

**ATTENTION: THIS FORM MUST BE FILLED OUT
REGARDLESS OF YOUR AGE**

**City of Appleton Seasonal Employee
Criminal Background Check**

Department _____

All City employees are required to complete the following information prior to their start date.
You will only be notified if there is a concern with your background check.

Name _____
Last First M. I. Social Security Number

Other Name(s) Used _____ Date of Birth _____ Sex _____
Or Maiden Name

Home Address _____
Number and Street City State Zip

Home Phone # _____ Work Phone # _____

Drivers License number _____ Expiration _____

Last 5 years previous addresses:

Number and Street City State Zip

Number and Street City State Zip

Signature _____

Date _____

Position _____

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF CITY OF APPLETON POLICIES

I, _____, acknowledge the receipt of a copy of the City of Appleton's Seasonal Training Brochure which includes details from these City policies:

- Harassment and Discrimination in the Workplace Policy
- Drug & Alcohol Policy
- Right to Know Policy
- Workplace Violence Policy
- Blood borne Pathogen Policy
- Safety Policy
- Certificate of Insurance Requirements
- Driver's License Notice

I have read and familiarized myself with the contents and understand my responsibility for adhering to these policies.

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

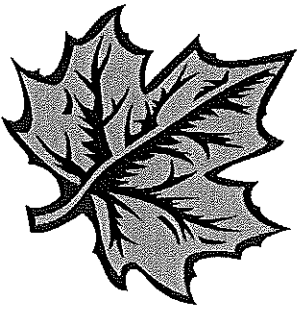
I understand I will not be penalized for reporting conduct that I believe is forbidden by these policies.

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

Employee Name printed: _____ Dept _____

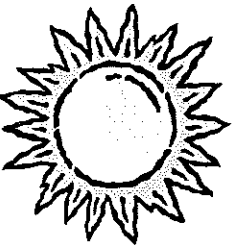
Employee Signature: _____ Date _____

SAFETY FOR ALL SEASONS



*Important information
for all City of Appleton
employees*

Your employment with the City of Appleton is strictly "at-will." As an at-will employee, you have the right to terminate your employment at any time and for any or no reason at all. Likewise, the City has the right to terminate your employment at any time, with or without notice, and for any or no reason at all. Regular, reliable and punctual attendance is required.

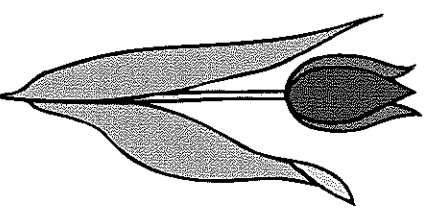
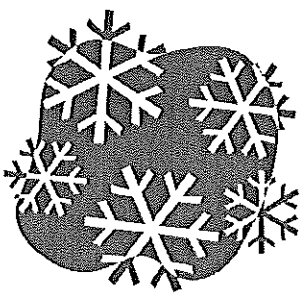


Training courses are available on any of these policies. If you would like to attend a training course, if you have questions or if you would like copies of these policies, call the HR Department at (920) 832-6458 or write to:

**City of Appleton
HR Department, 6th Floor
100 N. Appleton St
Appleton, WI 54911-4799
www.appleton.org**

*Provided by the City of
Appleton Human Resources
(HR) Department*

**Questions?
Contact your supervisor, your Department
Safety Coordinator or the Human
Resources Department**



SAFETY POLICY

The City of Appleton is committed to providing a safe working environment for all of its employees by preventing accidents and injuries on the job.

CITY GUIDELINES:

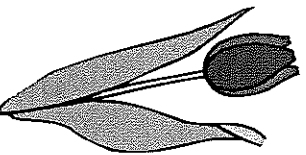
- The City's HR Director shall have full authority to stop any unsafe act where prescribed safety precautions are not being followed, or to see an unsafe condition is corrected before work resumes.
- All employees should be aware of unsafe acts and conditions that contribute to work accidents by understanding and following City safety policies. Copies are available through the HR Department.

EMPLOYEE RESPONSIBILITIES:

- Employees are responsible for performing their job safely by adhering to all federal, state and City safety standards that apply to their jobs, including:
- Following all City safety policies and rules.
 - Wearing required personal protective equipment.
 - Reporting all accidents and injuries in the first aid log or on an accident report form.
 - Reporting all unsafe conditions to their supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervisors are responsible for:
- Investigating and documenting all accidents properly.
 - Completing the City's Investigation Report.
 - Reporting and forwarding documentation of accidents to HR promptly.
 - Following the City's Accident and Investigation procedures.



BLOODBORNE PATHOGEN POLICY

To comply with federal regulations, the City of Appleton has a comprehensive blood borne pathogen policy program.

This program provides employees with education, protective equipment, and preventive vaccine to protect employees who are at risk for exposure to blood and body fluids in the normal causes of their job duties.

Job classifications specifically targeted include: police officers, fire fighters, public health nurses and lifeguards. All employees are offered post-exposure follow-up if an exposure to blood or body fluids occurs.

Personal protective equipment can include latex-free gloves, hand sanitizer, isolyser crystals, and first-aid kits.

If you have specific questions regarding the City's bloodborne pathogen program, please contact your supervisor.

RIGHT TO KNOW POLICY

The City's Right-to-Know policy outlines the regulations and training requirements mandated by the Hazard Communication Rule OSHA 29 CFR 1910.1200 and DWD 101.586-101.599 commonly known as the "Right-to-Know" law. Employees have the right to know how to protect themselves while working with toxic substances, infectious agents and pesticides. For more information, contact your supervisor or Human Resources.



WORKPLACE VIOLENCE POLICY

It is the policy of the City of Appleton to provide a workplace free from violence. All aggressive behavior and violent acts are unacceptable conduct and will not be tolerated. Employees who demonstrate such conduct will be subject to corrective action up to and including termination and/or possible civil/criminal prosecution.

Workplace violence includes:

- Violent behavior or conduct: any action or threat that is intended to harm or intimidate any person or to damage property.
- Aggressive behavior or conduct: any action that is threatening in nature and includes, but is not limited to; verbal assaults, harassment and intimidation, threats, hazing and other forms of verbal abuse.
- Bringing weapons into the workplace. A weapon is defined as any type of gun or non-household purpose knife blade which is over 3" long or any physical object intended to cause harm. Employees may carry pepper spray or other similar products for purposes of personal protection.

EMPLOYEE RESPONSIBILITIES:

- Conducting yourself in a manner conducive to positive relationships and effective teamwork.
- Reporting all restraining orders that you file to the HR Department or any supervisor.
- Not bringing any weapon into the workplace, unless it is part of the standard equipment for your job.
- Reporting immediate violent threats to the police.
- Reporting current or potential occurrences of aggressive behavior or violence to your supervisor.
- Reporting threats outside of work to the police. You are encouraged to notify your supervisor as well.
- If you are injured, complete and return an incident report form to your supervisor.
- Seek assistance from the Employee Assistance Program, if desired.

DRUG & ALCOHOL POLICY

It is the City's policy to maintain a workplace free from drugs and alcohol for all employees. All employees are expected to report to work free from any substances.

PROHIBITED CONDUCT:

- Reporting for duty under the influence of any alcohol or any controlled substance.
- Manufacturing, distributing, dispensing, possession or use of controlled substances, alcohol or drug paraphernalia.

Be aware that Federal law prohibits using any medication containing alcohol on the job. Supervisors have the right to ask an employee to take a drug test if reasonable suspicion exists. If you use or test positive for alcohol or any illegal substance on the job, you will be removed immediately from your job duties.

EMPLOYEE RESPONSIBILITIES:

- Should you be convicted of a drug-related crime, you must notify your supervisor of the conviction no later than five days after receiving it.
- **Prescription Drugs:**
Before reporting to work, notify your supervisor of any prescribed medication that could affect your judgment or motor skills. Inform your physician of your job duties so he/she can take this into consideration when prescribing medication.

HARASSMENT & DISCRIMINATION POLICY

It is the policy of the City of Appleton that all employees have the right to work in an environment free of all forms of harassment. The City will not tolerate, condone or allow harassment by employees or other non-employees who conduct business with the City.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the employee;
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

SUPERVISORY RESPONSIBILITIES:

- Monitoring work environment for signs of harassment.
- Informing employees of the types of behavior prohibited and the City's procedures for reporting and resolving complaints of harassment.
- Stopping any observed behavior that may be considered harassment, and taking appropriate steps to intervene and report the behavior, whether or not the involved employees are in your line of supervision.
- Taking immediate action to prevent retaliation toward the complaining party and to eliminate any similar conduct where there has been a harassment complaint, pending investigation.
- Assisting any City employee who comes to you with a concern of harassment in documenting and filing a complaint with the HR department or other reporting authority as designated by the City.

EMPLOYEE RESPONSIBILITIES:

- Refraining from participation in, or encouragement of, actions that could be perceived as harassment.
 - Reporting to a supervisor super-offensive behavior such as physical grabbing, pinching or touching another employee's private areas, or sexual, racial, ethnic, religious or gender-based slurs.
 - Encouraging any employee who confides that he/she is being harassed or discriminated against to report these acts to a supervisor.
 - Cooperating fully in any investigation, whether or not you are directly involved in the incident.
- If you feel like you are being harassed or discriminated against, you:
- Are encouraged, but not required, to inform the person that his/her actions are unwelcome and offensive.
 - Should document all incidents of harassment to provide the fullest basis for investigation.
 - Report the incident to a supervisor, HR Department (x6458) or Attorney's Office (x6423). The supervisor or other person notified should meet with you to document the incident.
 - If you do not feel the complaint has been resolved in an acceptable manner, you may file the complaint with state or federal agencies. A list is available from the HR Department.
- Retaliation against any employee for filing a complaint or for assisting, testifying or participating in the investigation of such a complaint is illegal and prohibited by the City. Any evidence of retaliation is considered a separate violation under this policy and may be subject to additional punishment up to and including discharge.
- Any employee who falsifies or misrepresents any information required or requested as part of a complaint, investigation or proceeding will be subject to disciplinary action up to and including discharge.
- This policy covers any incident that occurs as an extension of the workplace. An extension of the workplace is defined as any event sponsored by the City of Appleton.
- This policy covers all employees whether the unwelcome conduct originates from an employee or non-employee. A violation of this City policy can lead up to termination for employees or civil action for volunteers.

