination (as defined in this Grievance Procedure) means a regular full time or part-time employees who has completed one (1) year of continuous employment with the City. ~~Employee~~ does not include, without limitation, any of the following: other part-time employees, temporary employees, seasonal employees, limited term employees, contractors, or their respective employees, elected officials, or employees covered by the collective bargaining agreement containing a grievance procedure for discipline or termination. ~~Employee~~

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for the purposes of Workplace Safety (as defined in this procedure) means any employee of the City.

Grievance: A written complaint by an employee filed with the Human Resources Director that seeks review of the discipline, termination, or workplace safety of that employee.

Termination: Any involuntary termination of an employee's employment with the City, excluding such termination due to layoff, partial layoff, voluntary resignation, retirement, job abandonment (no call, no show), or termination due to the employee's lack of qualifications or other inability to perform the job.

Workplace Safety: Any conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to the same.

II. GRIEVANCE PROCEDURE

- A. An earnest and deliberate effort shall be made to informally resolve the matter between grievant by meeting with his or her immediate supervisor and department head to discuss the subject of the grievance. If the matter is not resolved, then the employee shall reduce the grievance to writing and submit the grievance to his or her immediate supervisor within ten days after the facts upon which the grievance is known or should have been known to the employee. The grievance form can be found at the end of this policy. The immediate supervisor shall give a written answer within ten days of receipt of the grievance, with a copy to the Human Resources Director.
- B. If the grievance is not satisfactorily resolved at Step A and the grievant wishes to appeal the decision, the grievant may submit the grievance to the City Administrator within five days after having received the answer in the Step A. After receipt of the written grievance by the City Administrator, the City Administrator will meet with the grievant in an effort to resolve the issues raised by the grievance. Within ten days after the meeting, the City Administrator shall respond to the grievance in writing. The City Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy, and otherwise properly processed as required by this policy. If the City Administrator is aware of other similar pending grievances, then the City Administrator may consolidate those matters and process them as one grievance.

This step shall be omitted and grievance moved from Step A to Step C in cases where a department head is the grievant and the grievance is initially filed with the City Administrator under Step A.

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- C. The decision of the City Administrator shall be final unless the grievant files a written appeal requesting a hearing before an Impartial Hearing Officer (IHO) within five days of the City Administrator's response. The grievance will be referred to an IHO who will be designated by the City Attorney.

The IHO will convene a hearing in the manner which the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The IHO shall make evidentiary rulings utilizing a relaxed standard of evidence and may accept hearsay evidence. The burden of proof shall be a preponderance of the evidence.

In all cases, the employee shall have the burden of proof. The IHO may request oral or written arguments and replies. The IHO shall provide the parties with a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from, or modify the terms of the City policy or rule that forms the basis for the grievance.

After receiving the evidence and closing the hearing, the IHO shall issue a written response. The recommendation shall contain findings of fact, analysis and a recommendation. The IHO must answer the following question: Based on the preponderance of the evidence presented, has the grievant proven the decision of the Administration was arbitrary or capricious?

The IHO shall have the power to issue a response to the grievance. The IHO shall have no power to issue any remedy, but the IHO may recommend a remedy. Remedial authority shall be subject to the determination and approval of the City Administrator and shall be addressed by the governmental body in the event the grievance is sustained.

- D. Either party may appeal an adverse determination at Step C to the Common Council, by filing a written notice appealing the decision of the IHO in the City Administrator's office within five days of the decision of the IHO. The written request for review must clearly state the reasons why the decision of the IHO is not acceptable. New issues to the grievance not raised at Step A may not be considered by the Common Council. The Common Council shall, within 30 days after submission of the appeal, schedule a review of the IHO's decision. The review will be conducted by the Common Council during a closed session meeting unless an open session is requested by the employee. The Common Council may make its decision based on the written decision of the IHO or the Common Council may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Common Council membership shall decide the appeal within 20 days following the last session

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scheduled for review. The Common Council will issue a final written decision which shall be binding on all parties.

- E. Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing or presenting a grievance. The costs and fees of the IHO will be borne by the City.

Failure to process a grievance within the time limit, or agreed-upon extensions, shall constitute a waiver of the grievance and the grievance will be considered resolved on the basis of the City's or IHO's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner, the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration, and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable City policy or directive, to resolve the matter.

III. PROCEDURE FOR WORKPLACE SAFETY GRIEVANCE

- A. Any employee personally involved in a workplace safety issue or incident must notify his or her supervisor of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, must be reported.

Time Limit: Any workplace safety incident or issue must be reported by an employee within 24 hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

A written report of the incident or issue, outlining the events that transpired and resolution, if any, shall be created by the supervisor involved in the incident and signed by all concerned parties and submitted to the Employee Safety Committee for review and consideration within five days of the incident or issue.

- B. After receipt of the written report, the Employee Safety Committee will conduct an additional investigation, if required, and normally issue a final report on its findings and conclusions within ten days of meeting to review the written report. Copies of the report will be given to the grievant, the person(s) who signed the written report and to the City Administrator.

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- C. The employee may appeal the findings and conclusions of the Employee Safety Committee and request the appointment of an IHO. The grievant shall have the burden of proof to show the decision of the Employee Safety Committee was arbitrary or capricious. The IHO may request oral or written arguments and replies. The IHO shall provide the parties with a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from or modify the terms of the City policy or rule that forms the basis for the grievance.

Time Limit: If the employee does not submit a written grievance to the City Administrator requesting a hearing before an IHO within five days after receipt of the Employee Safety Committee Report, the grievance can no longer be addressed in the grievance procedure. If timely requested, the hearing will normally be scheduled within 30 days of receipt of the request for hearing. The IHO may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. At the conclusion of the hearing, the IHO shall record one of three outcomes: (1) Sustaining the conclusions of the Employee Safety Committee, (2) Denying the conclusions of the Employee Safety Committee, or (3) Recommending additional investigation prior to a final determination.

- D. The City or employee may appeal the decision of the IHO to the Common Council. In cases where the IHO recommends an additional investigation, at the conclusion of the additional investigation, the matter will be automatically referred to the Common Council. The decision of the Common Council shall be final and binding upon the parties.

Time Limit: The employee may request a hearing before the Common Council by filing a request within five days of receipt of the written decision of the IHO. If not timely submitted, the grievance can no longer be addressed in the grievance procedure.

Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing or presenting a grievance. The costs and fees of the IHO will be borne by the City.

Failure to process a grievance within the time limit, or agreed-upon extensions, shall constitute a waiver of the grievance and the grievance will be considered resolved on the basis of the City's or IHO's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner, the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall

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prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration, and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable City policy or directive, to resolve the matter.

CITY OF DE PERE
EMPLOYEE STATEMENT OF GRIEVANCE

Employee-Grievant Information	
Name: _____	Phone No. _____
Address: _____	Hire Date: _____

Supervisor: _____	Work Location: _____

[illegible]

Statement of Grievance (continued)

Names and Contact Information of persons involved:

Steps taken to informally resolve the dispute and results:

Reasons why the actions of the supervisor should be overturned, if applicable, or desired remedy:

If alleging a workplace safety issue, identify the workplace rules allegedly violated, if applicable:

What solution do you seek to resolve your grievance?

Attach to this statement a copy of all documentation related to the grievance in your possession.

Date and Signature of Employee-Grievant

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Title: SICK LEAVE PROGRAM AND POLICY	Last revised: MAY 1, 2014 JUNE 16, 2016

ADDENDUM R

SICK LEAVE PROGRAM AND POLICY

PURPOSE

The purpose of the Sick Leave Program and Policy is to promote employee morale as well as provide employees with continuation of income in the event that a health condition keeps them from working for a short period of time. This policy will detail sick leave accrual, acceptable usage and serves as a resource to prevent sick leave abuse.

POLICY

Sick leave is intended to provide continuity of income to the employee in the event of health-related issues that prevent the employee from working his or her regularly scheduled hours.

I. USE OF LEAVE

Sick leave may be taken for the following reasons:

- A. To attend a medical, dental, or mental health appointment, including counseling for themselves. Any physical or mental injury or illness that requires personal attention by a physician, dentist or other medical practitioner, or situations where
- When the employee's attendance is required as a result of a medical emergency or grave illness involving his or her spouse, child, parent or legal guardian, which prevents the performance of the employee's regular and usual duties.
- B. When the employee is unable to perform his or her normal job duties due to illness or injury.
- C. When the employee's attendance is necessary for caregiving purposes or to attend a medical, dental, or mental health appointment, including counseling, for an immediate family member who is ill or injured and unable to care for themselves. An immediate family member is a spouse, child (including step child, foster child, or child for whom the employee has day-to-day responsibilities to provide care and financial support. If the child is over the age of 18, the child must be incapable of self-care), parent, and legal guardian. If another family member can attend to the needs of the immediate family member, then the employee most times is expected to report for duty and fulfill his or her responsibilities unless otherwise permitted by law.
- D. When the employee or employee's child must seek medical attention or for the purpose of visiting doctors, dentists or other recognized medical practitioners when those appointments and procedures cannot be scheduled outside the scheduled workday. Employees shall make every effort to schedule medical and

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dental appointments outside of the scheduled workday. The City may request verification of illness or medical or dental appointments.

If another family member can attend to the needs of the immediate family member, then the employee most times are expected to report for duty and fulfill his or her responsibilities unless otherwise permitted by law. Employees shall make every effort to schedule medical and dental appointments outside of the scheduled workday. The City may request verification of illness or medical or dental appointments.

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Sick leave may only be used with approval when an employee is too sick or injured to perform the employee's job responsibilities, when the employee must seek medical attention or for the purpose of visiting doctors, dentists or other recognized medical practitioners when those appointments and procedures cannot be scheduled outside the scheduled workday, or when the employee's attendance is necessary for caregiving purposes for an immediate family member who is suffering from a serious illness or injury. An immediate family member is a spouse, child (in law or step), parent, and legal guardian.

I.II. ACCUMULATION

Regular full-time, and regular part-time employees, ~~earning wages for hours actually worked or receiving wages for approved leave for not less than 80 hours during working~~ through at least the 15th of the calendar month, shall accumulate sick leave at the rate of one workday per month up to a maximum accumulation of 120 workdays. A workday for full-time employees is eight hours. A workday for part-time employees is prorated based on an eight-hour day and 40 hour workweek. Employees who have accumulated sick days in excess of 120 days (not to exceed 150 days) as of January 1, 2009, shall have such balance as their maximum accumulated sick leave balance. Accrual begins on the first day of the month following an employee's start date. ~~Sick leave may only be used with approval when an employee is too sick or injured to perform the employee's job responsibilities, when the employee must seek medical attention or for the purpose of visiting doctors, dentists or other recognized medical practitioners when those appointments and procedures cannot be scheduled outside the scheduled workday, or when the employee's attendance is necessary for caregiving purposes for an immediate family member who is suffering from a serious illness or injury. An immediate family member is a spouse, child (in law or step), parent, and legal guardian. If another family member can attend to the needs of the immediate family member, then the employee most times are expected to report for duty and fulfill his or her responsibilities unless otherwise permitted by law. Employees shall make every effort to schedule medical and dental appointments outside of the scheduled workday. The City may request verification of illness or medical or dental appointments.~~

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II.III. REPORTING PROCESS

When an employee needs to use sick leave, the employee must immediately notify his or her supervisor (or designated representative) as soon as the need to be absent is known. The

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employee must speak or leave a message with the supervisor and indicate the nature of his or her illness or injury or need for leave (the reason(s) identified are to be descriptive enough to identify the problem; for example: flu-like symptoms, or if clearly identified by a physician ñ Influenza, difficulty breathing or pneumonia, cold like symptoms or bronchitis, inflamed knee ñ torn meniscus, etc.), the date the injury or illness commenced, the job responsibilities the employee is unable to perform, if applicable, and the expected duration of the absence and, if applicable, the need for the employee's attention to an immediate family member. If the need for absence occurs during the workday, then the employee must follow this same procedure. Supervisors must also be contacted on each additional day of absence except during extensive absences with an expected end date. Employees with unreported absences may be denied pay for work hours missed and be subject to disciplinary action.

The above manner of notification may be waived by a supervisor if an exceptional circumstance (i.e. hospitalization, long term illness, sudden injury, or circumstances beyond the control of the employee) prevented the employee from making the proper notification.

In order to be granted sick leave with pay, the employee must adhere to the following:

~~Inform the department head or supervisor the reason for the absence if the employee is unable to report for duty.~~

~~The employee will state the reason(s) for being unable to report to work and give the supervisor reasonable opportunity to speak with and question him/ or her regarding the reason(s) and use of sick time.~~

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~~A. The reason(s) identified are to be descriptive enough to identify the problem. For example: flu-like symptoms, or if clearly identified by a physician ñ Influenza, difficulty breathing or pneumonia, cold like symptoms or bronchitis, inflamed knee ñ torn meniscus, etc.~~

~~B.A.~~ Permit the City to require such visits or medical examinations as it deems desirable and to the extent permitted by law, and provided that the City shall make all necessary arrangements for such medical examinations or visits and shall bear all expenses thereof.

~~C.B.~~ Submit a medical certification of illness if required by the supervisor.

~~D.C.~~ Employees will return to work as soon as the medical condition permits.

~~E.D.~~ Employees will not engage in gainful employment of any kind during a sick leave absence without prior approval of their supervisor.

~~E.~~ Payment of sick leave shall be made upon filing of the sick leave voucher documenting the reason(s) for the sick time and submit for approved approval by

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to the department head or supervisor. Vouchers should be kept confidential by the employee's supervisor and provided to Payroll at the end of each calendar year.

F. Failure to comply with any of the above may result in a denial of the employee's claim for paid sick leave time and/or result in disciplinary action.

F.G. To be granted sick leave for a partial day appointment, the employee must be scheduled and work part of the day.

~~III~~**IV. ABUSE**

The City treats the misuse of sick leave very seriously and desires for all employees to prevent the misuse of sick leave. Misuse subjects the City to additional costs that harm the financial viability of the City, and misuse is disruptive to co-workers and the services provided to the public. Misuse of sick leave undermines the credibility of the employee and the confidence the public and co-workers must have in that employee and the City.

Misuse and abuse of sick leave may lead to disciplinary action. The City may construe misuse of sick leave as theft and dishonesty, among other rule violations, which warrants serious discipline, up to and including discharge. The City reserves the right to investigate use and require documentation from the employee to support the use of sick leave. Such supporting documentation, however, will not negate the City's right to discipline any suspected abuses of sick leave. Supervisors and department heads have a responsibility to review sick leave voucher forms, monitor the number of sick events of their employees, and direct false or excessive sick leave usage to be investigated.

~~IV~~**V. SICK LEAVE AND FAMILY OR MEDICAL LEAVE**

All of this information from the employee is necessary and important for the City to determine the employee's eligibility for sick leave and family or medical leave, whether a temporary or permanent replacement for the employee is needed, whether further medical information will be needed to evaluate whether the employee may create a risk to the health and safety of the employee or others in the City, whether reasonable accommodation may need to be considered, whether sick leave is the proper leave to use or whether other leave or no leave is appropriate, and whether the City may consider further inquiries into the use of leave for other business-related reasons, including for investigatory purposes. The City may require a doctor's certificate verifying the necessity for absences and the specific illness, injury or other disability to which the absence is attributed. When a serious illness or injury keeps an employee from work, or is expected to keep them from work for more than three consecutive work days, an FMLA Leave Request Form and a Physician's Certification Form shall be completed. Any leave taken for this reason will be applied toward an annual FMLA leave entitlement whether or not FMLA leave is requested. Individual departments may also require a sick leave request form for lesser periods of

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time for department purposes. A fitness for duty certificate shall be required before an employee is allowed to return to work when absent for his or her own health condition.

~~V.~~**VI. SICK LEAVE AND WORKERS' COMPENSATION**

Workers' compensation insurance provides salary compensation to employees who are injured while performing their work duties after the employee has missed four consecutive calendar days of work, due to an injury on the job. The employee's sick leave balance will be used for the employee's salary until workers' compensation benefits begin. The employee's sick leave balance will be converted to dollars and the sum will be used to make up the difference between workers' compensation benefits and the employee's salary. Provided the employee does not reject any offered ~~light-duty~~ temporary light duty/transitional duty assignments, when the employee's sick leave is exhausted, the City will pay the employee's salary minus any benefits received from workers' compensation for no more than 60 days or until the employee receives benefits from the disability insurance plan.

~~VI.~~**VII. SICK LEAVE AND RETIREMENT**

Upon an employee meeting the minimum qualifications and applying for a retirement annuity from the Wisconsin Retirement Fund or any employee receiving a disability annuity as defined by Wis. Stat. § 40.02(21), and having 5 years of consecutive service in a regular part or full-time position with the City, the City shall credit 100% of the accrued and unused sick leave credited to that employee as of the date the employee terminates his or her employment with the City, up to a maximum of 120 days. Employees who have accumulated sick days in excess of 120 days as of January 1, 2009 shall have such balance as their maximum accumulated sick leave balance. The City shall credit to the account of such employee an amount equal to the employee's then-existing rate of pay times 100% of the accrued and unused sick leave up to that maximum balance. The amount so determined may be used by the employee until such amount is exhausted to either pay the monthly premiums for group hospitalization and medical insurance provided by the City, subject to the approval and requirements of the insurance carrier and/or policy provided by the City, or on a quarterly basis for reimbursement of hospitalization and medical insurance premiums of the employee's choosing. Prior to such reimbursement, the employee shall submit evidence of current, active enrollment in a hospitalization or medical plan. Such evidence may include, at the discretion of the City, the annual plan enrollment card, billings, policy and agent name.

Employees who retire on or after October 1, 2014 shall not be allowed to remain on the City provided group hospitalization and medical insurance plan after becoming Medicare eligible. A non-Medicare eligible spouse of a Medical eligible employee may remain on the City provided group hospitalization and medical insurance plan until becoming eligible for Medicare.

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VII.VIII. DELAY USE OF BENEFITS

At the option of the employee, the conversion of unused and accrued sick leave as provided herein may be delayed for a period of time not to exceed 60 calendar months from the date of retirement. If the employee opts to delay such benefit, the employee may continue enrollment under the medical plan provided by the City. If the employee, upon retirement or subsequent thereto, terminates enrollment under the policy provided by the City, the employee shall no longer be eligible to renew enrollment thereunder. If the employee opts to delay the benefit as provided herein, upon timely written notice of intent to utilize the benefit, the employee may begin drawing on the escrow to pay the premiums on the policy provided by the City (if the employee has remained enrolled in such program) or to receive quarterly reimbursement for a plan of the employee's own choosing. The City may require evidence of continued enrollment under a plan of the employee's own choosing. Failure to submit such proof of enrollment as required by the City within one month of written request, or failure to request the City to begin to draw on sick leave conversion funds prior to the 60-month anniversary of that employee's retirement shall result in forfeiture of any entitlement to a sick leave conversion benefit as provided hereunder.

VIII.IX. DEPENDENT/SURVIVOR BENEFIT

If an employee eligible for retirement based on his or her age, as provided in Section ~~VIIIIVIIIIV~~, dies before terminating his or her employment with the City, the City shall credit to an account of the deceased employee, an amount equal to the employee's then-existing rate of pay times the percentage authorized by this policy of the accrued and unused sick leave of that employee at the time of death, up to a maximum of 120 days. This account will apply to the estate of the deceased employee for the purposes of payment of medical plan premiums. A surviving spouse, until remarriage, will be eligible to apply the escrowed funds for payment of monthly medical plan premiums. Likewise, dependent children may request to apply these escrowed funds for payment of monthly medical plan premiums following the death of the employee and surviving spouse, so long as the dependents meet the dependency rules of the Internal Revenue Code.

The surviving spouse or dependent children, upon the death of an employee eligible for retirement as provided above, shall be eligible to extend coverage under the medical plan provided by the City pursuant to state and federal regulations. Payment of the monthly medical plan premiums for the surviving spouse and/or dependent children will be made from the escrowed funds until said funds have been depleted, or until such time as the extended coverage terminates pursuant to state and federal regulations. Upon termination of the extended coverage, the surviving spouse and/or dependent children may submit claims on a quarterly basis for reimbursement of other hospitalization and medical insurance coverage premiums. Prior to such reimbursement, the surviving spouse and/or dependent children shall submit evidence of current, active enrollment in a

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hospitalization or medical plan. Such evidence may include, at the discretion of the City, the annual plan enrollment card, billings, policy and agent name.

In the event that an employee dies after retirement, the survivor of said employee shall be entitled to continue drawing on such fund as long as the surviving spouse does not remarry or the children of the deceased employee are dependent as determined by the dependency rules of the Internal Revenue Code.

~~IX.X.~~ CATASTROPHIC ILLNESS/INJURY

When an employee has accrued the maximum accumulation of sick leave as set forth above, thereafter 50% of the additional sick leave earned and not used (while such maximum level is maintained) will be credited to the employee's catastrophic illness/injury sick leave reserve account. During the last three years of employment, an employee who has, at the time of discontinuation of employment, met the minimum qualifications for a retirement annuity from the Wisconsin Retirement Fund or who qualified for a disability annuity may draw from that employee's catastrophic illness/injury sick leave reserve account (if any) for any absence in excess of 80 hours during the annual period due to a catastrophic illness or injury (annual period being the employee's anniversary date of employment).

Catastrophic illness/injury, for purposes of this Section, is defined as an illness, disease or injury which:

1. Is life threatening or substantially debilitating in nature;
2. Requires overnight hospitalization; and
3. Necessitates absence from work for a period of more than 80 hours in any annual period (measured from the employee's anniversary date of employment).

The City reserves the right to require physician verification as to the inability of the employee to report for duty, or as to the necessity of any pre- or post-hospital treatment or visitation necessitating absence from work.

The use of sick leave credited to the catastrophic reserve account can only be used for catastrophic injury/illness occurring during the last three years of employment.

The sick leave to be credited to the catastrophic illness/injury sick leave reserve account shall be computed from the employee's date of employment.

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ADDENDUM T

VOLUNTARY UNPAID LEAVE PROGRAM

PURPOSE

In order to reduce City expenses, a Voluntary Unpaid Leave Program for regular full-time and regular part-time employees is being implemented. The program is not available to temporary or seasonal employees. The following details the Voluntary Unpaid Leave Program guidelines and processes.

POLICY

I. GUIDELINES

1. Participation in the Voluntary Unpaid Leave Program requires approval by the department head and the City Administrator.
2. Requests will be reviewed on a case-by-case basis and unpaid time off will be considered only if it results in a cost savings and it does not adversely affect services to the public.
3. Leave that causes an increase in costs or requires overtime will not be approved.
4. Voluntary unpaid leave will not be counted as hours worked for overtime purposes.
5. The decision of the department head and the City Administrator is final; the decision will not be subject to the grievance procedure.
6. Leave requests must be for an employee's scheduled shift hours. Voluntary leave can be taken in half-day or full-day increments. [Exempt employee must take leave in full-day increments.](#)
7. All leaves will be voluntary and without compensation.
8. The maximum amount of voluntary unpaid leave is five days per year for full-time hourly employees and prorated for part-time hourly employees. For those employees who work 24-hour shifts, the maximum amount of leave is two days. The days do not need to be taken at one time and can be taken intermittently throughout the year.
9. Certain benefits will be maintained, provided the employee meets all of the applicable eligibility requirements associated with the particular benefit. This includes the payment of the City's share of the health, dental, life, and long-term disability insurance plans. Accrual of vacation

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and floating holidays will not be affected. WRS payments will be affected due to income being reduced.

10. An employee's accrued benefits, such as [administrative time](#), vacation and floating holidays; ~~do not~~ have to be exhausted before voluntary unpaid leave is requested.
11. Time off under the Voluntary Unpaid Leave Program will not affect the employee's seniority date.

II. PROCESS

1. The employee must submit a Voluntary Unpaid ~~Leave Program~~ [Time Off Request form](#) ~~Form~~ to his or her [supervisor or](#) department head ~~_~~ to request time off.
2. The department head ~~_~~ reviews the request and recommends approval or denial. If approved, the request will be forwarded to the City Administrator and returned to the employee with a copy to the department head [and supervisor](#). The employee shall forward the approved request to the Payroll department with his or her ~~timesheet~~ [time entry](#) covering the voluntary unpaid leave.
3. Once the time off has been approved by the supervisor or the department head, the leave cannot be rescinded by the employee unless the supervisor or the department head approves. Once the leave has been taken, the employee cannot substitute paid benefit time.
4. Employees will complete their ~~timesheets~~ [time entry](#) by marking the time down as unpaid leave pay.

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: December 12, 2017

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Consideration of 2017 Short-Term Note Terms.

ATTACHMENTS:

- 2017Short-TermNoteBorrowingMemo (PDF)
- 2017-2018 Associated Short Term Note (PDF)
- 2017-2018 DETAIL SHORT TERM NOTE BORROWING (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: December 4, 2017
Subject: 2017 Short-Term Note

I have attached the interest rate quote from Associated Bank for the City's short-term note borrowing of \$250,000 authorized in the Adopted 2018 budget in November 2017. The repayment of the note was included in the City's 2018 debt service fund expenditures and covers seven items included in the 2018 budget as noted in the attachment. These amounts were included on pages 334-337 of the 2018 Executive Budget. The interest rate quote of 2.1% for 60 days on the note is very reasonable and the same rate as last year's short-term note. The interest would amount to roughly \$863 interest when we pay back the note in full in late February 2018.

I recommend the Finance Committee approve the terms of this note. Should you have any questions on this feel free to contact me or I will be present at the Finance Committee meeting on December 12th.



December 4, 2017

Mr. Joseph G. Zegers
Finance Director
City of De Pere
335 S. Broadway Street
De Pere, WI 54115

RE: Term sheet

Dear Joe:

The proposed terms and conditions are provided for discussion purposes only and do not constitute an offer, agreement, or commitment to lend by Associated Bank ("Bank"). The actual terms and conditions upon which Bank might extend credit to the Borrower are subject to final credit approval.

Borrower:	City of De Pere
<u>Purpose:</u>	Purchases as outlined in attachment
<u>Amount:</u>	\$250,000 General Obligation Loan
<u>Interest Rate:</u>	2.10% fixed – tax exempt Calculated on the basis of the actual number of days over a 365 day year
<u>Repayment:</u>	Principal and interest due at maturity
<u>Maturity:</u>	60 Days
<u>Prepayment Costs:</u>	None

Interest rates are subject to change based on market conditions. Again, this is not a binding commitment, but a summary of indicative terms and conditions. If you have any questions, please contact me at (920) 433-3091.

Sincerely,

By: 
Joseph G. Hockers
Vice President, Government Banking

Attachment: 2017-2018 Associated Short Term Note (6477 : Consideration of 2017 Short-Term Note Terms.)

CITY OF DE PERE
2017 – 2018 SHORT-TERM NOTE BORROWING

<u>PURPOSE</u>	<u>AMOUNT</u>
City Hall: Front Ramp Replacement	\$ 65,000
Police: Squad Replacement	45,000
Street Lighting: Decorative Street Lighting Installation & Replacement Study	10,000
Street Lighting: Decorative Street Lighting Installation & Replacement	40,000
Community Center: Boiler Replacement	35,000
Community Center: Flooring Replacement	40,000
Parks & Public Lands: De Pere High School Tennis Court Lighting	<u>15,000</u>
TOTAL	\$250,000

Attachment: 2017-2018 DETAIL SHORT TERM NOTE BORROWING (6477 : Consideration of 2017 Short-Term Note Terms.)