

CITY OF APPLETON PERSONNEL POLICIES	TITLE: ORGANIZATION AND DELEGATION OF AUTHORITY	
ISSUE DATE: (Day after Council)	LAST UPDATE: September 20, 2002 September 10, 2003 February 2008 May 2011 December 2011	SECTION: Human Resources
POLICY SOURCE: Human Resources Department	AUDIENCE: All City Employees and Volunteers	TOTAL PAGES: 6
Reviewed by Attorney's Office Date: September 2002 September 12, 2003 March 14, 2008	Committee Approval Date: October 9, 2002 S September 24, 2003 April 9, 2008 May 9, 2011 December 12, 2011 January 9, 2012	Council Approval Date: October 16, 2002 October 1, 2003 April 16, 2008 May 18, 2011 December 21, 2011 January 18, 2012

I. PURPOSE

The purpose of this policy is to establish a clear understanding of responsibility and authority in the establishment and maintenance of a human resources program for the City of Appleton.

II. POLICY

It is the policy of the City of Appleton to comply with all applicable laws and regulations concerning the administration and management of the City's human resources program. Failure to follow this policy may result in discipline up to and including discharge.

III. DISCUSSION

This policy provides an outline of the delegation of authority for the responsibilities, authority and administration of the City's human resources programs. It is recognized that proper organization and delegation of authority are essential to promote effective and efficient City government, administration and management.

IV. RESPONSIBILITY AND AUTHORITY

A. Common Council

The Common Council shall have responsibility for:

1. Approving the personnel schedules and departmental table of organization.
2. Approving the human resources programs as outlined in the Annual Operating Budget and Service Plan.
3. Approving the compensation and benefit policies for non-represented employees.
4. Approving all labor agreements.
5. Approving City human resources policies.

6. Confirming department director and interim department director appointments as provided for in the Municipal Code.
7. Removing department directors consistent with the Municipal Code.
8. Approving committee recommendations and reports.

B. HR Committee:

The HR Committee shall have responsibility for:

1. Reviewing and recommending the personnel schedules and departmental tables of organization.
2. Reviewing the human resources programs as outlined in the Annual Operating Budget and Service Plan.
3. Reviewing and recommending approval of tentative labor agreements.
4. Reviewing and recommending approval of City human resources policies.
5. Reviewing requests from departments for changes in the personnel schedule or table of organization and making appropriate recommendations regarding the fiscal impact of any changes to the Common Council.

C. Committee of Jurisdiction:

The committee of jurisdiction shall have responsibility for:

Reviewing and recommending to the HR Committee, requests from departments under its jurisdiction for changes in the personnel schedule or table of organization.

D. Library Board:

The Library Board shall have the powers and duties set forth in Wisconsin State Statute 43.58 and whenever practicable, shall exercise those powers and duties in accordance with this and other City of Appleton personnel policies. No City of Appleton personnel policy shall be interpreted in a way that usurps the Library Board's powers and duties set forth in sec. 43.58, stats.

E. Police and Fire Commission:

The Police and Fire Commission shall have responsibility for those duties and responsibilities pursuant to State Statute 62.13.

F. Mayor:

The Mayor shall have responsibility for:

1. Reviewing and recommending approval of the personnel schedules and tables of organization.
2. Reviewing and recommending approval of the human resources programs outlined in the Annual Operating Budget and Service Plan.
3. Reviewing requests from departments for changes in the personnel schedule or table of organization.
4. Appointing Department Directors and Interim Department Directors subject to confirmation of the Common Council consistent with state law and the Municipal Code.
5. Establishing goals and objectives for Department Directors.

6. Reviewing Department Director performance.
 7. Administering corrective actions for Department Directors and the employees in the Mayor's Office.
 8. Following, promoting and enforcing safety and risk management policies and procedures.
 9. Approving severance agreements.
- G. The Human Resources Director and/or designee:
The Human Resources Director and/or designee shall have responsibility for:
1. Administering the human resources policies adopted by the Common Council and establishing procedures consistent with such policies.
 2. Keeping employees informed of current human resources and safety policies.
 3. Maintaining complete employment, performance and medical records of all City employees. (The Parks Recreation and Facilities Management Department shall be responsible for maintaining performance evaluation records of all recreational seasonal employees.)
 4. Establishing and maintaining a roster of all employees in the City, which shall include the class title, pay status, and other pertinent data.
 5. Making reports and recommendations to the Mayor, HR Committee, and the Common Council as required.
 6. Developing and maintaining the classification and compensation plan.
 7. Developing and maintaining an employee assistance program.
 8. Developing and maintaining an employee wellness program.
 9. Monitoring performance evaluations and approving performance adjustments for all departments.
 10. Preparing and implementing such forms, reports, and procedures necessary to carry out the City human resources programs.
 11. Disseminating information regarding the human resources programs, fringe benefits and conditions of employment to all employees and departments.
 12. Developing, coordinating, and administering the Affirmative Action Program for the City.
 13. Developing and recommending severance and resignation agreements to the Mayor and/or City Attorney.
 14. Investigating unemployment compensation claims and participating in unemployment compensation hearings.
 15. Establishing and maintaining a city-wide safety program.
 16. Administering, monitoring and maintaining employee fringe benefit and voluntary benefit programs.
 17. Reviewing and making recommendations to the Mayor and Common Council on all requests for modifications to personnel schedules or departmental tables of

organization.

18. Recommending changes to policies as necessary.
19. Coordinating and administering the City's risk management program.
20. Coordinating and maintaining a city-wide workers compensation program.
21. Approving and monitoring layoffs due to lack of funds or other reasons and reviewing, when appropriate, the re-employment of laid off employees in other City positions.
22. Reviewing and making recommendations on the filling of vacant positions with the Mayor and Administrative Services Committee chairperson.
23. Approving appointments to, and removal of, personnel from City positions.
24. Developing and administering the recruitment and selection program.

25. Monitoring temporary and emergency appointments.
26. Administering labor agreements and establishing procedures consistent with such agreements.
27. Establishing standards and procedures to insure uniformity in the application of corrective actions and the processing of employee grievances.
28. Conducting hearings in the last step of the grievance procedure.
29. Conducting hearings in the last step of the complaint procedure for non-represented employees.
30. Negotiating the City's labor agreements.
31. Preparing for and assisting in grievance arbitration hearings and interest arbitration hearings.
32. Preparing for and participating in employment hearings.
33. Developing, operating, and coordinating training programs to improve employee and supervisor effectiveness.

H. City Attorney and/or designee:

The City Attorney and/or designee shall have responsibility for:

1. Representing the City in employment hearings.
2. Representing the City in unemployment compensation hearings.
3. Representing the City in workers' compensation hearings.
4. Representing the City in grievance arbitration hearings.
5. Representing the City in interest arbitration hearings.
6. Representing the City in general liability and claims litigation.
7. Approving the removal of personnel from City positions.
8. Participating in the final step of the complaint procedure for non-represented employees.
9. Approving independent contractor agreements.
10. Developing and recommending severance or resignation agreements.

11. Assisting the Human Resources Department with labor negotiations.
12. Reviewing and approving human resources policies for legal compliance.
13. Advising Human Resources and Department Directors on employment and labor related issues.
14. Retaining outside counsel when appropriate.

I. Department Directors:

Department Directors shall have responsibility for:

1. Enforcing the human resources policies and procedures in their respective department or office.
2. Administering labor agreements applicable to their department.
3. Keeping employees informed of current human resources and safety policies.
4. Conducting the appropriate step in the grievance procedure.
5. Appointing or removing employees from positions subject to approval of the Human Resources Director and City Attorney and/or their designee(s).
6. Administering corrective actions and delegating such authority to supervisory personnel as appropriate.
7. Participating in the final step of the complaint procedure for non-represented employees under their jurisdiction.
8. Following, promoting and enforcing safety and risk management policies and procedures.
9. Ensuring departmental representation on the City's Central Safety Committee.
10. Completing the annual goal and development evaluation forms for applicable department employees.
11. Ensuring employee attendance at required and developmental training.

J. Supervisors:

Supervisors, to the extent Department Directors delegate authority to them, may have responsibility for:

1. Interviewing and selecting applicants for positions under their supervision subject to the approval of their Department Director and the Human Resources Director.
2. Administering corrective actions to employees.
3. Administering human resources policies.
4. Administering labor agreements applicable to the employees under their supervision.
5. Conducting the appropriate step in the grievance procedure.
6. Following, promoting and enforcing safety and risk management policies and procedures.
7. Keeping employees informed of current human resources and safety policies.
8. Completing goal and development evaluation forms for subordinate staff.
9. Scheduling employees for required training.

V. PROCEDURE

Any employee having questions regarding the appropriate authority and/or this policy should contact their department director, the City Attorney's Office or the Human Resources Department.