

2009 – 2010  
LABOR AGREEMENT

CITY OF APPLETON AND TEAMSTERS LOCAL UNION #662  
COVERING

Community Service Officers employed by the City of Appleton Police Department  
Contents

ARTICLE	TITLE	PAGE
1	RECOGNITION	1
2	PROBATIONARY PERIOD	1
3	EMPLOYMENT STATUS	1
4	HOURS OF WORK	2
5	COMPENSATION	2
6	OVERTIME AND PREMIUM PAY	2
7	PAY PERIOD	3
8	DISCHARGE	3
9	LETTER OF REFERENCE	3
10	SHOP COMMITTEE	3
11	GRIEVANCE PROCEDURE	4
12	ARBITRATION	4
13	PICKET LINES	5
14	EQUIPMENT, SAFETY AND ACCIDENTS	5
15	FAIR SHARE DEDUCTION	5
16	SENIORITY	6
17	NON-DISCRIMINATION	6
18	WAGES – CLASSIFICATIONS	7
19	MILITARY SERVICE	7
20	SEPARABILITY AND SAVINGS	7
21	SUBCONTRACTING	7
22	ALCOHOL AND DRUG USE	7
23	ACCIDENT INVESTIGATION	9
24	TERMINATION	9
	ADDENDUM COVERING THE COMMUNITY SERVICE OFFICER III	9
25	HOURS OF WORK – CSO III	10
26	COMPENSATION LONGEVITY – CSO III	10
27	OVERTIME AND PREMIUM PAY – CSO III	10
28	HOLIDAYS WITH PAY – CSO III	11
29	LEAVE OF ABSENCE - CSO III	11

30	SPECIAL CONDITIONS – CSO III	12
31	VACATIONS – CSO III	13
32	SICK LEAVE – CSO III	14
33	FUNERAL LEAVE – CSO III	15
34	EQUIPMENT AND ACCIDENTS - CSO III	15
35	INSURANCE - CSO III	16
36	PENSION – CSO III	16
37	POST EMPLOYMENT HEALTH PLAN – CSO III	16
38	MILITARY SERVICE – CSO III	17
39	JURY DUTY – CSO III	17
EXHIBIT A	JOB CLASSIFICATION AND HOURLY RATES OF PAY	19
EXHIBIT B	SIDE LETTER – Sick Leave Incentive Program – CSO III	20
	SIDE LETTER – FLOATING HOLIDAYS	21
	SIDE LETTER – POST EMPLOYMENT HEALTH PLAN (PEHP)	22
	Employer Participation Agreement for the Post Employment Health Plan	23-25
	ADDENDUM A – UNITED HEALTH CARE PLAN OPTIONS	26-33

LABOR AGREEMENT

CITY OF APPLETON AND TEAMSTERS LOCAL UNION #662

covering

Community Service Officers employed by the Appleton Police Department

This agreement made and entered into by and between the City of Appleton, with the Director of Human Resources acting as its agent hereinafter referred to as the "Employer" and Teamster Local Union #662 hereinafter referred to as the "Union" for the purpose of establishing sound labor relations and to establish minimum wages, hours, and working conditions for the employees of the City of Appleton in the Division covered hereby.

**ARTICLE 1 – RECOGNITION**

The Employer shall recognize Teamster Local Union #662 as the authorized representative and exclusive bargaining agent for all Community Service Officers employed by the City of Appleton Police Department, Wisconsin, excluding confidential, supervisory, managerial, craft and professional employees.

Membership in the Union is not compulsory. An employee may join the Union and maintain membership therein consistent with its constitution and by-laws. No employee will be denied membership because of race, color, religion, age, disability, marital status, family status, national origin, sexual orientation or sex. This Article is subject to the duty of the Wisconsin Employment Relations Commission to suspend the application of this Article whenever the Commission finds that the Union has denied an employee membership because of race, color, religion, age, disability, marital status, family status, national origin, sexual orientation or sex.

The Union will represent all of the employees in the bargaining unit, members and non-members, fairly and equally and therefore all employees shall pay their proportionate share of the costs of the collective bargaining process and contract administration by paying an amount to the Union equivalent to the uniform dues required of the members of the Union.

**ARTICLE 2 – PROBATIONARY PERIOD**

There shall be a probationary period of six (6) months for all new employees hired for regular positions. This period may be extended by mutual agreement between the Employer and the Union.

**ARTICLE 3 – EMPLOYMENT STATUS**

- A. Community Service Officers are part-time, limited term employees who are students. The total number of hours worked in a calendar year shall be limited to 1500.
- B. Community Service Officers will be hired for a maximum term of two years. Requests for extension of employment beyond two years will be considered on the following basis:
  - 1) Requests for extension of service will be considered if the employee continues to meet the requirements of "C" below. Extension shall not exceed six months per request. The request must be submitted to and approved by the Operations Coordinator. It will then be forwarded to the Operations Deputy Chief for final approval or disapproval.
  - 2) The request for extension must be submitted a minimum of 45 days prior to the end of the original employment period or the end of a previously approved extension period.

- 1 3) Employment record will be weighed in the decision of approving the extension or not. Each request will
- 2 be considered on a case by case basis.
- 3 4) Total employment, including extensions, shall not exceed five years.

4  
5 C. Employee must be enrolled in a post high school institution with course load of a minimum of nine credit hours  
6 and must maintain a minimum of 9 credit hours course work as a condition of employment with the Appleton  
7 Police Department. Graduate school students shall be required to maintain three-fourths of the full-time  
8 course load.

9  
10 D. Employees must provide documentation of educational status quarterly, at the start of each semester or upon  
11 successful completion of the program, documenting the required course load. Failure or refusal to do so shall  
12 result in immediate termination of employment.

13  
14 E. A Community Service Officer who has graduated from a post high school education program while employed  
15 by the Department may request an extension for up to one year beyond graduation.

16  
17 The granting of the above extension shall be the sole discretion and approval of the Chief of Police and the  
18 Human Resources Director, or designees.

19  
20 **ARTICLE 4 – HOURS OF WORK**

21  
22 A. The hours of work for employees covered by this Agreement shall be established by the employer. Provision  
23 for rest periods and lunch periods shall be in accordance with the practice in effect at the time of the signing  
24 of this agreement.

25  
26 B. Employees will be subject to call at any time for special assignments and/or emergency work. Reasonable  
27 compliance shall be expected of employees when called for emergency work.

28  
29 C. The work week begins at 12:01 AM Sunday. The work day is defined as a 24-hour period beginning at 12:01  
30 AM.

31  
32 D. There shall be no split shifts required.

33  
34 **ARTICLE 5 – COMPENSATION**

35  
36 A. An employee who reports for work as scheduled and remains available for work shall receive two (2) hours  
37 pay or pay for actual hours worked, whichever is greater.

38  
39 B. Employees called back for emergency work after leaving the premises shall receive two (2) hours pay at their  
40 regular rate of pay for actual hours worked, whichever is greater.

41  
42 C. During periods of inclement weather, the Mayor or his designee may deem it appropriate for safety reasons to  
43 direct non-essential personnel not to report for work or to send such employees home. Employees who are  
44 sent home will be paid in accordance with the labor agreement. Employees who are directed not to report  
45 shall not be paid

46  
47 **ARTICLE 6 – OVERTIME AND PREMIUM PAY**

48  
49 A. One and one-half (1 1/2) times the base pay shall be paid for all hours worked in excess of eight (8) hours per  
50 day or forty (40) hours per week.

1 B. Community Service Officers shall receive double time pay at their regular straight time hourly rate for all hours  
2 worked on the following holidays: New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor  
3 Day, Thanksgiving Day, Friday after Thanksgiving day, last working day before Christmas, and Christmas  
4 Day.  
5

6 **ARTICLE 7 – PAY PERIOD**  
7

8 All hourly paid employees shall be paid bi-weekly, every other Thursday. Each pay period ends at Midnight the  
9 Saturday preceding payday. If a holiday falls on a day Monday through Thursday, payday shall be on Friday.  
10

11 **ARTICLE 8 – DISCHARGE**  
12

13 The Employer shall not discharge or suspend any employee without just cause and shall give at least one warning  
14 notice of the complaint against such employee to the employee in writing and a copy of same to the Union except that  
15 no warning notice need be given to an employee before discharge if the cause of such discharge is dishonesty,  
16 drunkenness or drinking while on duty, recklessness, endangering others while on duty, the carrying of unauthorized  
17 passengers in City owned vehicles while on duty, attempted rape or sexual assault as specified in State Statutes Sec.  
18 940.225. The warning notice as herein provided shall not remain in effect for more than one hundred and eighty (180)  
19 days from date of issuance except that warning notices relating to accidents or attendance issues shall remain in  
20 effect for one year and records of suspension shall remain in effect for 18 months.  
21

22 Discharge or suspension of an employee must be by proper written notice, certified mail, return receipt, sent to the  
23 last known address of the employee or by personal service on the employee, with a copy to the Union. Appeal from  
24 discharge must be taken within five (5) working days by written notice to the Director of Human Resources and a  
25 meeting held between the Employer and the Union within fifteen (15) working days after the appeal is filed. A  
26 decision must be reached within five (5) working days from the date of this meeting.  
27

28 The employee may be reinstated under other conditions agreed upon by the Employer and the Union or pursuant to  
29 the terms of an arbitration award. Failure to agree shall be cause for the matter to be submitted to arbitration as  
30 provided in Article 12 of this agreement.  
31

32 **ARTICLE 9 – LETTER OF REFERENCE**  
33

34 The Employer agrees to furnish, upon request, a letter of reference to the respective employee at the time of  
35 termination.  
36

37 **ARTICLE 10 – SHOP COMMITTEE**  
38

39 A. The Shop Committee shall be one Steward.  
40

41 B. Authorized representatives as defined above shall suffer no loss of wages for working hours spent on matters  
42 of negotiations or grievances provided that such individuals notify their supervisor at least forty-eight (48)  
43 hours prior to the negotiation or grievance meeting unless the employee receives less than forty-eight (48)  
44 hours notice in which case he shall advise his supervisor as soon as possible after receiving such notice.  
45

46 C. A Steward will be permitted to attend hearings or meetings involving other City of Appleton units represented  
47 by the Union provided that such attendance shall be at no cost to the City and that the Steward gives at least  
48 forty-eight (48) hours notice to his Supervisor, and further provided that such attendance does not impair the  
49 operating efficiency of the respective employee's Division.  
50

1  
2 **ARTICLE 11 – GRIEVANCE PROCEDURE**  
3

- 4 A. Any grievance must be presented in writing within ten (10) calendar days of its occurrence or discovery or it  
5 shall not be subject to the grievance procedure.  
6  
7 B. A grievance shall be processed as follows:  
8  
9 1) The grievance shall be reduced to writing, presented to and discussed with the employee’s Supervisor, by  
10 the employee and Steward, if requested. The Supervisor shall respond in writing within seven (7) working  
11 days. If the grievance is not resolved, the grievance shall be taken to Step 2 provided it is done within  
12 five (5) workdays from the date of response by the Supervisor.  
13 2) The grievance shall then be presented to the Department Head or designee who will meet with the  
14 Steward and then respond in writing within seven (7) working days of such meeting. A copy of this  
15 response shall be provided to the Steward and to the Local Union office. If this solution is not  
16 satisfactory, the process shall move to Step 3, provided it is done within five (5) working days from the  
17 date the written statement is received by the Union.  
18 3) The grievance shall then be presented to the Director of Human Resources and/or designee, who will  
19 meet with the Union and then respond in writing within seven (7) working days of such meeting. If the  
20 grievance is not satisfactorily resolved, either party may notify the other within five (5) work days from  
21 receipt of the written statement of their desire to arbitrate.  
22  
23 C. Working days are defined as any weekday excluding Saturdays, Sundays and holidays.  
24

25 **ARTICLE 12 – ARBITRATION**  
26

27 Section A

28  
29 Any grievance relative to the interpretation or application of this Agreement, which cannot be adjusted by conciliation  
30 between the parties, may be referred by either party hereto, within five (5) days to the Wisconsin Employment  
31 Relations Commission for the appointment of a panel of five (5) arbitrators.  
32

33 Section B

34  
35 The arbitrator shall conduct hearings and receive testimony relating to the grievance and shall submit findings and  
36 decision. The decision of the arbitrator shall be final and binding on the Employer, the Union and the employee.  
37

38 Section C

39  
40 The grievant and up to one authorized representative as defined in Article 10 shall suffer no loss of pay for working  
41 hours spent at the arbitration hearing.  
42

43 The expense of the arbitrator and the WERC filing fee, shall be divided equally between the parties to this agreement.  
44

45 Section D

46  
47 It is understood that the arbitrator shall not have the authority to change, alter, or modify any of the terms or provisions  
48 of this Agreement.  
49  
50

1 **ARTICLE 13 – PICKET LINES**

2  
3 It shall not be a violation of this Agreement and it shall not be cause for discharge or disciplinary action in the event an  
4 employee refuses to enter upon any property involved in a labor dispute or refuses to go through and work behind any  
5 picket line, except in the case of assisting Police Officers in the discharge of their statutory responsibilities.  
6

7 **ARTICLE 14 – EQUIPMENT, SAFETY AND ACCIDENTS**

- 8  
9 A. The Employer shall not require employees to take out on the street or highways, any vehicle that is not in safe  
10 operating condition or equipped with the safety appliances prescribed by law. The refusal by an employee to  
11 take out such equipment shall not be considered a violation of this Agreement nor cause for disciplinary  
12 action.  
13  
14 B. It is the duty of the employee to report any and all on duty equipment or personal injury accidents to their  
15 supervisor as soon as possible.  
16  
17 C. The Employer shall furnish all required safety equipment or protective clothing, except as hereinafter  
18 modified.  
19  
20 The safety equipment or protective clothing furnished by the Employer shall be used only in the course of an  
21 employee's work.  
22  
23 D. Any employee who is required by the Employer to wear safety glasses, shall, if the employee does not require  
24 corrective lenses, be provided with non-prescription safety glasses by the Employer. If such employee  
25 requires corrective lenses, the Employer shall contribute \$25.00 toward the glasses and if the employee  
26 required bifocal lenses, the Employer shall contribute \$35.00 toward the glasses.  
27  
28 E. Any employee who is required by the Employer to wear safety shoes shall be reimbursed by the employer for  
29 fifty percent (50%) of the cost of such safety shoes but not to exceed fifty-five dollars (\$55) per employee in  
30 the first year of the program. Employer will reimburse such employees up to fifty-five dollars (\$55) per year to  
31 replace safety shoes which are damaged due to unusual wear and tear on the job.  
32  
33 F. Any employee who refuses or repeatedly fails to use the safety equipment furnished or required by the  
34 Employer shall be subject to disciplinary action.  
35  
36 G. The Employer shall furnish uniforms for each employee and each employee shall be required to wear said  
37 uniform. These uniforms shall be used only in the course of an employee's work, provided, however, that an  
38 employee may wear the uniform to and from the place of employment.  
39  
40 H. The City shall provide belts, flashlights, clipboards and other equipment that the department deems  
41 appropriate and necessary.  
42

43 **ARTICLE 15 – FAIR SHARE DEDUCTION**

44  
45 The Employer agrees to deduct from the pay of all employees covered by this Agreement, the amount certified by the  
46 Union as the amount of dues uniformly required of its members and agrees to remit monthly to the Union, all such  
47 deductions.  
48  
49  
50

**ARTICLE 16 – SENIORITY**

A. Unless otherwise modified elsewhere in this Agreement, seniority rights shall prevail for the purposes of lay-off. A seniority list of employees shall be posted in a conspicuous place. Any disagreement concerning an employee's seniority shall be subject to the grievance procedure.

Seniority for employees shall be determined by the length of service of the employee and shall commence on the date of employment. An employees seniority is nullified if:

- 1) The employee is laid off and not reemployed within two (2) years from the date of layoff.
- 2) The employee fails to return to duty when recalled from layoff as herein provided.
- 3) The employee leaves the Employer of the employee's own volition.
- 4) The employee is discharged for just cause and not subsequently reinstated.

B. A laid off employee shall be given notice of recall by Certified Mail, return receipt requested, to the employee's last known address. The Employee must respond to such notice within three (3) days after receipt thereof and must actually report to work in seven (7) days after receipt of such notice unless otherwise mutually agreed to. This notice requirement may be waived by the employee in writing, at the time of lay-off, provided that copy of such waiver is sent to the local union.

C. In laying off employees because of reduction in forces, the employees shortest in length of service in the Bargaining Unit shall be laid off first, provided those retained are capable of carrying on the Employer's usual operation. In re-employing those who have been laid off because of a reduction in forces, the employees on the seniority list having the greatest length of service in the bargaining unit shall be called back first, provided they are qualified to perform the available work.

D. A seniority list of all employees covered by this Agreement shall be furnished by the Employer to the Union upon request.

E. All regular employees shall be considered to have more seniority than any seasonal employee.

F. When two or more employees have the same seniority date, seniority shall be determined by lot.

G. An employee assigned or promoted, with his consent, to a position with the Employer for which there is no bargaining agent and who subsequently is reassigned or voluntarily returns to work within this bargaining unit, provided he returns within one (1) year, shall not lose seniority as the result of such transfer or promotion, but shall accumulate seniority during the period thereof. Such employee, upon returning to work within this unit, shall be permitted to exercise his seniority to apply for any vacancy within the unit at the time of his return. If no vacancy exists at the time, the employee shall return to work available until such time as his seniority permits him to receive another job through posting. Any resulting layoffs shall be in accordance with this Article. The Union shall be notified in writing of such transfers or promotions. If the employee so transferred or promoted does not return to work in the bargaining unit within one (1) year from the date of such transfer or promotion, he shall forfeit all accrued seniority.

**ARTICLE 17 – NON DISCRIMINATION**

The Employer and the Union agree not to discriminate against any individual with respect to hiring, compensation, terms or conditions of employment, nor will they limit, segregate or classify employees in any way to deprive any individual employee of employment opportunities pursuant to applicable Federal, State or local legislation.

1 It is agreed that the use of any pronoun in this Agreement, which denotes either the masculine or feminine gender,  
2 shall be considered to refer to employees of both sexes.  
3

4 **ARTICLE 18 – WAGES – CLASSIFICATIONS**

5  
6 Job classifications and compensation are set forth in Exhibit A, attached hereto, and made a part of this Agreement.  
7

8 **ARTICLE 19 – MILITARY SERVICE**

9  
10 The Employer shall be governed by the Uniformed Services Employment and Reemployment Rights Act (USERRA),  
11 as amended, as it applies to the employees covered hereunder.  
12

13 **ARTICLE 20 – SEPARABILITY AND SAVINGS**

- 14  
15 A. If any Article or Section of this contract should be held invalid by operation of law or by any tribunal of  
16 competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by  
17 such tribunal pending a final determination as to its validity, the remainder of this contract or the application of  
18 such Article or Section to persons or circumstances other than those as to which it has been held invalid or as  
19 to which compliance with or enforcement of has been restrained shall not be affected thereby.  
20  
21 B. In the event that any Article or Section is held invalid or enforcement of or compliance with which has been  
22 restrained, as above set forth, the parties affected thereby shall enter into immediate collective bargaining  
23 negotiations, upon the request of either party, for the purpose of arriving at a mutually satisfactory  
24 replacement for such Article or Section during the period of invalidity or restraint.  
25

26 **ARTICLE 21 – SUBCONTRACTING**

27  
28 The City agrees to notify the Union prior to the sub-contracting of any work presently performed by Union employees.  
29 The City will negotiate with the Union, upon request, on any matters relating to such sub-contracting which are  
30 mandatory subjects of bargaining. Nothing herein shall be construed to limit either party's legal rights relating to  
31 subcontracting.  
32

33 **ARTICLE 22 – ALCOHOL AND DRUG USE**

34  
35 A. POLICY

36  
37 The parties agree to comply with all State and Federal laws and regulations relating to the use of alcohol and other  
38 drugs. The City of Appleton Drug and Alcohol Free Workplace Policy is incorporated herein by reference and shall be  
39 binding on both parties. The City agrees to notify the union of any proposed changes to said policy and to negotiate  
40 any mandatory subjects of bargaining which may be contained in the changes, except that any changes required in  
41 order to meet the requirements of any State or Federal law or regulation may be made by the Employer, with or  
42 without prior notice. In cases where notice of the proposed change is not required, the City shall provide notice of the  
43 completed change to the union within thirty (30) days of the change.  
44

45 B. DISCIPLINE

- 46  
47 1) Refusal of an employee to participate in any legal testing procedure for alcohol or drug intoxication shall  
48 constitute a presumption of intoxication and shall constitute the basis of discharge without the receipt of a  
49 prior warning letter.

- 1 2) If test results demonstrate the presence of any breath alcohol concentration, the employee shall be  
2 subject to discipline without receipt of a prior warning letter based on the following schedule:  
3  
4 a. Concentration equal to or above the State legal limit (as set forth in Wis. Stats. §340.01(46m)(a))  
5 of alcohol in 210 liters of breath – discharge.  
6 b. Concentration equal to or above .04 but less than the State legal limit (as set forth in Wis. Stats.  
7 §340.01(46m)(a)) of alcohol in 210 liters of breath – one week suspension without pay.  
8 c. Any concentration equal to or above .02 but less than .04 grams of alcohol in 210 liters of breath  
9 – suspension without pay for the balance of the work day plus one day.

10  
11 In addition to the above, any employee who has a breath alcohol concentration of less than the state  
12 legal limit (as set forth in Wis. Stats. §340.01(46m)(a)) in 210 liters of breath shall be required, as a  
13 condition of continued employment, to submit to assessment under the Employee Assistance  
14 Program and to comply fully with any recommendations made under that program.

15 Any employee who has been suspended pursuant to the above and who subsequently has a positive  
16 breath alcohol test shall be subject to immediate discharge. A breath alcohol level of less than .02  
17 grams in 210 liters of breath shall be considered a negative test.

- 18  
19 3) If test results are positive for controlled substances the employee shall be subject to discharge without  
20 receipt of a prior warning letter.

21  
22 C. LEAVE OF ABSENCE – PRIOR TO TESTING

23  
24 An employee shall be permitted to take a leave of absence for the purpose of undergoing treatment pursuant to an  
25 approved program of alcoholism or drug use. The leave of absence must be requested prior to the commission of any  
26 act subject to disciplinary action.

27  
28 The Employer shall give between thirty (30) and sixty (60) days prior written notice to an employee of the employer's  
29 intention to request a test for drug use during a DOT physical examination. The employee may, within five (5) days of  
30 receipt of such written notice, make written request for a leave of absence.

31  
32 Such leaves of absence shall be granted on a one-time basis and shall be for a maximum of sixty (60) days unless  
33 extended by mutual agreement. While on such leave, the employee shall not receive any of the benefits provided by  
34 this agreement or Supplements thereto except continued accrual of seniority nor does this provision amend or alter  
35 the disciplinary provisions.

36  
37 Employees requesting to return to work from a leave of absence for drug or alcohol use shall be subject to testing  
38 before returning to work and to random testing as prescribed in the City of Appleton Drug and Alcohol Free Workplace  
39 Policy. Failure to take the tests or to meet the standards of the testing procedure shall be cause for discharge without  
40 a prior warning letter.

41  
42 D. RETURN TO EMPLOYMENT AFTER A POSITIVE BREATH ALCOHOL OR URINE DRUG TEST

- 43  
44 1) Any employee testing positive for alcohol or drugs in a urine drug test, thereby subjecting the employee to  
45 discipline, shall be granted reinstatement on a one (1) time lifetime basis if the employee successfully  
46 completes a program of evaluation and/or rehabilitation which has been approved by the health care  
47 administrator. Any cost of evaluation and/or rehabilitation, over and above that paid for by the health care  
48 administrator must be borne by the employee.  
49 2) Employees electing the one-time lifetime evaluation and/or rehabilitation process must notify the  
50 Employer within ten (10) days of being notified by the Employer of a positive urine alcohol or drug test.

1 The evaluation process and/or rehabilitation program must take a minimum of ten (10) days. The  
2 employee must begin the evaluation process and/or rehabilitation program within fifteen (15) days after  
3 notifying the Employer. The employee must request reinstatement promptly after successful completion  
4 of the evaluation process and/or rehabilitation program. After the minimum ten (10) day period, the  
5 employee may request reinstatement, but must first provide a negative breath alcohol/urine drug test, to  
6 be conducted by a clinic and laboratory of the Employer's choice, before the employee can be reinstated.  
7 In the event the Employer discharges an employee for a positive alcohol or drug test, the employee may  
8 chose to protest the discharge by filing a protest under the grievance procedure.

- 9 3) While undergoing treatment, the employee shall not receive any of the benefits provided by this  
10 Agreement or Supplements thereto except continued accrual of seniority.  
11 4) Upon being reinstated, and after providing the negative alcohol/drug test provided in Subpart (2) of this  
12 Section, the employee will be subject to additional tests as recommended by the rehabilitation program or  
13 a minimum of three (3) additional tests (whichever is greater) for alcohol/drugs without prior notice. Two  
14 (2) of these tests to occur within six (6) months of the employee's reinstatement and the third (3<sup>rd</sup>) test to  
15 occur within the six (6) to twelve (12) month period after the employee's return to employment. A positive  
16 test result or a refusal to submit to testing shall result in discharge without the receipt of a prior warning  
17 letter.  
18

19 E. The provisions of this article shall not apply to any probationary employee.  
20  
21

### **ARTICLE 23 – ACCIDENT INVESTIGATION**

22 The departmental safety committee shall review all motor vehicle and equipment accidents involving  
23 employees. The supervisor shall determine if accidents were preventable or non-preventable. The  
24 determination of preventable or non-preventable by the supervisor shall not be subject to the grievance  
25 procedure or other review.

### **ARTICLE 24 – TERMINATION**

26 This agreement shall be in full force and effect from January 1, 2009 to and including December 31, 2010 and shall  
27 continue from year to year thereafter unless written notice of desire to cancel or terminate the Agreement is served by  
28 either party upon the other at least one hundred twenty (120) days prior to the date of expiration.  
29  
30  
31

### **ADDENDUM COVERING THE COMMUNITY SERVICE OFFICER III**

32 The following provisions shall NOT apply to the Community Service Officer III position.  
33

- 34 Article 3 – EMPLOYMENT STATUS  
35 Article 4 – HOURS OF WORK  
36 Article 5 – COMPENSATION  
37 Article 6 – OVERTIME AND PREMIUM PAY  
38 Article 14 – EQUIPMENT, SAFETY AND ACCIDENTS  
39 Article 18 – WAGES – CLASSIFICATIONS  
40 Article 19 – MILITARY SERVICE  
41  
42  
43

44 All other Terms and Conditions of Employment covered in the contract **shall apply to the Community Service**  
45 **Officer III position** along with the following:  
46  
47  
48  
49

1 **ARTICLE 25 – HOURS OF WORK – CSO III**

- 2
- 3 A. The Community Service Officer III position shall work a designated work week of Monday through Saturday.
- 4 Normal hours are 40 hours per week with the understanding that employees need to be available for possible
- 5 additional hours for special events. These hours are subject to change based on management's discretion.
- 6 Part-time employees shall receive pro-rated benefits based on the approved budgeted position.
- 7
- 8 B. Employees will be subject to call at any time for special assignments and/or emergency work.
- 9

10 **ARTICLE 26 – COMPENSATION LONGEVITY – CSO III**

- 11
- 12 A. When an employee reports for work as scheduled and no work is available, the employee shall receive a
- 13 minimum of four (4) hours pay. If an employee is put to work and remains available, the employee shall
- 14 receive a minimum of eight (8) hours pay.
- 15
- 16 B. Employees called for work outside their regular hours shall receive three (3) hours pay at their regular rate in
- 17 addition to the pay for actual hours worked provided, however, the employee shall receive no less than the
- 18 equivalent of four (4) hours straight time pay.
- 19
- 20 C. Employees required to start work at other than their regularly scheduled starting time, shall receive three (3)
- 21 hours straight time pay in addition to the pay for the actual hours worked.
- 22
- 23 The foregoing shall not be applicable when employees start not more than two (2) hours ahead of their
- 24 regular starting time for regularly scheduled daily overtime.
- 25
- 26 D. Longevity: These payments are included in Exhibit "A".
- 27

28 **ARTICLE 27 – OVERTIME AND PREMIUM PAY – CSO III**

- 29
- 30 A. One and one-half (1 ½) times the base pay shall be paid as follows:
- 31
- 32 1) For all hours worked in excess of eight (8) hours per day.
- 33 2) All hours worked in excess of forty (40) hours per week.
- 34 3) For all hours worked on employee's scheduled day off.
- 35
- 36 Note: Paid time off, except for Worker's Compensation, will not be considered as hours worked for overtime
- 37 purposes.
- 38
- 39 B. Employees shall have the option of taking payment for overtime worked in cash or in time off, subject to the
- 40 following conditions:
- 41
- 42 1) Such option shall apply only to overtime worked from January 1 through November 30.
- 43 2) Overtime worked in December shall be paid in cash with the payroll for that pay period unless by mutual
- 44 agreement between the employee and the Department Head.
- 45 3) Any unused compensatory time as of December 1 shall be paid in cash with the payroll for the pay period
- 46 including December 1 unless such time is pre-scheduled to be used prior to April 1 of the following year.
- 47 If the employee is subsequently not permitted by the Employer to use such time, it shall be paid in cash at
- 48 the wage rate in effect at the time it was earned.
- 49 4) Compensatory time off shall be scheduled by mutual agreement between the employee and the
- 50 Department Head.

- 1 5) Compensatory time may be accumulated but not to exceed twenty-four (24) hours. Any overtime worked  
2 which would cause the balance to exceed twenty-four (24) hours must be taken in cash unless by mutual  
3 agreement between the employee and the Department Head.
- 4 6) In the event an employee terminates employment, the unused balance shall be paid in cash at the wage  
5 rate in effect at the time it was earned.

6  
7 C. Two (2) times the base pay shall be paid for all hours worked on Sunday.

8  
9 **ARTICLE 28 – HOLIDAYS WITH PAY – CSO III**

10  
11 A. All regular employees shall receive eight (8) hours pay at their regular straight time hourly rate for the  
12 following holidays irrespective of the day of the week on which they fall: New Year’s Day, Memorial Day,  
13 Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, the last regularly  
14 scheduled work day before Christmas, and Christmas Day. If the holiday falls on Sunday, the following  
15 Monday shall be considered the holiday.

16  
17 The foregoing holidays will be celebrated pursuant to the Federal Holidays Act of 1968 (Public Law 90-363).

18  
19 All regular employees shall receive three additional regularly scheduled workdays off each calendar year to  
20 be designated as paid holidays. Between January 1 and April 1 of each year, employees may sign up for  
21 these floating holidays by seniority. After April 1, floating holidays which have not been signed for shall be  
22 taken on a first-come, first served basis with not less than forty-eight (48) hours notice of same. Not more  
23 than two employees shall be permitted to select the same day.

24  
25 Employees shall receive one regularly scheduled workday off each calendar year as a paid holiday, in  
26 addition to the above. This day off shall be scheduled by mutual agreement between the Employer and  
27 employee. The Employer may restrict the time periods in which this day off may be taken, based on  
28 department workloads.

29  
30 Any employees required to work on any of the aforementioned paid holidays shall receive two times their  
31 base pay for all hours worked in addition to the holiday pay.

32  
33 B. Benefits of this article are effective on the sixty-first (61) calendar day of employment.

34  
35 **ARTICLE 29 – LEAVE OF ABSENCE – CSO III**

36  
37 A. Any employees who wish to absent themselves from their employment shall make application for such leave  
38 of absence as follows:

- 39  
40 1) Submit a written request at least forty-eight (48) hours prior to the leave.
- 41 2) For a leave not to exceed three (3) consecutive days, the request shall be made to the Supervisor.
- 42 3) For a leave in excess of three (3) consecutive days, the request shall be made to the Director of Human  
43 Resources through the Supervisor.

44  
45 B. A leave of absence shall be granted to any employee who has been delegated to perform a service for the  
46 Union, provided, however, it does not impair the operating efficiency of the respective employee’s Division.

47  
48 C. After any three (3) consecutive days of unapproved absence, the Director of Human Resources may declare  
49 a position vacant.

- 1 D. Leave of absence shall be without pay.
- 2
- 3 E. No leave of absence shall be granted an employee until such employee has made suitable arrangements with
- 4 the Director of Human Resources for the continued payment of such employee's group insurance premium for
- 5 the period of the leave of absence.
- 6
- 7 F. Failure to comply with the provisions of this Article shall result in the complete loss of seniority rights of the
- 8 employee involved subject to the provisions of Section C above. An employee's inability to work because of
- 9 proven sickness or injury shall not result in the loss of seniority rights.

10 **ARTICLE 30 – SPECIAL CONDITIONS – CSO III**

- 13 A. When employees are required to work more than two (2) hours beyond their normal eight (8) hour shift, they
- 14 shall receive a meal allowance of three dollars and seventy-five cents (\$3.75).
- 15
- 16 B. Each full-time employee shall receive two hundred dollars (\$200.00) on the last paycheck in January for
- 17 purchase of uniform items.
- 18
- 19 During the first year of employment the Employer shall furnish the first full set of uniforms for CSO III's and
- 20 each employee shall be required to wear said uniform. These uniforms shall be used only in the course of an
- 21 employee's work, provided, however, that an employee may wear the uniform to and from the place of
- 22 employment.
- 23
- 24 C. Reasonable compliance shall be expected of employees when called for overtime work.
- 25
- 26 D. While the temperature is zero degrees or below, employees assigned to outside work shall be permitted a
- 27 fifteen (15) minute warm-up each hour, except those employees who are assigned to work in a heated
- 28 vehicle.
- 29
- 30 E. Any regular full-time employee receiving Worker's Compensation Benefits as a result of an on-the-job injury
- 31 or accident, shall be paid forty (40) hours at ninety five percent (95%) of the employee's prevailing straight
- 32 time hourly rate for each week of such disability but not to exceed thirty (30) weeks. The City's liability under
- 33 this provision shall be limited to the difference between the forty (40) hours at ninety five percent (95%) of
- 34 straight time pay and any weekly benefit the employee receives from Worker's Compensation. In order to
- 35 remain eligible for such payment, the employee shall be required to inform his supervisor of his status not less
- 36 often than once per week and shall further be required to report to his supervisor to sign his time card bi-
- 37 weekly unless physically unable to do so except that this requirement is waived for the period of the attending
- 38 physician's prognosis.
- 39
- 40 F. The City shall pay for any job-related schooling, which it requires of employees. Employees who successfully
- 41 complete other job-related continuing education courses shall be reimbursed for one-half the cost of tuition
- 42 and books. The City's reimbursement for each class will not exceed that of the UW system rates.
- 43 Participation in such courses must be approved, in advance, by the Department Head and the Director of
- 44 Human Resources. Successful completion shall mean a passing grade if the course or program is graded on
- 45 a pass/fail basis or a grade of "C" or better if letter grades are issued.
- 46
- 47 G. During periods of inclement weather, the Mayor or his designee may deem it appropriate for safety reasons to
- 48 direct non-essential personnel not to report for work or to send such employees home. Employees who are
- 49 sent home will be paid in accordance with the labor agreement. Employees who are directed not to report
- 50 shall not be paid, unless they choose to use pre-earned compensatory, vacation or floating holiday time.

- H. The City shall provide belts, flashlights, clipboards and other equipment that the department deems appropriate and necessary.
- I. Employees shall be paid an additional \$.25 per hour to obtain and maintain the Animal Control Certification. The certification must be approved by the supervisor prior to obtaining the certification.

**ARTICLE 31 – VACATIONS – CSO III**

Vacation with pay shall be granted to regular employees as follows:

- A. After 1 year of service, 1 week of vacation - (5 working days)
- B. After 2 years of service, 2 weeks of vacation – (10 working days)
- C. After 6 years of service, 2 weeks plus 2 days – (12 working days)
- D. After 8 years of service, 3 weeks of vacation – (15 working days)
- E. After 12 years of service, 4 weeks of vacation – (20 working days)
- F. After 20 years of service, 5 weeks of vacation – (25 working days)
- G. After 26 years of service, 5 weeks plus 1 day – (26 working days)
- H. After 27 years of service, 5 weeks plus 2 days – (27 working days)
- I. After 28 years of service, 5 weeks plus 3 days – (28 working days)
- J. After 29 years of service, 5 weeks plus 4 days – (29 working days)
- K. After 30 years of service, 6 weeks of vacation – (30 working days)
- L. Vacations shall be taken in the calendar year in which they are earned except that employees who become eligible for additional weeks or days of vacation in November or December pursuant to “P” below, shall be allowed to carry over all or part of that week or days to the following calendar year. Such vacation must be used by March 31 of that following year or it will be forfeited
- M. Choice of vacation shall be determined by seniority. Employees shall have from January 1 to April 1 to select their vacations. Vacations not selected by April 1 shall be scheduled by mutual agreement between the Employer and the employee. A full week of vacation shall take precedence over partial weeks during the seniority-based sign up period.
- N. When a holiday falls during an employee’s scheduled vacation, and the employee regularly works a Monday through Friday workweek, the employee shall have the option of receiving holiday allowance in addition to the vacation pay, or re-scheduling a day of paid vacation. The option must be exercised at the time of selecting vacation. If the option is not exercised at the time of selecting vacation, the employee shall receive the holiday allowance in addition to the vacation pay.

- 1 O. A minimum of one (1) employee from each classification will be permitted on vacation at all time unless more  
2 are approved by the Supervisor.  
3
- 4 P. Regular employees will be eligible for their first paid vacation as of the first anniversary of their date of hire.  
5 After qualifying for their first vacation, employees will be eligible for future vacations as of January 1 of each  
6 calendar year.  
7
- 8 If an employee qualifies for a 1, 2, 3 or 4 week vacation as of January 1 and completes the service necessary  
9 for an additional week of vacation later in that calendar year, such employee shall receive the additional week  
10 of vacation after their anniversary date and shall thereafter be eligible for such increased vacation as of  
11 January 1 of each succeeding calendar year.  
12
- 13 Q. In addition, employees at the one or two week vacation level shall be allowed to carry over up to one week of  
14 vacation to the following year under the following circumstances:  
15
- 16 1) Such carry over must be for a pre-determined time frame approved at the time of the carry over.  
17 2) Such carry over will be allowed only if it is agreed to and approved in advance by the Department Head.  
18
- 19 R. Vacation taken in half-day increments must be four (4) hours.  
20

### **ARTICLE 32- SICK LEAVE – CSO III**

- 23 All regular employees shall accumulate sick leave with pay of one full working day for each month of service. Sick  
24 leave shall accumulate but not to exceed one hundred twenty (120) working days. Employees are not eligible to use  
25 the benefits under this article until their sixty-first (61) calendar day of employment.  
26
- 27 A. An employee may use sick leave for absences necessitated by personal illness or off-the-job injury, illness or  
28 injury of members of the employee's family living in the employee's residence; required personal dental care.  
29 Sick leave cannot be used to take a child to the dentist.  
30
- 31 B. In order to be granted sick leave, employees must:  
32
- 33 1) When possible, report their absence prior to the start of their shift.  
34 2) Keep the Supervisor informed of their condition daily.  
35 3) Permit the Employer to have made such medical examination or nursing visit as it deems desirable.  
36 4) Submit a medical certificate for any absence or more than three (3) working days if requested by the  
37 Employer.  
38
- 39 C. Employees shall not be eligible for paid sick leave for absences resulting from injury or illness incurred while  
40 working for another employer for pay.  
41
- 42 D. At the time of their retirement, employees who qualify for an annuity under the Wisconsin Retirement Fund,  
43 shall receive payment for their unused accumulated sick leave up to a maximum of ninety (90) working days.  
44 Such employees shall receive this payment in cash. Such payment shall be subject to the terms in Article 37  
45 – Post Employment Health Plan.  
46
- 47 E. In the event of the death of an employee, said employee's beneficiary as designated under the Wisconsin  
48 Retirement Fund shall be paid in cash for said employee's unused sick leave up to a maximum of ninety (90)  
49 working days.  
50

**ARTICLE 33 – FUNERAL LEAVE – CSO III**

In the case of death in the immediate family of a regular employee (non-dependent children, grandchildren, parents or legal guardian, sister or brother, mother-in-law, father-in-law or any other relative living in the employee's residence at the time of death), the employee will be paid for the scheduled time lost from the date of death, but not to exceed three (3) scheduled work days within a seven (7) day period from the date of death, at the employee's regular straight time hourly rate and not to exceed eight (8) hours per day.

In the case of the death of the employee's spouse or dependant child, the employee will be paid for scheduled time lost from the day of death but not to exceed five (5) working days at the employee's regular straight time rate and not to exceed eight (8) hours per day.

In the case of the death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents, aunt, uncle or spouse's grandparents (other than those living in the employee's residence at the time of death), or in the event the employee is pallbearer for a relative not listed herein, the employee shall be given the paid funeral leave for the day of the funeral but not to exceed eight (8) hours per day provided the employee was scheduled to work and attends the funeral.

No funeral leave will be paid to any employee while on vacation, sick leave, layoff or any other leave of absence. Employees are not eligible to use the benefits under this article until their sixty-first (61) calendar day of employment.

**ARTICLE 34 – EQUIPMENT AND ACCIDENTS – CSO III**

- A. The Employer shall not require employees to take out on the street or highways, any vehicle that is not in safe operating condition or equipped with the safety appliances prescribed by law. The refusal by an employee to take out such equipment shall not be considered a violation of this Agreement nor cause for disciplinary action.
- B. It is the duty of the employee to report any and all on duty equipment or personal injury accidents to their supervisor as soon as possible.
- C. The Employer shall furnish all required safety equipment or protective clothing, except as hereinafter modified.  
  
The safety equipment or protective clothing furnished by the Employer shall be used only in the course of an employee's work .
- D. Any employee who is required by the Employer to wear safety glasses, shall, if the employee does not require corrective lenses, be provided with non-prescription safety glasses by the Employer. If such employee requires corrective lenses, the Employer shall contribute \$25.00 toward the glasses and if the employee requires bifocal lenses, the Employer shall contribute \$35.00 toward the glasses.
- E. Any employee who is required by the Employer to wear safety shoes shall be reimbursed by the Employer for fifty percent (50%) of the cost of such safety shoes but not to exceed fifty-five dollars (\$55) per employee in the first year of the program. Employer will reimburse such employees up to fifty-five dollars (\$55) per year to replace shoes which are damaged due to unusual wear and tear on the job.
- F. Any employee who refuses or repeatedly fails to use the safety equipment furnished or required by the Employer shall be subject to disciplinary action.

**ARTICLE 35 – INSURANCE – CSO III**

A. The Employer shall provide Health Insurance benefits as outlined in Addendum A.

Open enrollment will be every year.

Copays on office visit, emergency room, prescription drugs, CT Scans, PET Scans, MRI, and Nuclear Medicine do NOT apply to out-of-pocket limits.

The Employer shall provide a \$5,000 maximum, no deductible, freestanding dental plan including orthodontic benefits with a \$2,000 individual lifetime maximum in family dental contracts.

B. The selection of the carrier for the above coverage shall rest solely with the Employer. The Employer agrees to discuss in advance with the Union, any potential change in carrier and to provide the Union with a copy of the contract with a new carrier for its review at least thirty (30) days prior to the effective date of such contract. The Employer shall be precluded from changing carriers unless the benefits set forth in “A” are maintained.

C. In the event the carrier is changed, and for any reason does not maintain the benefits set forth in Paragraph “A” above, the Employer shall be responsible to the employees for any loss of benefits suffered thereby, and, further, shall be required to reinstate the aforementioned benefits.

D. The Employer shall pay the full premium cost of a Vision Hardware Program for all regular employees and their dependents as the case may be. The eye examination will be covered in accordance with the health insurance benefit.

E. The Employer shall provide \$20,000 term life insurance (A.D.D.) for all regular employees.

F. Any retiring employees who qualify for an annuity under the Wisconsin Retirement Fund, shall have the option of taking Plan A or C, to continue the Hospital and Surgical coverage exclusive of Dental and Vision, at their own expense, up to the time the retiree is eligible for Medicare, provided that they exercise this option prior to or on their last day of work.

**ARTICLE 36 – PENSION – CSO III**

The Employer shall pay the full amount of the employee’s contribution to the Wisconsin Retirement Fund.

**ARTICLE 37 – POST EMPLOYMENT HEALTH PLAN – CSO III**

Effective January 1, 2002 the City of Appleton agrees to participate in the Post Employment Health Plan (PEHP) for Collectively Bargained Public Employees (“Plan”) in accordance with the terms and conditions of the Plan’s Participation Agreement, a copy of which is attached to this agreement. The parties hereto designate Nationwide Retirement Solutions to act as Trustee for the Plan, or its successors appointed in accordance with the Plan and Trust documents. The Employer agrees to contribute to the Plan on behalf of employees represented by the Teamster Local 662 Community Service Officers Unit.

For the term of this agreement, the Employer shall contribute for each Eligible Employee the amount of \$10 per month. In addition, upon retirement, the percent, as established by November 1 of the eligible employees accumulated paid leave balance that would have otherwise been paid to the eligible employee, had the Employer not participated in the Plan, shall be contributed to the Plan.

1 Additionally, any accumulated sick leave above the 90 days to a maximum of 30 additional days shall be automatically  
2 paid to the Post Employment Health Plan.

3  
4 In addition, the bargaining group each year may select what percent of eligible accumulated paid leave balance will be  
5 contributed to the plan.

6 The percent contribution for retirees will be established annually by the group and will be used for the subsequent  
7 year. This elected percent contribution must be submitted to the Human Resources Director/or designee in writing  
8 prior to November 1 of each year.

9  
10 **ARTICLE 38 – MILITARY SERVICE – CSO III**

11  
12 The Employer shall be governed by the Uniformed Services Employment and Reemployment Rights Act (USERRA),  
13 as amended, as it applies to the employees covered hereunder. The Employer agrees to make up the difference  
14 between an employee’s regular weekly earnings of forty (40) hours at the employee’s straight time rate and the  
15 employee’s military compensation for summer training for a period not in excess of two (2) weeks per calendar year.  
16 To receive such leave, the employee must file a copy of his/her order with the Human Resources Director/or designee  
17 prior to the leave beginning. In order to receive full pay the employee is required to, upon receipt of military pay  
18 submit either the full pay or the difference of their military pay to the City payroll office. Employees, at their option,  
19 may request an unpaid leave of absence or may use paid time off for military leave and thereby retain the military  
20 leave as well as full pay for the full day(s).

21  
22 **ARTICLE 39 – JURY DUTY – CSO III**

23  
24 Non-probationary regular employees will receive full pay for any time lost while serving on jury duty or if subpoenaed  
25 on witness duty. In order for an employee to be eligible for witness duty pay, the reason for being a witness must be  
26 related to their employment with the City of Appleton. The employee shall immediately notify the Employer upon  
27 receipt of jury summons or subpoena. In order to receive full pay the employee is required to, upon receipt of jury or  
28 witness pay, submit their jury or witness pay to the City payroll office. The City payroll office will cash their check,  
29 retain the portion of the check representing per diem payments, and give the employee the mileage and meal  
30 reimbursement portions of the check. Employees, at their option, may request an unpaid leave of absence or may  
31 use paid time off for a day of jury or witness duty and thereby retain the jury pay as well as full pay for the day(s) off.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

CITY OF APPLETON:

BY: \_\_\_\_\_  
Timothy M. Hanna, Mayor

ATTEST:

BY: \_\_\_\_\_  
Cindi Hesse, City Clerk

Provision has been made to pay any liability which may accrue under this contract.

TEAMSTERS LOCAL UNION #662

\_\_\_\_\_  
Lisa A. Remiker  
Director of Finance  
City of Appleton, Wisconsin

BY: \_\_\_\_\_  
Robert Schlieve  
Secretary/Treasurer

Approved as to form:

\_\_\_\_\_  
James Walsh  
City Attorney  
City of Appleton, Wisconsin

**2009 - 2010 COMMUNITY SERVICE OFFICER  
JOB CLASSIFICATION AND HOURLY RATES OF PAY**

1/1/2009	2.00%
5/1/2009	1.00%
1/1/2010	2.00%
9/1/2010	1.00%

	Rates Effective			
	1/1/2009	5/1/2009	1/1/2010	9/1/2010
Community Service Officer				
Start	\$10.73	\$10.84	\$11.06	\$11.17
After 6 Months	\$11.38	\$11.49	\$11.72	\$11.84
After 18 Months	\$12.09	\$12.21	\$12.45	\$12.57
CSO III				
Start	\$17.15	\$17.32	\$17.67	\$17.85
After 1 Year	\$17.58	\$17.76	\$18.12	\$18.30
After 3 Years	\$18.45	\$18.63	\$19.00	\$19.19
After 4 Year	\$18.98	\$19.17	\$19.55	\$19.75
After 5 Years *	\$19.04	\$19.23	\$19.61	\$19.81
After 10 Years *	\$19.08	\$19.27	\$19.65	\$19.85
Lead CSO III				
Start	\$18.22	\$18.40	\$18.77	\$18.96
After 1 Year	\$18.66	\$18.85	\$19.23	\$19.42
After 3 Years	\$19.52	\$19.72	\$20.11	\$20.31
After 4 Years	\$20.05	\$20.25	\$20.66	\$20.87
After 5 Years *	\$20.11	\$20.31	\$20.72	\$20.93
After 10 Years *	\$20.15	\$20.35	\$20.76	\$20.97

\*Five and ten year steps represent the rates payable to employees with those years of service (longevity) in the applicable classification. Part time employees are not eligible for longevity.

\*Employees with that many years of service with the City in another classification(s) but fewer years in the classification to which this schedule applies, shall have the identical differential added to the applicable base pay step.

CITY OF APPLETON

AND

TEAMSTER LOCAL 662

**SICK LEAVE INCENTIVE PROGRAM – CSO III’s**

Effective January 1, 1983, employees represented by Teamsters Local #662 are covered by the City’s sick leave incentive program. That program is as follows:

1. Any employee who uses no sick leave during a calendar year shall have the option of converting eight hours of the unused sick leave to eight hours of vacation in the following year.
2. Any employee who uses twenty-four hours or less of sick leave in a calendar year, shall have the option of converting four hours of the unused sick leave to four hours of vacation in the following year.
3. Any employee who has reached the maximum accumulation of sick leave (120 days or 960 hours) and who uses twenty-four hours or less of sick leave in a calendar year, shall be permitted to increase this banked sick leave by the unused hours for that year.
4. This program shall be on a trial basis and will expire, December 30, 2010 unless extended by mutual agreement.

The above program does not change any contractual sick leave provisions. It is supplemental to, but not part of, the Labor Agreement.

(from side letter dated February 7, 1983)

For the City of Appleton	Date	For the Union	Date

CITY OF APPLETON  
AND  
TEAMSTER LOCAL 662

FLOATING HOLIDAYS

The parties agree that floating holidays may be taken in one (1) hour increments subject to prior approval from the employee's supervisor.

This side letter will expire December 30, 2010.

\_\_\_\_\_  
For the City of Appleton

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
Date

CITY OF APPLETON

AND

TEAMSTER LOCAL 662

POST EMPLOYMENT HEALTH PLAN (PEHP)

If the Union does not notify the City of its election for retirees to the Post Employment Health Plan (PEHP) by the timeline defined in the Collective Bargaining Agreement the contribution will remain the same as the previous years'.

This side letter shall cover all City of Appleton Teamster Local 662 employees and shall be attached to each of the Collective Bargaining Agreements.

\_\_\_\_\_  
For the City of Appleton

\_\_\_\_\_  
Date

\_\_\_\_\_  
For the Union

\_\_\_\_\_  
Date

**Employer Participation Agreement**  
**for the**  
**Post Employment Health Plan**  
**for Collectively Bargained Public Employees**

This PARTICIPATION AGREEMENT, effective as of the \_\_\_\_\_ date of \_\_\_\_\_, \_\_\_\_\_, (the "Effective Date"), by and between the undersigned employer (the "Employer"), and Nationwide Retirement Solutions (NRS), as the administrator (the "Administrator") of the Post Employment Health Plan for Collectively Bargained Public Employees (the "Plan").

**WITNESSETH:**

WHEREAS, the Employer is a State or a political subdivision thereof, or an agency or instrumentality of any of the foregoing; and

WHEREAS, the Plan provides post-retirement reimbursement of qualifying medical care expenses for the benefit of government employees and their dependents and,

WHEREAS, pursuant to a collective bargaining agreement (attached hereto as Exhibit B) with \_\_\_\_\_ (the "Local Union"), the Employer has agreed to make contributions pursuant to the Plan for work performed by its employees covered by said collective bargaining agreement ("Contributions"); and

WHEREAS, the Contributions will be held in trust by the LaSalle National Bank, or its successor, as trustee (the "Trustee") of the Trust for Post Employment Health Plan for Collectively Bargained Public Employees (the "Trust") for the exclusive benefit of plan participants and their qualified dependents;

WHEREAS, the Plan gives authority to the Administrator to accept on behalf of the Plan an Employer for participation in the Plan; and

WHEREAS, the Administrator is willing to accept the Employer as an Employer under the Plan upon the terms and conditions herein set forth;

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants herein contained, the Employer and the Administrator hereby agree as follows:

1. By execution of this Participation Agreement, the Employer adopts and agrees to be bound by all of the terms and provisions of the Plan and the Agreement and Declaration of Trust for the Plan assets (the "Trust Agreement") effective February 20, 1991 and such subsequent amendments which are adopted as provided in the Trust Agreement. The Employer agrees to be bound by all actions taken by the Administrator and the Trustee pursuant to the powers granted them by the Plan and Trust Agreement.
2. By execution of this Participation Agreement with the Employer, the Administrator accepts the Employer for participation in the Plan. The Trust Agreement and the Plan adopted by the Employer (and other participating employers) as in effect from time to time, shall fully apply to the Employer and its employees accepted for participation in the Plan.
3. This Participation Agreement does not authorize the Plan to bind the Employer in any manner inconsistent with the terms of its collective bargaining agreement and the Trust Agreement. This provision shall not preclude the Administrator or Trustee from enforcing any rights which are provided as a matter of law in favor of the Plan, its participants and beneficiaries or the Trustee.
4. This Participation Agreement shall cover only those categories of employment for which the present collective bargaining agreement between the Employer and the Local Union requires Contributions to the Plan. Any other categories of employment shall require specific acceptance by the Administrator to be covered under the Plan.
5. Subject to section 8 of this Agreement, this Agreement shall remain in effect during the term of any collective

bargaining agreement between the Employer and the Local Union, during any extensions or renewals thereof and during any period the Employer continues to make Contributions provided that if any negotiated change in the collective bargaining agreement requiring Contributions to the Plan is made, such change must be submitted to the Administrator for acceptance prior to its becoming effective and binding on the Administrator. The Administrator, however, reserves the right to terminate the Employer's participation in the Plan:

- (a) should the Employer fail to make Contributions to the Plan;
  - (b) if at any time the Employer's collective bargaining agreement is modified in a manner which affects the operation or administration of the Plan in a manner which is unacceptable to the Administrator or Trustee;  
or
  - (c) as otherwise provided in the Plan or Trust Agreement.
6. The commencement and continuation of the Employer's participation in the Plan is contingent upon such commencement or continuation of participation not impairing the attainment, or retention, of the tax exempt status of the Trust under section 501(c)(9) of the Internal Revenue Code of 1986, as amended.
7. The Employer shall pay Contributions to the Plan required by its collective bargaining agreement in effect with the Local Union, from time to time, for each employee in a category for whom a Contribution is required pursuant to its collective bargaining agreement with the Local Union. All Contributions shall be due and payable to the Trustee or such other lockbox designated by the Administrator from time to time and maintained by the Trustee. With each Contribution to the Plan, the Employer will provide the Administrator with a Contribution Summary Sheet (or similar Report) which shall list the employees for whom contributions are made, their social security numbers, names and whether the contributions are for health care premiums or unreimbursed health care expenses and the amounts to be allocated on behalf of each such employee. The Administrator or its designee shall record the Contribution and reconcile the Employer's Contribution Summary Sheet or other Report. The Administrator shall instruct the Trustee to transfer the Contributions in good order from the lockbox to the Trust investment account upon completion of such recording and reconciliation. Contributions shall not accrue income or share in investment gains or losses while they are in lockbox prior to the transfer to the Trust investment account.

The Employer understands that failure to make payments in a timely manner may result in sanctions permitted by law, as well as the termination of its participation in the Plan, as provided in rules established from time to time by the Administrator.

On request the Administrator shall provide the Local Union a copy of the Contribution Summary Sheet (or similar Report) for Participants represented by the Local Union and shall notify the Local Union of the amounts received on behalf of those Participants at the request of the Union. The Administrator and Trustee may assume that Contributions paid over to the lockbox by participating Employers are correct. Any responsibility relating to enforcement of the contribution obligation pursuant to the collective bargaining agreement and this Participation Agreement shall rest solely with the Local Union.

8. The Employer (and the Local Union through the collective bargaining agreement) hereby appoint, and approve of, NRS to provide claims payment services and to act as the Administrator for the Plan. The Employer further agrees that the Administrator's compensation for its services shall be based on the schedule attached hereto as Exhibit A. The Administrator's fee shall remain fixed for the duration of the collective bargaining agreement unless the Employer and Administrator, upon mutual agreement, adjust the Administrator's fees during the term of the collective bargaining agreement. Upon the expiration of the collective bargaining agreement, the Administrator may adjust its fee. If the Employer does not approve a revised fee schedule, then the Administrator shall charge the fee based on the schedule approved by a majority of the Employers employing a majority of Participants participating under the Plan.
9. In addition to the fees to the Administrator, the Administrator shall have the authority to pay from the Trust any additional fees for legal services, Trustee expenses and other Plan related fees and expenses reasonably determined by the Administrator to be necessary for the Plan's and Trust's operation.
10. The Employer and the Local Union (through the collective bargaining agreement) hereby appoint, and approve of, LaSalle National Bank to act as Trustee of the Plan and Trust, and hereby ratify the terms of the Trust Agreement entered into between employees' representatives (i.e., the Professional Firefighters of Wisconsin, the Illinois Professional Firefighters Association, and the Wisconsin Professional Police Association) and the Trustee, a copy of which has been provided to the Employer.

11. The Employer (and its covered employees through its Advisory Committee Representative) hereby appoint and approve of Nationwide Advisory Services, Inc. to act as investment manager for the Trust's assets and the utilization of a group variable annuity for investment of the Employer's contributions. The Employer acknowledges that it has received and reviewed the informational brochure for the annuity. It is understood and agreed that part of the arrangement between NRS as Administrator and product provider Nationwide Life Insurance Co. includes commissions.
12. No waiver of any default in performance on the part of the Administrator or the Employer or any breach or series of breaches of any of the terms of this Agreement shall constitute a waiver of any subsequent breach. Resort to any remedies referred to herein shall not be construed as a waiver or any other rights and remedies to which the Administrator is entitled under this Agreement or otherwise.
13. Should any part of this Agreement for any reason be declared invalid, such decision shall not affect the validity of any remaining portion, which remaining portion shall remain in force and effect as if this Agreement had been executed without the invalid portion.
14. The Employer shall indemnify and hold the Administrator harmless for and against all losses, damages, liabilities or expenses (including, but not limited to, reasonable attorney's fees and litigation expenses) which the Administrator may incur as a result of claims based upon any breach by the Employer, its affiliates, agents or employees of any provisions of this Agreement, the Plan document or related items that are within their reasonable control.
15. The Administrator shall indemnify and hold the Employer harmless for and against all losses, damages, liabilities or expenses (including, but not limited to reasonable attorney's fees and litigation expenses) which the Employer may incur as a result of claims based upon any breach by the Administrator, its affiliates, agents or employees of any provisions of this Agreement, the Plan Document or related items that are within their reasonable control.
16. As a condition precedent to any right of action hereunder, in the event of any dispute or difference of opinion hereafter arising with respect to this Agreement, it is hereby mutually agreed that such dispute or difference of opinion shall be submitted to arbitration, in accordance with the Commercial Rules of Arbitration of the American Arbitration Association, except as otherwise provided in this arbitration provision. One arbiter shall be chosen by Employer, the other by NRS, and an umpire shall be chosen by the two arbiters before they enter upon arbitration. In the event that either party should fail to choose an arbiter within (30) days following a written request by the other party to do so, the requesting party may choose two arbiters who shall in turn choose an umpire before entering upon arbitration. If the two arbiters fail on the selection of an umpire within (30) days following their appointment, each arbiter shall name three nominees, of whom the other shall decline two, and the decision shall be made by drawing lots.
17. This agreement shall be interpreted, and the rights and liabilities of the parties determined, in accordance with the laws of the State of Ohio. The parties consent to the jurisdiction of any Local, State or Federal Court located within Ohio.

IN WITNESS WHEREOF, the Employer has caused this Agreement to be executed on its behalf by a duly authorized officer, and duly authorized representative of NRS executed this Agreement on behalf of the Administrator.

		_____
		(Entity Name)
_____, 20____	By _____	_____
		Entity Signature
_____, 20____	By _____	_____
		NRS Representative Nationwide Retirement Solutions, Inc. (NRS as Administrator)

**City of Appleton**  
**2009-2010 PLAN OPTIONS –**

**Addendum A**



This Benefit Summary is intended only to highlight benefits and should not be relied upon to fully determine coverage. This benefit plan may not cover all health care expenses. **More complete descriptions of Benefits and the terms under which they are provided are contained in the Summary Plan Description that you will receive upon enrollment in the Plan.**

If this Benefit Summary conflicts in any way with the Summary Plan Description issued to the employer, the Summary Plan Description shall prevail.  
 Where Benefits are subject to day, visit, and/or dollar limits, such limits apply to the combined use of Benefits whether in-Network or out-of-Network except where mandated by state law.  
 Network Benefits are payable for Covered Health Services provided by or under the direction of your Network physician.

**\*Prior notification is required for certain services. If UHC is not notified, Benefits will be reduced to 50% of eligible expenses or non-payment.**

Types of Coverage	PPO Plan A		PPO Plan B		HRA Plan C	
	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts
<b>Annual Deductible</b> In and Out-of-Network deductibles are tracked separate, they do not aggregate	\$500 per covered person per calendar year, not to exceed \$1,000 for all covered persons in a family	\$1,000 per covered person per calendar year, not to exceed \$2,000 for all covered persons in a family	\$250 per covered person per calendar year, not to exceed \$500 for all covered persons in a family	\$500 per covered person per calendar year, not to exceed \$1,000 for all covered persons in a family	\$1,000 per covered person per calendar year, not to exceed \$2,000 for all covered persons in a family	\$2,000 per covered person per calendar year, not to exceed \$4,000 for all covered persons in a family
<b>Out-of-Pocket Maximum</b> (Includes Deductible, excludes Prescription Drug copays)	\$1,000 per covered person per calendar year, not to exceed \$2,000 for all covered persons in a family	\$2,000 per covered person per calendar year, not to exceed \$4,000 for all covered persons in a family	\$750 per covered person per calendar year, not to exceed \$1,500 for all covered persons in a family	\$1,000 per covered person per calendar year, not to exceed \$2,000 for all covered persons in a family	\$2,000 per covered person per calendar year, not to exceed \$4,000 for all covered persons in a family	\$5,000 per covered person per calendar year, not to exceed \$10,000 for all covered persons in a family
<b>HRA - City of Appleton Funding</b>	N/A		N/A		Annual: single - \$500, family \$1,000 Max cap: single - \$2,000, family - \$4,000	
<b>Lifetime Maximum Plan Benefit</b> (regardless of plan choice or change from one to another)	\$3,000,000 combined (in and out of network) benefit per covered person	\$3,000,000 combined (in and out of network) benefit per covered person	\$3,000,000 combined (in and out of network) benefit per covered person	\$3,000,000 combined (in and out of network) benefit per covered person	\$3,000,000 combined (in and out of network) benefit per covered person	\$3,000,000 combined (in and out of network) benefit per covered person

Types of Coverage	PPO Plan A		PPO Plan B		HRA Plan C	
	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts
<b>1. Ambulance Services – Emergency Only</b>	Ground transportation: 90% of eligible expenses after deductible. Air transportation: 90% of eligible expenses after deductible	Ground transportation: 90% of eligible expenses after deductible. Air transportation: 90% of eligible expenses after deductible	Ground transportation: 90% of eligible expenses after deductible. Air transportation: 90% of eligible expenses after deductible	Ground transportation: 90% of eligible expenses after deductible. Air transportation: 90% of eligible expenses after deductible	Ground transportation: 90% of eligible expenses after deductible. Air transportation: 90% of eligible expenses after deductible	Ground transportation: 90% of eligible expenses after deductible. Air transportation: 90% of eligible expenses after deductible
<b>2. Dental Services – Accident Only</b>	90% of eligible expenses after deductible; *prior notification is required before follow-up treatment begins	90% of eligible expenses after deductible; *prior notification is required before follow-up treatment begins	90% of eligible expenses after deductible; *prior notification is required before follow-up treatment begins	90% of eligible expenses after deductible; *prior notification is required before follow-up treatment begins	90% of eligible expenses after deductible; *prior notification is required before follow-up treatment begins	90% of eligible expenses after deductible; *prior notification is required before follow-up treatment begins
<b>3. Durable Medical Equipment</b>	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required when the cost is more than \$1,000 <sup>(1)</sup>	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required when the cost is more than \$1,000 <sup>(1)</sup>	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required when the cost is more than \$1,000 <sup>(1)</sup>
<b>3a. Hearing Aids – up to \$1,500 Max Benefit, Every Three Years</b>	90% of eligible expenses after deductible	Not covered	90% of eligible expenses after deductible	Not covered	90% of eligible expenses after deductible	Not covered
<b>4. Emergency Health Services</b>	\$50 copay (waived if admitted)	\$50 copay (waived if admitted); *notification is required if results in an inpatient stay	\$50 copay (waived if admitted)	\$50 copay (waived if admitted); *notification is required if results in an inpatient stay	\$50 copay (waived if admitted)	\$50 copay (waived if admitted); *notification is required if results in an inpatient stay
<b>5. Eye Examinations</b> Refractive eye examinations are limited to one every calendar year from a UHC network provider.	100% coverage	No coverage	100% coverage	No coverage	100% coverage	No coverage

Types of Coverage	PPO Plan A		PPO Plan B		HRA Plan C	
	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts
<b>5a. Eye Exam Arising out of Illness or Injury</b>	\$20 per visit	70% of eligible expenses after deductible	\$15 per visit	70% of eligible expenses after deductible	\$25 per visit	70% of eligible expenses after deductible
<b>6. Home Health Care</b> Network and non-network benefits are limited to 60 visits for skilled care services per calendar year.	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required 5 days before receiving services	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required 5 days before receiving services	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required 5 days before receiving services
<b>7. Hospice Care</b> Network and non-network benefits are limited to 360 days during the entire period of time a covered person is covered under the plan.	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required 5 days before receiving services	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required 5 days before receiving services	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required 5 days before receiving services
<b>8. Hospital – Inpatient Stay</b>	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification required	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification required	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification required
<b>9. Injections Received in a Physician’s Office</b>	\$20 copay per visit	70% of eligible expenses after deductible	\$15 copay per visit	70% of eligible expenses after deductible	\$25 copay per visit	70% of eligible expenses after deductible
<b>10. Maternity Services – Prenatal Care</b>	\$20 copay for initial visit; no copayment applies to physician office visits for prenatal care after the first visit. Delivery is subject to deductible and coinsurance.	70% of eligible expenses after deductible; *notification is required if inpatient stay exceeds 48 hours following a normal vaginal delivery or 96 hours following a cesarean section delivery.	\$15 copay for initial visit. No copayment applies to physician office visits for prenatal care after the first visit. Delivery is subject to deductible and coinsurance.	70% of eligible expenses after deductible; *notification is required if inpatient stay exceeds 48 hours following a normal vaginal delivery or 96 hours following a cesarean section delivery.	\$25 copay for initial visit. No copayment applies to physician office visits for prenatal care after the first visit. Delivery is subject to deductible and coinsurance.	70% of eligible expenses after deductible; *notification is required if inpatient stay exceeds 48 hours following a normal vaginal delivery or 96 hours following a cesarean section delivery

Types of Coverage	PPO Plan A		PPO Plan B		HRA Plan C	
	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts
<b>11. Outpatient Surgery, Diagnostic, and Therapeutic Services</b>						
Outpatient surgery	90% of eligible expenses after deductible	70% of eligible expenses after deductible	90% of eligible expenses after deductible	70% of eligible expenses after deductible	90% of eligible expenses after deductible	70% of eligible expenses after deductible
Outpatient Diagnostic Services Lab, Radiology/X-ray (unless otherwise noted)	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible
Outpatient diagnostic/ Therapeutic Services – CT Scans, PET Scans, MRI, and Nuclear Medicine	\$50 copay per test	70% of eligible expenses after deductible	\$50 copay per test	70% of eligible expenses after deductible	\$50 copay per test	70% of eligible expenses after deductible
Outpatient Therapeutic Treatments	90% of eligible expenses after deductible	70% of eligible expenses after deductible	90% of eligible expenses after deductible	70% of eligible expenses after deductible	90% of eligible expenses after deductible	70% of eligible expenses after deductible
PSA	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible
Colonoscopies	90% of eligible expenses after deductible	70% of eligible expenses after deductible	90% of eligible expenses after deductible	70% of eligible expenses after deductible	90% of eligible expenses after deductible	70% of eligible expenses after deductible
Colonoscopies (proposed)	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible
Mammograms	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible

Types of Coverage	PPO Plan A		PPO Plan B		HRA Plan C	
	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts
<b>12. Physician's Office Services</b>	\$20 copay per visit	70% of eligible expenses after deductible	\$15 copay per visit	70% of eligible expenses after deductible	\$25 copay per visit	70% of eligible expenses after deductible
<b>12a. Preventive Care</b> -Voluntary Family Planning -Well Baby and Well Child Care -Routine Physical Exams -Vision Screening (not including refractive exams) -Hearing Screenings -Pap Tests, Pelvic Exams or related covered services	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible
-Immunizations	100% coverage	Age 6 and under: Covered at 100% Over age 6: subject to deductible and coinsurance	100% coverage	Age 6 and under: Covered at 100% Over age 6: subject to deductible and coinsurance	100% coverage	Age 6 and under: Covered at 100% Over age 6: subject to deductible and coinsurance
PSA Screenings, once per year	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible
Colonoscopies, once per year	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible
Mammograms, once per year	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible	100% coverage	70% of eligible expenses after deductible
<b>13. Professional Fees for Surgical and Medical Services</b>	90% of eligible expenses after deductible	70% of eligible expenses after deductible	90% of eligible expenses after deductible	70% of eligible expenses after deductible	90% of eligible expenses after deductible	70% of eligible expenses after deductible
<b>14. Prosthetic Devices</b> (1 device every 3 years – waived for dependent needing update due to growth.)	90% of eligible expenses after deductible	70% of eligible expenses after deductible	90% of eligible expenses after deductible	70% of eligible expenses after deductible	90% of eligible expenses after deductible	70% of eligible expenses after deductible

Types of Coverage	PPO Plan A		PPO Plan B		HRA Plan C	
	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts
<b>15. Reconstructive Procedures</b>	90% of eligible expenses after deductible and/or copays	70% of eligible expenses after deductible; *prior notification is required	90% of eligible expenses after deductible and/or copays	70% of eligible expenses after deductible; *prior notification is required	90% of eligible expenses after deductible and/or copays	70% of eligible expenses after deductible; *prior notification is required
<b>16. Rehabilitation Services – Outpatient Therapy</b> Network and non-network benefits are limited as follows: 20 visits of physical therapy; 20 visits of occupational therapy; 20 visits of speech therapy; 20 visits of pulmonary rehabilitation; 36 visits of cardiac rehabilitation; and 30 visits of post-cochlear implant aural therapy per calendar year	90% of eligible expenses after deductible	70% of eligible expenses after deductible	90% of eligible expenses after deductible	70% of eligible expenses after deductible	90% of eligible expenses after deductible	70% of eligible expenses after deductible
<b>17. Skilled Nursing Facility</b> Network and non-network benefits are limited to 30 days per inpatient stay. <b>Inpatient Rehabilitation</b> – 90 days per inpatient stay.	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required
<b>18. Transplantation Services</b>	90% of eligible expenses after deductible; *prior notification is required	70% of eligible expenses after deductible; benefits are limited to \$30,000 per transplant. *Prior notification is required. <sup>(2)</sup>	90% of eligible expenses after deductible; *prior notification is required	70% of eligible expenses after deductible; benefits are limited to \$30,000 per transplant. *Prior notification is required. <sup>(2)</sup>	90% of eligible expenses after deductible; *prior notification is required.	70% of eligible expenses after deductible; benefits are limited to \$30,000 per transplant. *Prior notification is required. <sup>(2)</sup>
<b>19. Urgent Care Center Services</b>	90% of eligible expenses after deductible	70% of eligible expenses after deductible	90% of eligible expenses after deductible	70% of eligible expenses after deductible	90% of eligible expenses after deductible	70% of eligible expenses after deductible

## ADDITIONAL BENEFITS

Types of Coverage	PPO Plan A		PPO Plan B		HRA Plan	
	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts
<b>Mental Health and Substance Abuse Services – Outpatient</b> Must receive prior authorization through the Mental Health/Substance Abuse Designee. Network and non-network benefits are limited to 20 visits or \$2,000 whichever is greater per calendar year.	\$20 copay per individual visit, \$15 per group visit <sup>(1)</sup>	70% of eligible expenses after deductible <sup>(1)</sup>	\$15 copay per individual visit, \$10 per group visit <sup>(1)</sup>	70% of eligible expenses after deductible <sup>(1)</sup>	\$25 copay per individual visit, \$20 per group visit <sup>(1)</sup>	70% of eligible expenses after deductible <sup>(1)</sup>
<b>Mental Health and Substance Abuse Services – Inpatient</b> Must receive prior authorization through the Mental Health/Substance Abuse Designee. Network and non-network benefits are limited to 30 days or \$7,000 whichever is greater per calendar year.	90% of eligible expenses after deductible <sup>(1)</sup>	70% of eligible expenses after deductible <sup>(1)</sup>	90% of eligible expenses after deductible <sup>(1)</sup>	70% of eligible expenses after deductible <sup>(1)</sup>	90% of eligible expenses after deductible <sup>(1)</sup>	70% of eligible expenses after deductible <sup>(1)</sup>
<b>Mental Health and Substance Abuse – Transitional</b> Must receive prior authorization through the Mental Health/Substance Abuse Designee. Network and non-network benefits are limited to 20 visits or \$3,000 whichever is greater per calendar year.	90% of eligible expenses after deductible <sup>(1)</sup>	70% of eligible expenses after deductible <sup>(1)</sup>	90% of eligible expenses after deductible <sup>(1)</sup>	70% of eligible expenses after deductible <sup>(1)</sup>	90% of eligible expenses after deductible <sup>(1)</sup>	70% of eligible expenses after deductible <sup>(1)</sup>
<b>Chiropractic Care</b> Benefits include diagnosis and related services. Network and non-network benefits are limited to 24 visits per calendar year.	90% of eligible expenses after deductible	70% eligible expenses after deductible	90% of eligible expenses after deductible	70% eligible expenses after deductible	90% of eligible expenses after deductible	70% eligible expenses after deductible
<b>Prescription Drugs</b> - <b>Retail</b> Tier I (Preferred) – Tier II (Not Preferred) – Tier III  - <b>Mail Order</b> Tier I (Preferred) – Tier II (Not Preferred) – Tier III	(31 Day Supply) \$10 copay \$25 copay \$40 copay  (90 Day Supply) \$25 copay \$62.50 copay \$100 copay	(31 Day Supply) \$10 copay \$25 copay \$40 copay  N/A	(31 Day Supply) \$10 copay \$25 copay \$40 copay  (90 Day Supply) \$25 copay \$62.50 copay \$100 copay	(31 Day Supply) \$10 copay \$25 copay \$40 copay  N/A	(31 Day Supply) \$10 copay \$25 copay \$40 copay  (90 Day Supply) \$25 copay \$62.50 copay \$100 copay	(31 Day Supply) \$10 copay \$25 copay \$40 copay  N/A

Types of Coverage	PPO Plan A		PPO Plan B		HRA Plan	
	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts	Network Benefits/ Copayment Amounts	Non-Network Benefits/ Copayment Amounts
- <b>Specialty Pharmacy</b> UHC has created a network of select, specialty pharmacies based on their level of clinical capabilities, quality of services and medication costs. Prescriptions may be dispensed through these retail specialty pharmacies only (with applicable copays).	See above for retail copays only. Specialty medications are not available through mail order.	See above for retail copays only. Specialty medications are not available through mail order.	See above for retail copays only. Specialty medications are not available through mail order.	See above for retail copays only. Specialty medications are not available through mail order.	See above for retail copays only. Specialty medications are not available through mail order.	See above for retail copays only. Specialty medications are not available through mail order.
<b>Employee Monthly Contribution (proposed)</b>	2009 - \$10/month single \$25/month family 2010 - \$20/month single \$40/month family		2009 - \$40/month single \$75/month family 2010 - \$50/month single \$100/month family		\$0 – no cost to employee	

<sup>(1)</sup> If prior notification is not done, no benefit is payable.

<sup>(2)</sup> Does not apply to kidney transplants - special benefits apply.

**Note: If two City of Appleton employees enroll in the HRA plan, there is only one HRA account with a maximum annual contribution equal to one employee family funding.**

This constitutes only a summary of the health plan involved. The actual contract or plan document must be consulted to determine the governing contractual provisions, limitations, or exclusions. There is no guarantee, expressed or implied, by Associated Financial Group or vendors of plan provisions or level of payments.