

2009 – 2010
LABOR AGREEMENT

CITY OF APPLETON AND TEAMSTERS LOCAL UNION #662

COVERING

Engineering Technicians and Office Support Employees

of the Department of Public Works

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LABOR AGREEMENT

CITY OF APPLETON AND TEAMSTERS LOCAL UNION #662

covering

ENGINEERING TECHNICIANS AND OFFICE CLERICAL EMPLOYEES
OF THE DEPARTMENT OF PUBLIC WORKS

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 Divisions covered hereby.

ARTICLE 1 – RECOGNITION

The Employer shall recognize Teamster Local Union #662 as the authorized representative and exclusive bargaining agent for the Engineering Technicians and Office Support employees of the Department of Public Works, exclusive of Supervisors, Professional and Managerial, Foremen, Superintendents and Confidential 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 – TEMPORARY EMPLOYEES AND PART-TIME EMPLOYEES

Part-time employees shall receive pro-rated benefits based on the approved budgeted position. All temporary employees who are employed one thousand (1000) or more hours in a twelve (12) month period shall be considered regular employees after such time with no further probationary period required. This provision shall not be used to circumvent the hiring of new employees for regular positions.

Temporary employees who are hired on a regular basis prior to working 1000 hours in a twelve month period shall be required to serve the full probationary period provided for in Article 2, regardless of the number of hours they worked as a temporary employee.

ARTICLE 4 – HOURS OF WORK

1
2
3 A. The present schedule of hours shall be maintained during the term of this Agreement unless by mutual
4 agreement between the City and the Union. Said schedule to be attached to this Agreement as Exhibit B and
5 made a part thereof.
6

7 The scheduled workweek shall be forty (40) hours, and shall consist of eight (8) hours per day, Monday
8 through Friday.
9

10 B. There shall be no split shifts.
11

12 C. Employees will be subject to call at any time for special assignments and/or emergency work.
13

14 D. Extra (temporary) employees shall not be used unless all available regular employees are working.
15

16 E. The workweek begins at 12:01 AM Sunday. The workday is defined as a 24-hour period beginning at 12:01
17 AM.
18

19 F. Having reported for work, no employee may leave during working hours without permission.
20

21 G. Any changes to an employee's schedule must be pre-approved by the supervisor. The employer shall not be
22 responsible for any other compensation that the employee would have otherwise been eligible for under this
23 Collective Bargaining Agreement, as a result of the above schedule change. (e.g. overtime, double time, shift
24 differential, meal allowance, holiday pay, etc.) Schedule changes must occur within a workweek.
25

ARTICLE 5 – COMPENSATION

26
27
28 A. When an employee reports for work as scheduled and no work is available, the employee shall receive a
29 minimum of four (4) hours pay. If an employee is put to work and remains available, the employee shall
30 receive a minimum of eight (8) hours pay.
31

32 B. Employees called for work outside their regular hours shall receive three (3) hours pay at their regular rate in
33 addition to the pay for actual hours worked provided, however, the employee shall receive no less than four
34 (4) hours straight time pay.
35

36 C. Office employees notified prior to leaving work on the previous day who are required to start work at other
37 than their regular scheduled starting time shall work their regular schedule in addition thereto.
38

39 Other employees required to start work at other than their regularly scheduled starting time shall receive four
40 (4) hours straight time in pay in addition to the pay for the actual hours worked.
41

42 The foregoing shall not be applicable when employees start not more than two (2) hours ahead of their
43 regular starting time for regularly scheduled daily overtime. (i.e. employee scheduled to work nine (9) hours
44 daily, Monday through Friday, 6:30 AM to 4:00 PM.)
45

46 D. If an employee is required to take a temporary job with a lesser rate of pay, the employee will not be required
47 to take a reduction in pay. Any employee who is assigned to a job with a higher rate of pay shall receive the
48 rate of the job to which the employee is temporarily assigned for all hours worked at the higher rated job, if
49 two (2) hours or less. If more than two (2) hours, the employee shall receive the higher rate for all hours

1 worked that day. This provision shall not apply when the employee is being cross-trained on other duties
2 within the Department.
3

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

7 F. The Employer shall determine the number of employees to be assigned to any job classification and the job
8 classifications needed to operate the Employer's facilities. Any new jobs or new operations not classified or
9 described in this Agreement shall be subject to immediate negotiations between the parties to this
10 Agreement. The Employer may establish a temporary rate for such new jobs or operations prior to the start of
11 any such negotiations. The negotiated rate shall be retroactive to the date the position was filled.
12

13 G. Longevity: This payment is included in Exhibit "A".
14

15 H. An employee who is called on the telephone, outside of his/her regularly scheduled hours, to provide
16 information related to the operation of the department shall be paid for the time actually spent on the
17 telephone, but not less than one hour's straight time pay for each calendar day on which such calls occur.
18

19 **ARTICLE 6 – OVERTIME AND PREMIUM PAY**

20
21 A. One and one-half (1 1/2) times the base pay shall be paid as follows:
22

- 23 1) For all hours worked in excess of eight (8) hours per day, Monday through Friday. This does not apply to
24 schedule changes pre-approved by the supervisor in Article 4.G.
- 25 2) For all hours worked on Saturday.
26

27 Note: Paid time off, except for Worker's Compensation, will not be considered as hours worked for overtime
28 purposes.
29

30 B. Employees shall have the option to take payment for overtime worked in cash or in time off, subject to the
31 following conditions:
32

- 33 1) Such option shall apply only to overtime worked from January 1 through November 30.
- 34 2) Employees will be allowed to carry over up to forty (40) hours of compensatory time from one year to the
35 next. Any comp time in excess of forty (40) hours shall be paid in cash on the first paycheck in
36 December.
- 37 3) Compensatory time off shall be scheduled by mutual agreement between the employee and the
38 Department Head.
- 39 4) In the event an employee terminates employment, the unused balance shall be paid in cash at the wage
40 rate in effect at the time it was earned.
41

42 C. Two (2) times the base pay shall be paid for all hours worked on Sunday.
43

44 D. Any employee required to work on any of the paid holidays specified in Article 9 shall receive two times the
45 employee's base pay for all hours worked in addition to the holiday pay.
46

47 E. All regular employees who work anytime between 6:00 PM and 10:00 PM shall receive an additional thirty
48 cents (\$.30) per hour and anytime between 10:00 PM and 7:00 AM an additional fifty cents (\$.50) per hour
49 added to their final computed overtime or base pay rate.
50

1 **ARTICLE 7 – WORK AT HOME**

2
3 If employees are permitted to perform work at home, actual hours worked shall be treated the same as if the work was
4 performed at a City facility, but no call time or shift differential will apply. No such work shall be performed without
5 specific approval, in advance, by the Employer. The Employer reserves the right to inspect home work sites by
6 appointment for safety purposes and to establish reasonable methods of monitoring actual hours worked.
7

8 **ARTICLE 8 – PAY PERIOD**

9
10 All hourly paid employees shall be paid bi-weekly, every other Thursday. If a holiday falls on a day Monday through
11 Thursday, payday shall be on Friday. Each pay period ends at Midnight the Saturday preceding pay day.
12

13 **ARTICLE 9 – HOLIDAYS WITH PAY**

14
15 A. All regular employees shall receive eight (8) hours pay at their regular straight time hourly rate for the
16 following holidays irrespective of the day of the week on which they fall: New Year’s Day, Memorial Day,
17 Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, the last regularly
18 scheduled work day before Christmas, and Christmas Day. In the event any of said holidays fall on Saturday,
19 the preceding Friday will be considered the holiday.
20

21 The foregoing holidays will be celebrated pursuant to the Federal Holidays Act of 1968 (Public Law 90-363).
22

23 All regular employees shall receive two additional regularly scheduled work days off each calendar year to be
24 designated as paid holidays. Between January 1 and April 1 of each year, employees may sign up for these
25 holidays by seniority. After April 1, floating holidays which have not been signed for shall be taken on a first-
26 come, first served basis with not less than forty-eight (48) hours notice of same. Not more than two
27 employees (with a maximum of one employee from the survey section) shall be permitted to select the same
28 day unless more are approved by the Department Head.
29

30 Employees shall receive two regularly scheduled work days off each calendar year as a paid holiday, in
31 addition to the above. This day off shall be scheduled by mutual agreement between the Employer and
32 employee. The Employer may restrict the time periods in which this day off may be taken, based on
33 department work loads.
34

35 B. In order that employees be eligible for holiday pay, they must work their regularly scheduled work day
36 immediately preceding and following the holiday except in the case of an employee on paid leave.
37

38 C. Benefits of this article are effective on the sixty-first (61) calendar day of employment
39

40 **ARTICLE 10 – LEAVE OF ABSENCE**

41
42 A. Any employees who wish to absent themselves from their employment shall make application for such leave
43 of absence as follows:
44
45 1) Submit a written request at least forty-eight (48) hours prior to the leave.
46 2) For a leave not to exceed three (3) consecutive days, the request shall be made to the Department Head.
47 3) For a leave in excess of three (3) consecutive days, the request shall be made to the Director of Human
48 Resources through the Department Head.
49

- 1 B. A leave of absence shall be granted to any employee who has been delegated to perform a service for the
2 Union, provided, however, it does not impair the operating efficiency of the respective employee's Division.
3
4 C. After any three (3) consecutive days of unapproved absence, the Director of Human Resources may declare
5 a position vacant.
6
7 D. Leave of absence shall be without pay.
8
9 E. No leave of absence shall be granted an employee until such employee has made suitable arrangements with
10 the Director of Human Resources for the continued payment of such employee's group insurance premium for
11 the period of the leave of absence.
12
13 F. Failure to comply with the provisions of this Article shall result in the complete loss of seniority rights of the
14 employee involved subject to the provisions of Section C above. An employee's inability to work because of
15 proven sickness or injury shall not result in the loss of seniority rights.
16

17 **ARTICLE 11- JOB POSTING**

- 18
19 A. A new job or vacancy within a Department shall be filled as follows:
20
21 1) Posted on Department bulletin board for five (5) working days. Such posting shall include the
22 qualification standards for the position, where such standards have been developed.
23 2) Employees of the Department desiring posted jobs will sign the notice.
24 3) The Steward will be furnished copies of the original and the completed postings.
25 4) Employee oldest in seniority within the department who meets the qualification standards shall be eligible
26 for a trial period of up to thirty (30) calendar days in which to qualify for such job. If no standards are
27 included in the posting, the senior applicant shall be eligible for the trial period.
28 5) The thirty (30) day trial period will be extended to sixty (60) days upon written request by the Employer to
29 the Union prior to expiration of the initial thirty (30) day trial period.
30 6) Employees may request to return to their prior position during the first 10 working days of the trial period.
31 A request to return shall be honored within two weeks. Employees serving a trial period shall not be
32 eligible to sign a job posting for a different position during that trial period.
33
34 B. Vacancies resulting from job postings pursuant to A above or the original vacancy if no successful bid is
35 received within the department, shall be posted unit-wide and filled in accordance with Paragraph A. Such
36 posting may be made simultaneously with the posting provided for in paragraph "A" above if the Employer
37 determines it would be proper to do so to expedite the process. For purposes of this paragraph only, the
38 definition of "unit-wide" shall be expanded to include employees in the following bargaining units:
39
40 1) Engineering Technicians and Office Support
41 2) City Hall Unit
42
43 C. The City will provide qualification standards to the Union before utilizing them in the posting procedure. The
44 standards shall not be arbitrary and capricious and the Union reserves the right to grieve the reasonableness
45 of the standards.
46
47 D. Job discontinuance or suspension shall be handled as follows:
48
49 1) Posted on bulletin board.
50 2) Copy furnished Steward.

- 1
2 E. When seniority is not recognized in filling vacancies under this Article, the case shall be subject to the
3 grievance procedure.
4
5 F. Temporary vacancies shall be handled as follows:
6
7 1) Posted on the bulletin board within the Division for five (5) working days.
8 2) Held by the temporary replacement until the regular employee returns to work.
9 3) Temporary replacement reinstated back in job formerly held.
10 4) This section shall not be used to circumvent the procedure as set forth in Section "A" of this Article.
11
12 G. Vacancies may be filled for a maximum of five (5) working days, without posting or without regard to seniority.
13
14 H. The City agrees to post notices of job vacancies in other City bargaining units represented by the Union on
15 departmental bulletin boards. Such postings shall be informational only and the City shall not be required to
16 give preference to present employees in filling such vacancies. Employees on layoff shall have the further
17 right to apply for any vacancy which may occur in any other Teamster-represented bargaining unit. Such
18 applicants shall be subject to the same hiring criteria as applied to any other applicant. If a laid-off employee
19 is found to possess qualifications at least equal to those of the best qualified acceptable applicant who is not
20 employed by the City, such employee shall be given preference based on length of service with the City. The
21 determination of relative qualifications shall not be subject to the grievance procedure.
22
23 I. Employees who voluntarily transfer to a lower rated position in the Engineering Technicians and Office
24 Support Employees Bargaining Unit shall be paid at the step of the new position based on the employee's
25 length of time in the Engineering Technicians and Office Support Employees Bargaining Unit. This provision
26 shall not apply to temporary assignments.
27
28 J. Employees who voluntarily transfer to a lower rated position in the City Hall Bargaining Unit, shall be paid at
29 the step of the new position based on the employee's length of time in the Engineering Technicians and
30 Office Support Employees Bargaining Unit. This provision shall not apply to temporary assignments.
31

32 **ARTICLE 12 – DISCHARGE**

33
34 The Employer shall not discharge or suspend any employee without just cause and shall give at least one warning
35 notice of the complaint against such employee to the employee in writing and a copy of same to the Union except that
36 no warning notice need be given to an employee before discharge if the cause of such discharge is dishonesty,
37 drunkenness or drinking while on duty, recklessness, endangering others while on duty, the carrying of unauthorized
38 passengers in City owned vehicles while on duty, or attempted rape or sexual assault as specified in State Statutes
39 Sec. 940.225. The warning notice as herein provided shall not remain in effect for more than one hundred and eighty
40 (180) days from date of issuance except that warning notices relating to accidents or attendance issues shall remain
41 in effect for one year and records of suspension shall remain in effect for 18 months.
42

43 Discharge or suspension of an employee must be by proper written notice, certified mail, return receipt, sent to the
44 last known address of the employee or by personal service on the employee, with a copy to the Union. Appeal from
45 discharge must be taken within five (5) working days by written notice to the Director of Human Resources and a
46 meeting held between the Employer and the Union within fifteen (15) working days after the appeal is filed. A
47 decision must be reached within five (5) working days from the date of this meeting.
48

1 The employee may be reinstated under other conditions agreed upon by the Employer and the Union or pursuant to
2 the terms of an arbitration award. Failure to agree shall be cause for the matter to be submitted to arbitration as
3 provided in Article 16 of this agreement.
4

5 **ARTICLE 13 – LETTERS OF REFERENCE**

6

7 The Employer agrees to furnish, upon request, a letter of reference to the respective employee at the time of
8 termination.
9

10 **ARTICLE 14 – UNION BUSINESS**

11

- 12 A. The Shop Committee shall be one Steward and one Committee person.
- 13
- 14 B. Authorized representatives as defined above shall suffer no loss of wages for working hours spent on matters
15 of negotiations or grievances provided that such individuals notify their supervisor at least forty-eight (48)
16 hours prior to the negotiation or grievance meeting unless the employee receives less than forty-eight (48)
17 hours notice in which case he shall advise his supervisor as soon as possible after receiving such notice.
18
- 19 C. A Steward will be permitted to attend hearings or meetings involving other City of Appleton units represented
20 by the Union provided that such attendance shall be at no cost to the City and that the Steward gives at least
21 forty-eight (48) hours notice to his supervisor, and further provided that such attendance does not impair the
22 operating efficiency of the respective employee's Division.
23
- 24 D. The Union agrees to conduct its business off the job as much as possible. This Article shall not operate as to
25 prevent a Steward from the proper conduct of any grievance in accordance with the procedure outlined in this
26 Agreement, nor to prevent certain routine business such as the posting of Union notices and bulletins.
27
- 28 E. Business agents or representatives of the Union having business with members of the Union may confer with
29 such members during the course of the work day for a reasonable time, provided that they first notify the
30 Department Head or their designee of their presence.
31

32 **ARTICLE 15 – GRIEVANCE PROCEDURE**

33

- 34 A. Any grievance must be presented in writing within ten (10) calendar days of its occurrence or discovery or it
35 shall not be subject to the grievance procedure.
36
- 37 B. A grievance shall be processed as follows:
38
- 39 1) The grievance shall be reduced to writing, presented to and discussed with the employee's Supervisor by
40 the employee and Steward, if requested. The Supervisor shall respond in writing within seven (7) working
41 days. If the grievance is not resolved, the grievance shall be taken to Step 2 provided it is done within
42 five (5) work days from the date of response by the Supervisor.
 - 43 2) The grievance shall then be presented to the Department Head or designee, who will meet with the
44 Steward and then respond in writing within seven (7) working days of such meeting. A copy of this
45 response shall be provided to the Steward and to the Local Union Office. If this solution is not
46 satisfactory, the process shall move to Step 3, provided it is done within five (5) working days from the
47 date the written statement is received by the Union.
 - 48 3) The grievance shall then be presented to the Director of Human Resources and/or designee, who will
49 meet with the Union and then respond in writing within seven (7) working days of such meeting. If the

1 grievance is not satisfactorily resolved, either party may notify the other within five (5) work days from
2 receipt of the written statement of their desire to arbitrate.

3
4 C. Working days are defined as any weekday excluding Saturdays, Sundays and holidays.
5

6 **ARTICLE 16 – ARBITRATION**
7

8 Section A
9

10 Any grievance relative to the interpretation or application of this Agreement, which cannot be adjusted by conciliation
11 between the parties, may be referred by either party hereto, within five (5) days to the Wisconsin Employment
12 Relations Commission for the appointment of a panel of five (5) arbitrators.
13

14 Section B
15

16 The arbitrator shall conduct hearings and receive testimony relating to the grievance and shall submit findings and
17 decision. The decision of the arbitrator shall be final and binding on the Employer, the Union and the employee.
18

19 Section C
20

21 The grievant and up to one authorized representative as defined in Article 14 shall suffer no loss of pay for working
22 hours spent at the arbitration hearing.
23

24 The expense of the arbitrator and the WERC filing fee shall be divided equally between the parties to this agreement.
25

26 Section D
27

28 It is understood that the arbitrator shall not have the authority to change, alter, or modify any of the terms or provisions
29 of this Agreement.
30

31 **ARTICLE 17 – SPECIAL CONDITIONS**
32

33 A. When employees are required to work more than two (2) hours beyond their normal eight (8) hour shift, they
34 shall receive a meal allowance of three dollars and seventy-five cents (\$3.75).
35

36 B. Approximately at mid-point in the first half of the shift and mid-point in the second half of the shift, a fifteen
37 minute paid break will be permitted to employees.
38

39 C. Reasonable compliance shall be expected of employees when called for overtime work.
40

41 D. Any regular full-time employee receiving Worker's Compensation Benefits as a result of an on-the-job injury
42 or accident, shall be paid forty (40) times ninety five percent (95%) of the employee's prevailing straight time
43 hourly rate for each week of such disability but not to exceed thirty (30) weeks. The City's liability under this
44 provision shall be limited to the difference between the forty (40) hours at ninety five percent (95%) of straight
45 time pay and any weekly benefit the employee receives from Worker's Compensation.
46

47 In order to remain eligible for such payment, the employee shall be required to inform their supervisor of
48 his/her status not less often than once per week and shall further be required to report to their supervisor to
49 allow for recording of their time for payroll unless physically unable to do so except that this requirement is
50 waived for the period of the attending physician's prognosis.

- 1
2 E. The City shall pay for any job-related schooling which it requires of employees. Employees who successfully
3 complete other job-related continuing education courses shall be reimbursed for one-half the cost of tuition
4 and books. The City's reimbursement for each class will not exceed that of the UW system rates.
5 Participation in such courses must be approved, in advance, by the Department Head and the Director of
6 Human Resources. Successful completion shall mean a passing grade if the course or program is graded on
7 a pass/fail basis or a grade of "C" or better if letter grades are issued.
8
- 9 F. During periods of inclement weather, the Mayor or his designee may deem it appropriate for safety reasons to
10 direct non-essential personnel not to report for work or to send such employees home. Employees who are
11 sent home will be paid in accordance with the labor agreement. Employees who are directed not to report
12 shall not be paid, unless they choose to use pre-earned compensatory, vacation or floating holiday time.

13 **ARTICLE 18 – VACATIONS**

14
15
16 Vacation with pay shall be granted to regular employees as follows:

- 17
- 18 A. After 1 year of service, 1 week of vacation - (5 working days)
 - 19
 - 20 B. After 2 years of service, 2 weeks of vacation – (10 working days)
 - 21
 - 22 C. After 6 years of service, 2 weeks plus 2 days – (12 working days)
 - 23
 - 24 D. After 8 years of service, 3 weeks of vacation – (15 working days)
 - 25
 - 26 E. After 12 years of service, 4 weeks of vacation – (20 working days)
 - 27
 - 28 F. After 20 years of service, 5 weeks of vacation – (25 working days)
 - 29
 - 30 G. After 26 years of service, 5 weeks plus 1 day – (26 working days)
 - 31
 - 32 H. After 27 years of service, 5 weeks plus 2 days – (27 working days)
 - 33
 - 34 I. After 28 years of service, 5 weeks plus 3 days – (28 working days)
 - 35
 - 36 J. After 29 years of service, 5 weeks plus 4 days – (29 working days)
 - 37
 - 38 K. After 30 years of service, 6 weeks of vacation – (30 working days)
 - 39
 - 40 L. Vacations shall be taken in the calendar year in which they are earned except that employees who become
41 eligible for additional weeks or days of vacation in November or December pursuant to "P" below, shall be
42 allowed to carry over all or part of that week or days to the following calendar year. Such vacation must be
43 used by March 31 of that following year or it will be forfeited. In addition, employees may carry over up to one
44 week of vacation into the following year provided that such vacation may only be scheduled by mutual
45 agreement between the employee and the Department Head.
 - 46
 - 47 M. Choice of vacation shall be determined by seniority. Employees shall have from January 1 to April 1 to select
48 their vacations. Vacations not selected by April 1st shall be scheduled by mutual agreement between the
49 Employer and the employee. A full week of vacation shall take precedence over partial weeks during the
50 contractual seniority-based sign up period.

- 1
2 N. When a holiday falls during an employee's scheduled vacation, and the employee regularly works a Monday
3 through Friday workweek, the employee shall have the option of receiving the holiday allowance in addition to
4 the vacation pay, or re-scheduling a day of paid vacation. The option must be exercised at the time of
5 selecting vacation. If the option is not exercised at the time of selecting vacation, the employee shall receive
6 the holiday allowance in addition to the vacation pay.
7
- 8 O. A minimum of one employee from each Section except the Survey Section in which a minimum of two (2) but
9 not from the same classification will be permitted on vacation at all times unless more are approved by the
10 Director of Public Works.
11
- 12 P. Regular employees will be eligible for their first paid vacation as of the first anniversary of their date of hire.
13 After qualifying for their first vacation, employees will be eligible for future vacations as of January 1 of each
14 calendar year.
15
- 16 If an employee qualifies for a 1, 2, 3 or 4 week vacation as of January 1 and completes the service necessary
17 for an additional week of vacation later in that calendar year, such employee shall receive the additional week
18 of vacation after their anniversary date and shall thereafter be eligible for such increased vacation as of
19 January 1 of each succeeding calendar year.
20
- 21 Q. In addition, employees at the one or two week vacation level shall be allowed to carry over up to one week of
22 vacation to the following year under the following circumstances:
23
- 24 1) Such carry over must be for a pre-determined time frame approved at the time of the carryover.
 - 25 2) Such carry over will be allowed only if it is agreed to and approved in advance by the Department Head.
26
- 27 R. Vacation taken in half-day increments must be four (4) hours.
28

29 **ARTICLE 19 – SICK LEAVE**

30

- 31 All regular employees shall accumulate sick leave with pay of one full working day for each month of service. Sick
32 leave shall accumulate but not to exceed one hundred twenty (120) working days. Employees are not eligible to use
33 the benefits under this article until their sixty-first (61) calendar day of employment.
34
- 35 A. An employee may use sick leave for absences necessitated by personal illness or off-the-job injury, illness or
36 injury of members of the employee's family living in the employee's residence; required personal dental care.
37 Sick leave cannot be used to take a child to the dentist.
38
- 39 B. In order to be granted sick leave, employees must:
40
- 41 1) When possible, report their absence prior to the start of their shift.
 - 42 2) Keep the Department Head informed of their condition daily.
 - 43 3) Permit the Employer to have made such medical examination or nursing visit as it deems desirable.
 - 44 4) Submit a medical certificate for any absence of more than three (3) working days if requested by the
45 Employer.
46
- 47 C. Employees shall not be eligible for paid sick leave for absences resulting from injury or illness incurred while
48 working for another employer for pay.
49

- 1 D. At the time of their retirement, employees who qualify for an annuity under the Wisconsin Retirement Fund,
2 shall receive payment for their unused accumulated sick leave up to a maximum of ninety (90) working days.
3 Such employees shall receive this payment in cash. Such payment shall be subject to the terms in Article 27
4 – Post Employment Health Plan.
5
- 6 E. In the event of the death of an employee, said employee’s beneficiary as designated under the Wisconsin
7 Retirement Fund shall be paid in cash for said employee’s unused sick leave up to a maximum of ninety (90)
8 working days.
9

10 **ARTICLE 20 – FUNERAL LEAVE**
11

12 In the case of death in the immediate family of a regular employee (non-dependent children, grandchildren, parents or
13 legal guardian, sister or brother, mother-in-law, father-in-law or any other relative living in the employee’s residence at
14 the time of death), the employee will be paid for the scheduled time lost from the date of death but not to exceed three
15 (3) scheduled work days within a seven (7) day period from the date of death, at the employee’s regular straight time
16 hourly rate and not to exceed eight (8) hours per day.
17

18 In the case of the death of the employee’s spouse or dependent child, the employee will be paid for scheduled time
19 lost from the day of death but not to exceed five (5) working days at the employee’s regular straight time rate and not
20 to exceed eight (8) hours per day.
21

22 In the case of the death of the employee’s brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents,
23 aunt, uncle or spouse’s grandparents (other than those living in the employee’s residence at the time of death), or in
24 the event the employee is pallbearer for a relative not listed herein, the employee shall be given the paid funeral leave
25 for the day of the funeral but not to exceed eight (8) hours per day provided the employee was scheduled to work and
26 attends the funeral.
27

28 No funeral leave will be paid to any employee while on vacation, sick leave, layoff or any other leave of absence.
29 Employees are not eligible to use the benefits under this article until their sixty-first (61) calendar day of employment.
30

31 **ARTICLE 21 – PICKET LINES**
32

33 It shall not be a violation of this Agreement and it shall not be cause for discharge or disciplinary action in the event an
34 employee refuses to enter upon any property involved in a labor dispute or refuses to go through and work behind any
35 picket line.
36

37 **ARTICLE 22 – EQUIPMENT AND ACCIDENTS**
38

- 39 A. The Employer shall not require employees to take out on the street or highways, any vehicle that is not in safe
40 operating condition or equipped with the safety appliances prescribed by law. The refusal by an employee to
41 take out such equipment shall not be considered a violation of this Agreement nor cause for disciplinary
42 action.
43
- 44 B. It is the duty of the employee to report any and all on duty equipment or personal injury accidents to their
45 supervisor as soon as possible.
46
- 47 C. Any employee who is required by the Employer to wear safety glasses, shall, if the employee does not require
48 corrective lenses, be provided with non-prescription safety glasses by the Employer. If such employee
49 requires corrective lenses, the Employer shall contribute \$25.00 toward the glasses and if the employee
50 requires bifocal lenses, the Employer shall contribute \$35.00 toward the glasses.

- 1 D. Any employee who is required by the Employer to wear safety shoes shall be reimbursed by the employer for
2 fifty percent (50%) of the cost of such safety shoes but not to exceed fifty-five dollars (\$55) per employee in
3 the first year of the program. Employer will reimburse such employees up to fifty-five dollars (\$55) per year to
4 replace safety shoes which are damaged due to unusual wear and tear on the job.
5
- 6 E. The Employer shall furnish uniforms for all outside employees and each employee shall be required to wear
7 said uniform. These uniforms shall be used only in the course of an employee's work, provided, however,
8 that an employee may wear the uniform to and from the place of employment.
9
- 10 F. Anyone assigned to winter work will receive \$75.00 per year for outerwear, on or near October 1st.

11
12 **ARTICLE 23 – INSURANCE**
13

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

15
16 Open enrollment will be every year.

17
18 Copays on office visit, emergency room, prescription drugs, CT Scans, PET Scans, MRI, and Nuclear Medicine do
19 NOT apply to out-of-pocket limits.
20

21 The Employer shall provide a \$5,000 maximum, no deductible, freestanding dental plan including orthodontic benefits
22 with a \$2,000 individual lifetime maximum in family dental contracts.
23

- 24 B. The selection of the carrier for the above coverage shall rest solely with the Employer. The Employer agrees
25 to discuss in advance with the Union, any potential change in carrier and to provide the Union with a copy of
26 the contract with a new carrier for its review at least thirty (30) days prior to the effective date of such contract.
27 The Employer shall be precluded from changing carriers unless the benefits set forth in "A" are maintained.
28

- 29 C. In the event the carrier is changed, and for any reason does not maintain the benefits set forth in Paragraph
30 "A" above, the Employer shall be responsible to the employees for any loss of benefits suffered thereby, and,
31 further shall be required to reinstate the aforementioned benefits.
32

- 33 D. The Employer shall pay the full premium cost of a Vision Hardware Program for all regular employees and
34 their dependents as the case may be. The eye examination will be covered in accordance with the health
35 insurance benefit.
36

37 Part-time employees who elect to take vision insurance without health insurance shall pay a pro-rated
38 monthly premium for a vision program that includes hardware and an eye examination. Part-time employees
39 who elect the vision insurance in addition to the health insurance shall pay a pro-rated monthly premium for a
40 program that includes hardware only and will have the eye examination covered in accordance with the health
41 insurance benefit.
42

- 43 E. The Employer shall provide \$20,000 term life insurance (A.D.D.) for all regular employees.
44

- 45 F. Any retiring employees who qualify for an annuity under the Wisconsin Retirement Fund, shall be offered Plan
46 A or C, to continue the Hospital and Surgical coverage exclusive of Dental and Vision, at their own expense,
47 up to the time the retiree is eligible for Medicare, provided that they exercise this option prior to or on their last
48 day of work.
49
50

1 **ARTICLE 24 – FAIR SHARE DEDUCTION**

2
3 The Employer agrees to deduct from the pay of all employees covered by this Agreement, the amount certified by the
4 Union as the amount of dues uniformly required of its members and agrees to remit monthly to the union, all such
5 deductions.
6

7
8 **ARTICLE 25 – SENIORITY**

9
10 Section 1

11
12 Unless otherwise modified elsewhere in this Agreement, seniority rights shall prevail. Seniority shall prevail on a
13 Division basis. A seniority list of employees shall be posted in a conspicuous place in the Division. Any disagreement
14 concerning an employee's seniority shall be subject to the grievance procedure.
15

16 Section 2

17
18 Seniority for regular employees shall be determined by the length of service of the employee and shall commence on
19 the date of employment as a regular employee plus such additional time as is required or granted for vacations,
20 leaves of absence, illness or accidents. An employee's seniority is nullified if the employee is laid off and not re-
21 employed within two (2) years from the date of layoff; if the employee fails to return to duty when recalled from layoff
22 as herein provided; if the employee leaves the Employer of the employee's own volition; or if the employee is
23 discharged for just cause and not subsequently reinstated. A laid off employee shall be given notice of recall by
24 Certified Mail, return receipt requested, to the employee's last known address. The Employee must respond to such
25 notice within three (3) days after receipt thereof and must actually report to work within seven (7) days after receipt of
26 such notice unless otherwise mutually agreed to. This notice requirement may be waived by the employee, in writing,
27 at the time of lay-off, provided that copy of such waiver is sent to the local union.
28

29 Section 3

30
31 Work outside the regular hours of work shall be offered to the senior available employees in that classification in that
32 section. If an employee is on duty but out-of-town, he/she will receive overtime assignments in accordance with
33 seniority on the following day or days if he/she calls the Engineering office on or before 1:00 PM on the preceding
34 day.
35

36 Section 4

37
38 Permanent Lay-offs

39 In laying off regular employees because of permanent reduction in forces, least senior part-time employees in the
40 department shall be laid-off first. After all part-time employees in the department are laid-off, any full-time laid-off
41 employee shall be entitled to bump based on seniority, to a classification within the bargaining unit if qualified to
42 perform the work. Such employee shall demonstrate their ability to perform the job within thirty (30) days. If unable to
43 do so, they shall be entitled to bump to another classification. Such employee shall demonstrate their ability to
44 perform the job within thirty (30) days. If unable to demonstrate their ability to perform the job within thirty (30) days,
45 the employee shall be laid off.
46

47 In re-employing, the employees on the seniority list having the greatest length of service in the Bargaining Unit shall
48 be called back first, followed by the most senior part-time employees provided they are qualified to perform the
49 available work.
50

1 Temporary Lay-offs

2 The employer may offer voluntary lay-off prior to a temporary lay-off. When temporarily laying-off employees in a
3 given classification, the least senior employee in that classification shall be entitled to bump, based on seniority, to a
4 classification within the department if qualified to perform the work. Such employee shall demonstrate their ability to
5 perform the job within thirty (30) days. If unable to do so, they shall be entitled to bump to another classification.
6 Such employee shall demonstrate their ability to perform the job within thirty (30) days. If unable to demonstrate their
7 ability to perform the job within thirty (30) days, the employee shall be laid off.

8
9 In re-employing employees from temporary lay-off, the employees on the seniority list having the greatest length of
10 service in the department shall be called back to the position they were laid-off if still available. The thirty (30) days
11 trial period may be extended by mutual agreement between the employer and the union.

12
13 For purposes of lay-off, seniority shall be determined by the date the employee became a permanent employee within
14 the bargaining unit.

15
16 Section 5

17
18 A seniority list of all employees covered by this Agreement shall be furnished by the Employer to the Union, upon
19 request.

20
21 Section 6

22
23 When two or more employees have the same seniority date, seniority shall be determined by lot.

24
25 Section 7

26
27 An employee assigned or promoted, with his consent, to a position with the Employer for which there is no bargaining
28 agent and who subsequently is reassigned or voluntarily returns to work within this bargaining unit, provided he
29 returns within one (1) year, shall not lose seniority as the result of such transfer or promotion, but shall accumulate
30 seniority during the period thereof. Such employee, upon returning to work within this unit, shall be permitted to
31 exercise his seniority to apply for any posted vacancy within the unit at the time of his return. If no vacancy exists at
32 that time, the employee shall return to work available until such time as his seniority permits him to receive another
33 job through posting. Any resulting layoffs shall be in accordance with Article 25, Section 4. The Union shall be
34 notified in writing of such transfers or promotions. If the employee so transferred or promoted does not return to work
35 in the bargaining unit within one (1) year from the date of such transfer or promotion, he shall forfeit all accrued
36 seniority.

37
38 **ARTICLE 26 – PENSION**

39
40 The Employer shall pay the full amount of the employee's contribution to the Wisconsin Retirement Fund.

41
42 **ARTICLE 27 – POST EMPLOYMENT HEALTH PLAN**

43
44 Effective January 1, 2002 the City of Appleton agrees to participate in the Post Employment Health Plan (PEHP) for
45 Collectively Bargained Public Employees ("Plan") in accordance with the terms and conditions of the Plan's
46 Participation Agreement, a copy of which is attached to this agreement. The parties hereto designate Nationwide
47 Retirement Solutions to act as Trustee for the Plan, or its successors appointed in accordance with the Plan and Trust
48 documents. The Employer agrees to contribute to the Plan on behalf of employees represented by the Teamster
49 Local 662 Engineering and Office Support Unit.

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

5
6 Additionally, any accumulated sick leave above the 90 days to a maximum of 30 additional days shall be automatically
7 paid to the Post Employment Health Plan.

8
9 In addition, the bargaining group each year may select what percent of eligible accumulated paid leave balance will be
10 contributed to the plan.

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

14 15 **ARTICLE 28 – MILITARY SERVICE**

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

26 27 **ARTICLE 29 – NON-DISCRIMINATION**

28
29 The Employer and the Union agree not to discriminate against any individual with respect to hiring, compensation,
30 terms or conditions of employment, nor will they limit, segregate or classify employees in any way to deprive any
31 individual employee of employment opportunities pursuant to applicable Federal, State or local legislation.

32
33 It is agreed that the use of any pronoun in this Agreement which denotes either the masculine or feminine gender
34 shall be considered to refer to employees of both sexes.

35 36 **ARTICLE 30 – JURY DUTY**

37
38 Non-probationary regular employees will receive full pay for any time lost while serving on jury duty or if subpoenaed
39 on witness duty. In order for an employee to be eligible for witness duty pay, the reason for being a witness must be
40 related to their employment with the City of Appleton. The employee shall immediately notify the Employer upon
41 receipt of jury summons or subpoena. In order to receive full pay the employee is required to, upon receipt of jury or
42 witness pay, submit their jury or witness pay to the City payroll office. The City payroll office will cash their check,
43 retain the portion of the check representing per diem payments, and give the employee the mileage and meal
44 reimbursement portions of the check. Employees, at their option, may request an unpaid leave of absence or may
45 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.

46 47 **ARTICLE 31 – SEPARABILITY AND SAVINGS**

48
49 A. If any Article or Section of this contract should be held invalid by operation of law or by any tribunal of
50 competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by

1 such tribunal pending a final determination as to its validity, the remainder of this contract or the application of
2 such Article or Section to persons or circumstances other than those as to which it has been held invalid or as
3 to which compliance with or enforcement of has been restrained shall not be affected thereby.
4

- 5 B. In the event that any Article or Section is held invalid or enforcement of or compliance with which has been
6 restrained, as above set forth, the parties affected thereby shall enter into immediate collective bargaining
7 negotiations, upon the request of either party, for the purpose of arriving at a mutually satisfactory
8 replacement for such Article or Section during the period of invalidity or restraint.
9

10 **ARTICLE 32 – ALCOHOL AND DRUG USE**

11 A. POLICY

12 The parties agree to comply with all State and Federal laws and regulations relating to the use of alcohol and other
13 drugs. The City of Appleton Drug and Alcohol Free Workplace Policy is incorporated herein by reference and shall be
14 binding on both parties. The City agrees to notify the Union of any proposed changes to said policy and to negotiate
15 any mandatory subjects of bargaining which may be contained in the changes, except that any changes required in
16 order to meet the requirements of any State or Federal law or regulation may be made by the Employer, with or
17 without prior notice. In cases where notice of the proposed change is not required, the City shall provide notice of the
18 completed change to the Union within thirty (30) days of the change.
19

20 B. DISCIPLINE

- 21
- 22 1) Refusal of an employee to participate in any legal testing procedure for alcohol or drug intoxication shall
23 constitute a presumption of intoxication and shall constitute the basis of discharge without the receipt of a
24 prior warning letter.
 - 25 2) If test results demonstrate the presence of any breath alcohol concentration, the employee shall be
26 subject to discipline without receipt of a prior warning letter based on the following schedule:
27
 - 28 a. Concentration equal to or above the State legal limit (as set forth in Wis. Stats. §340.01(46m)(a))
29 of alcohol in 210 liters of breath – discharge.
 - 30 b. Concentration equal to or above .04 but less than the State legal limit (as set forth in Wis. Stats.
31 §340.01(46m)(a)) of alcohol in 210 liters of breath – one week suspension without pay.
 - 32 c. Any concentration equal to or above .02 but less than .04 grams of alcohol in 210 liters of breath
33 – suspension without pay for the balance of the work day plus one day.

34 In addition to the above, any employee who has a breath alcohol concentration of less than the State
35 legal limit (as set forth in Wis. Stats. §340.01(46m)(a)) in 210 liters of breath shall be required, as a
36 condition of continued employment, to submit to assessment under the Employee Assistance
37 Program and to comply fully with any recommendations made under that program.
38

39 Any employee who has been suspended pursuant to the above and who subsequently has a positive
40 breath alcohol test shall be subject to immediate discharge. A breath alcohol level of less than .02
41 grams in 210 liters of breath shall be considered a negative test.
42

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

45 C. LEAVE OF ABSENCE – PRIOR TO TESTING

46
47
48
49
50

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

4
5 The Employer shall give between thirty (30) and sixty (60) days prior written notice to an employee of the employer's
6 intention to request a test for drug use during a DOT physical examination. The employee may, within five (5) days of
7 receipt of such written notice, make written request for a leave of absence.

8
9 Such leaves of absence shall be granted on a one-time basis and shall be for a maximum of sixty (60) days unless
10 extended by mutual agreement. While on such leave, the employee shall not receive any of the benefits provided by
11 this agreement or Supplements thereto except continued accrual of seniority nor does this provision amend or alter
12 the disciplinary provisions.

13
14 Employees requesting to return to work from a leave of absence for drug or alcohol use shall be subject to testing
15 before returning to work and to random testing as prescribed in the City of Appleton Drug and Alcohol Free Workplace
16 Policy. Failure to take the tests or to meet the standards of the testing procedure shall be cause for discharge without
17 a prior warning letter.

18
19 D. RETURN TO EMPLOYMENT AFTER A POSITIVE BREATH ALCOHOL OR URINE DRUG TEST

- 20
21 1) Any employee testing positive for alcohol or drugs, thereby subjecting the employee to discipline, shall be
22 granted reinstatement on a one (1) time lifetime basis if the employee successfully completes a program
23 of evaluation and/or rehabilitation which has been approved by the health care administrator. Any cost of
24 evaluation and/or rehabilitation, over and above that paid for by the health care administrator must be
25 borne by the employee.
- 26 2) Employees electing the one-time lifetime evaluation and/or rehabilitation process must notify the
27 Employer within ten (10) days of being notified by the Employer of a positive alcohol or drug test. The
28 evaluation process and/or rehabilitation program must take a minimum of ten (10) days. The employee
29 must begin the evaluation process and/or rehabilitation program within fifteen (15) days after notifying the
30 Employer. The employee must request reinstatement promptly after successful completion of the
31 evaluation process and/or rehabilitation program. After the minimum ten (10) day period, the employee
32 may request reinstatement, but must first provide a negative breath alcohol/urine drug test, to be
33 conducted by a clinic and laboratory of the Employer's choice, before the employee can be reinstated. In
34 the event the Employer discharges an employee for a positive alcohol or drug test, the employee may
35 chose to protest the discharge by filing a protest under the grievance procedure.
- 36 3) While undergoing treatment, the employee shall not receive any of the benefits provided by this
37 Agreement or Supplements thereto except continued accrual of seniority.
- 38 4) Upon being reinstated, and after providing the negative alcohol/drug test provided in Subpart (2) of this
39 Section, the employee will be subject to additional tests as recommended by the rehabilitation program or
40 a minimum of three (3) additional tests (whichever is greater) for alcohol/drugs without prior notice. Two
41 (2) of these tests to occur within six (6) months of the employee's reinstatement and the third (3rd) test to
42 occur within the six (6) to twelve (12) month period after the employee's return to employment. A positive
43 test result or a refusal to submit to testing shall result in discharge without the receipt of a prior warning
44 letter.

45
46 E. The provisions of this article shall not apply to any probationary employee.
47
48
49
50

1 **ARTICLE 33 – SUBCONTRACTING**

2
3 The City agrees to notify the Union prior to the sub-contracting of any work presently performed by Union employees.
4 The City will negotiate with the Union, upon request, on any matters relating to such sub-contracting which are
5 mandatory subjects of bargaining. Nothing herein shall be construed to limit either party's legal rights relating to
6 subcontracting.

7 **ARTICLE 34 – ACCIDENT REVIEW**

8
9 The departmental safety committee shall review all motor vehicle and equipment accidents involving employees. The
10 supervisor shall determine if accidents were preventable or non-preventable. The determination of preventable or
11 non-preventable by the supervisor shall not be subject to the grievance procedure or other review.

12 **ARTICLE 35 – TERMINATION**

13
14
15 This agreement shall be in full force and effect from January 1, 2009 to and including December 31, 2010 and shall
16 continue from year to year thereafter unless written notice of desire to cancel or terminate the Agreement is served by
17 either party upon the other at least one hundred twenty (120) days prior to the date of expiration.

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

EXHIBIT A

2009 - 2010 JOB CLASSIFICATIONS AND HOURLY RATES OF PAY

Engineering Technicians and Office Clerical Employees
Department of Public Works

Classification	Rates Effective			
	2% 1/1/2009	1% 5/1/2009	2% 1/1/2010	1% 9/1/2010
Engineering Technician I	\$19.53	\$19.73	\$20.12	\$20.32
After 5 Years*	\$19.59	\$19.79	\$20.18	\$20.38
After 10 Years*	\$19.63	\$19.83	\$20.22	\$20.42
Engineering Technician II	\$20.33	\$20.53	\$20.94	\$21.15
After 5 Years*	\$20.39	\$20.59	\$21.00	\$21.21
After 10 Years*	\$20.43	\$20.63	\$21.04	\$21.25
Engineering Technician III	\$21.69	\$21.91	\$22.35	\$22.57
After 5 Years*	\$21.75	\$21.97	\$22.41	\$22.63
After 10 Years*	\$21.79	\$22.01	\$22.45	\$22.67
Engineering Technician IV	\$23.22	\$23.45	\$23.92	\$24.16
After 1 Year	\$23.45	\$23.68	\$24.15	\$24.39
After 2 Years	\$23.66	\$23.90	\$24.38	\$24.62
After 5 Years*	\$23.72	\$23.96	\$24.44	\$24.68
After 10 Years*	\$23.76	\$24.00	\$24.48	\$24.72
Engineering Technician V	\$24.55	\$24.80	\$25.30	\$25.55
After 1 Year	\$24.99	\$25.24	\$25.74	\$26.00
After 2 Years	\$25.43	\$25.68	\$26.19	\$26.45
After 3 Years	\$25.87	\$26.13	\$26.65	\$26.92
After 4 Years	\$26.31	\$26.57	\$27.10	\$27.37
After 5 Years*	\$26.37	\$26.63	\$27.16	\$27.43
After 10 Years*	\$26.41	\$26.67	\$27.20	\$27.47
Assessment Technician/Lead Worker				
Start	\$20.07	\$20.27	\$20.68	\$20.89
After 5 Years*	\$20.13	\$20.33	\$20.74	\$20.95
After 10 Years*	\$20.17	\$20.37	\$20.78	\$20.99
Assessment Technician				
Start	\$19.53	\$19.73	\$20.12	\$20.32
After 5 Years*	\$19.59	\$19.79	\$20.18	\$20.38
After 10 Years*	\$19.63	\$19.83	\$20.22	\$20.42
Administrative Clerk V				
Start	\$17.88	\$18.06	\$18.42	\$18.60
After 1 Year	\$18.21	\$18.39	\$18.76	\$18.95
After 2 Years	\$18.55	\$18.74	\$19.11	\$19.30
After 3 Years	\$18.91	\$19.10	\$19.48	\$19.67
After 4 Years	\$19.23	\$19.42	\$19.81	\$20.01
After 5 Years*	\$19.29	\$19.48	\$19.87	\$20.07
After 10 Years*	\$19.33	\$19.52	\$19.91	\$20.11

Administrative Secretary				
Administrative Clerk IV				
Start	\$16.75	\$16.92	\$17.26	\$17.43
After 1 Year	\$17.11	\$17.28	\$17.63	\$17.81
After 2 Years	\$17.41	\$17.58	\$17.93	\$18.11
After 3 Years	\$17.73	\$17.91	\$18.27	\$18.45
After 4 Years	\$18.09	\$18.27	\$18.64	\$18.83
After 5 Years*	\$18.15	\$18.33	\$18.70	\$18.89
After 10 Years*	\$18.19	\$18.37	\$18.74	\$18.93
Administrative Clerk III/Secretary III				
Start	\$15.68	\$15.84	\$16.16	\$16.32
After 1 Year	\$16.01	\$16.17	\$16.49	\$16.65
After 2 Years	\$16.37	\$16.53	\$16.86	\$17.03
After 3 Years	\$16.70	\$16.87	\$17.21	\$17.38
After 4 Years	\$17.01	\$17.18	\$17.52	\$17.70
After 5 Years*	\$17.07	\$17.24	\$17.58	\$17.76
After 10 Years*	\$17.11	\$17.28	\$17.62	\$17.80
Administrative Clerk II				
Start	\$14.68	\$14.83	\$15.13	\$15.28
After 1 Year	\$14.99	\$15.14	\$15.44	\$15.59
After 2 Years	\$15.35	\$15.50	\$15.81	\$15.97
After 3 Years	\$15.68	\$15.84	\$16.16	\$16.32
After 4 Years	\$16.01	\$16.17	\$16.49	\$16.65
After 5 Years*	\$16.07	\$16.23	\$16.55	\$16.71
After 10 Years*	\$16.11	\$16.27	\$16.59	\$16.75

Five and ten year steps represent the rates payable to employees with those years of service 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.

EXHIBIT B
HOURS OF WORK

Hours of work are scheduled between the hours listed below, unless by mutual agreement between the Employer and the Union.

OFFICE AND CLERICAL EMPLOYEES

7:00 AM - 4:30 PM with a ½ hour unpaid lunch break.

MSB OFFICE AND CLERICAL EMPLOYEES

6:00 AM - 4:30 PM WITH A one half-hour unpaid lunch break.

FIELD PERSONNEL

7:00 AM - 4:30 PM with a ½ hour unpaid lunch break during the fifth or sixth hour of work. Depending on the work assignments employees may be allowed by their supervisor to work a straight eight (8) hour shift.

This schedule can be changed to accommodate an earlier or later starting time by notice from the City Engineer or his designee no later than the previous workday, but in no event shall the starting time be earlier than 6:30 AM or later than 8:00 AM.

TEAMSTER LOCAL 662

ENGINEERING TECHNICIANS AND OFFICE CLERICAL

UTILITY LOCATE GUIDELINES

November 30, 1998

The following is a general guideline for the proposed Utility locate function of the Department of Public Works. The specifics of the implementation plan will be developed through a work group process.

DAILY LOCATES

1. Two employees will be assigned to the primary locating tasks and will locate all sanitary, storm and water.
2. Emergency locators will fill in as necessary for the two primary locators.
3. In regards to Career Development, this would be an inspection function.

EMERGENCY LOCATES

1. A minimum of four (4) employees, unless mutually agreed by the Union and Management will be on the emergency locate call list. If more than four employees sign annual posting, rotation will be based off posting list.
2. Each of the signees will be on-call for a one-week period and will be compensated one hour's pay/day for being on-call (beginning and ending on Wednesday at 4:30 PM).
3. If the scheduled on-call period beginning/end date falls on a scheduled holiday it is the responsibility of the employee ending the call period to get the phone to the next employee. No additional compensation will be paid to exchange the phone.
4. The on-call locator will locate all sanitary, storm and water utilities.
5. Posting for emergency locates will occur annually on or around April 1st.

This program will expire December 30, 2010 unless extended by mutual agreement.

For the City of Appleton

Date

For the Union

Date

CITY OF APPLETON

AND

TEAMSTER LOCAL 662

ENGINEERING TECHNICIAN OVERTIME

If an employee is on duty but out-of-town, he will receive overtime assignments in accordance with seniority on the following day or days if he calls the Engineering (832-6474) office on or before 1:00 PM on the preceding day.

This program will expire December 30, 2010 unless extended by mutual agreement.

(from March 2, 1990 grievance settlement)

For the City of Appleton

Date

For the Union

Date

CITY OF APPLETON

AND

TEAMSTER LOCAL 662

CONTINUING EDUCATION

The City will continue its practice of providing paid time off and transportation for Engineering Technicians who take the licensed surveyor test. In addition, the City will reimburse employees for the cost of the test, if they pass the test.

This program will expire December 30, 2010 unless extended by mutual agreement.

For the City of Appleton

Date

For the Union

Date

TEAMSTER LOCAL 662

SICK LEAVE INCENTIVE PROGRAM

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 _____ Date

CITY OF APPLETON
AND
TEAMSTER LOCAL 662

ENGINEERING DIVISION TEMPORARY WORK ASSIGNMENTS

The intent of this side letter is to allow movement of employees within the Department to ensure greater flexibility during peak times of the year.

1. When it becomes necessary to make temporary work assignments to other divisions, for a maximum of 5 days, such assignments shall be made based on current work assignments and without regard to seniority.
2. When it becomes necessary to make temporary work assignments to other divisions, for more than 5 days, such assignments shall be offered by seniority and then assigned by inverse seniority to available employees.
3. The City retains the rights to determine what functions will be performed on any given day and to make assignments based on that determination.
4. Employees of the Engineering Division shall not be assigned to another Division unless all available full time employees of that other Division are working in activities related to that Division.
5. Employees temporarily assigned from the Engineering Division to another Division shall be assigned work available in that Division after all temporary assignments have been made within that Division.
6. Employees temporarily assigned to another Division shall have the same hours of work as the Division they are temporarily assigned to.

Expiration Date December 30, 2010.

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
Annual Deductible 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
Out-of-Pocket Maximum (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
HRA - City of Appleton Funding	N/A		N/A		Annual: single - \$500, family \$1,000 Max cap: single - \$2,000, family - \$4,000	
Lifetime Maximum Plan Benefit (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
1. Ambulance Services – Emergency Only	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
2. Dental Services – Accident Only	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
3. Durable Medical Equipment	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required when the cost is more than \$1,000 ⁽¹⁾	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required when the cost is more than \$1,000 ⁽¹⁾	90% of eligible expenses after deductible	70% of eligible expenses after deductible; *prior notification is required when the cost is more than \$1,000 ⁽¹⁾
3a. Hearing Aids – up to \$1,500 Max Benefit, Every Three Years	90% of eligible expenses after deductible	Not covered	90% of eligible expenses after deductible	Not covered	90% of eligible expenses after deductible	Not covered
4. Emergency Health Services	\$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
5. Eye Examinations 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
5a. Eye Exam Arising out of Illness or Injury	\$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
6. Home Health Care 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
7. Hospice Care 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
8. Hospital – Inpatient Stay	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
9. Injections Received in a Physician’s Office	\$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
10. Maternity Services – Prenatal Care	\$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
11. Outpatient Surgery, Diagnostic, and Therapeutic Services						
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
12. Physician's Office Services	\$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
12a. Preventive Care -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
13. Professional Fees for Surgical and Medical Services	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
14. Prosthetic Devices (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
15. Reconstructive Procedures	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
16. Rehabilitation Services – Outpatient Therapy 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
17. Skilled Nursing Facility Network and non-network benefits are limited to 30 days per inpatient stay. Inpatient Rehabilitation – 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
18. Transplantation Services	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. ⁽²⁾	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. ⁽²⁾	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. ⁽²⁾
19. Urgent Care Center Services	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
Mental Health and Substance Abuse Services – Outpatient 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 ⁽¹⁾	70% of eligible expenses after deductible ⁽¹⁾	\$15 copay per individual visit, \$10 per group visit ⁽¹⁾	70% of eligible expenses after deductible ⁽¹⁾	\$25 copay per individual visit, \$20 per group visit ⁽¹⁾	70% of eligible expenses after deductible ⁽¹⁾
Mental Health and Substance Abuse Services – Inpatient 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 ⁽¹⁾	70% of eligible expenses after deductible ⁽¹⁾	90% of eligible expenses after deductible ⁽¹⁾	70% of eligible expenses after deductible ⁽¹⁾	90% of eligible expenses after deductible ⁽¹⁾	70% of eligible expenses after deductible ⁽¹⁾
Mental Health and Substance Abuse – Transitional 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 ⁽¹⁾	70% of eligible expenses after deductible ⁽¹⁾	90% of eligible expenses after deductible ⁽¹⁾	70% of eligible expenses after deductible ⁽¹⁾	90% of eligible expenses after deductible ⁽¹⁾	70% of eligible expenses after deductible ⁽¹⁾
Chiropractic Care 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
Prescription Drugs - Retail Tier I (Preferred) – Tier II (Not Preferred) – Tier III - Mail Order 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 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
- Specialty Pharmacy 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.
Employee Monthly Contribution (proposed)	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	

⁽¹⁾ If prior notification is not done, no benefit is payable.

⁽²⁾ 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.